

A Guide to Purchasing Local Produce- South Carolina

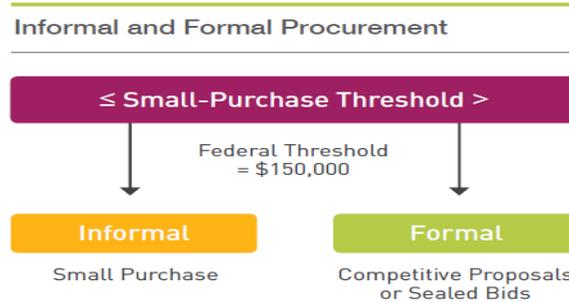
When using nonprofit food service account funds, School Food Authorities (SFAs) must follow their own State and Local rules except where those rules are inconsistent (less restrictive) with the federal requirements.



Step by Step:

- Forecasting: Identify the products you will be purchasing, and estimate the total cost of purchase.
- Depending on the dollar amount, determine whether to use an informal or formal procurement

Procurement Methods: Informal and Formal Method



Informal Method (Less than or equal to \$150,000)	Formal Method (Greater than \$150,000)
<ul style="list-style-type: none"> <input type="checkbox"/> Develop Specifications: Write clear requirements, including delivery and packing conditions. <input type="checkbox"/> Identify Source: Contact potential vendors, collect at least 3 invoices. <input type="checkbox"/> Evaluate Responses: Ensure all aspects of the specifications have been met. <input type="checkbox"/> Award the Invoice/Contract: Determine which bidder offers the best value (responsive, responsible, lowest price). <input type="checkbox"/> Manage the Invoice/Contract: Ensure that you receive everything from the vendor. 	<ul style="list-style-type: none"> <input type="checkbox"/> Develop solicitation: Develop a criteria to evaluate bidders and a grading scale. <input type="checkbox"/> Publicly announce/advertise the solicitation: Announce solicitation (print or online), you may also contact known bidders. <input type="checkbox"/> Evaluate the bids: <ul style="list-style-type: none"> • Document the Evaluation • Score every bid (according to the grading scale) • Demonstrate full & open competition <input type="checkbox"/> Award the Contract: Determine most responsive and responsible bidder at lowest price. <input type="checkbox"/> Manage the contract: Ensure receipt of everything as outlined in contract. <p>Producers of locally grown products receive extra points in scoring.</p>

Keep in mind the following:

- Decide how you would define “local.” Examples: PeeDee region, within 90 miles, or SC grown.
- Incorporate decisions into your school district policy to guide food purchases.
- Ensure compliance with federal, state, and school district procurement requirements.
- GAP Certification of sources.
- Vendor HACCP plan.
- Identify and clearly state the preferred number of days from harvest to delivery.
- Ensure product traceability documentation.
- Monitor and keep documentation on service, product quality, and price.



SC Farm to School Specification Worksheet

Item Name:	
Description (Variety):	
Size:	
Grade/Standard:	
Pack Size/Weight:	
Price Quote: (by lb./dozen, case)	
Ripeness: (Maximum/Minimal Level of ripeness that will be acceptable)	
Delivery/Frequency:	
Growing Preference: (Local within South Carolina)	
Other:	



SC Farm to School Specification Worksheet (SAMPLE)

Item Name:	Apples
Description (Variety):	Gala, apples to be firm, fresh-picked, no bruising, no worm or insect damage, packed in a clean, unused box.
Size:	2 7/8 to 2 1/4 diameter
Grade/Standard:	US utility
Pack Size/Weight:	125-138 count
Price Quote: (by lb./dozen, case)	Standard 40lb box
Ripeness: (Maximum/Minimal Level of ripeness that will be acceptable)	Fully tree ripened
Delivery/Frequency:	Every three weeks and to be delivered to all six sites
Growing Preference: (Local within South Carolina)	Grown within 75 miles radius
Other:	Un-waxed, (not washed, washing would remove the natural wax causing you to apply a wax type product enabling longer storage)



SC Farm to School Specification Worksheet

Sample Food Procurement Specifications:

The following are sample food product quality specification and food packaging and delivery specifications which can be used in conjunction with menus prepared for vended programs participating in the Farm to School Program. Carefully review these specifications and compare them to the product criteria preferred for use in your SFA operations. Make revisions where necessary.

SAMPLE FRUIT/VEGETABLE SPECIFICATIONS

Fresh fruits are served frequently during the summer. All fruit should be of proper ripeness for eating and free of excess bruises. Fruit must not be overripe. Seasonal availability may require some substitutions for indicated fresh fruit.

Celery Sticks - 4 sticks/each three inches long and 3/4 inch wide to equal 1/4 cup serving. Bright, medium to light color. Fresh, firm, crisp branches. Free from noticeable blemishes or decay.

Carrot Sticks - 6 sticks/each 4 inches long x 1/1 inch wide to equal a 1/4 cup serving. Select medium to small size roots which are well-shaped, smooth, and solid and have good orange color. Carrots with considerable green color at the top require extra trimming.

Nectarine - 2 to 2-1/8 inches in diameter. 1 nectarine equals 1/2 cup serving (medium). Rich color and plumpness. Firm with slight softening along the seam. Orange-yellow color between the red areas.

Orange - 1 orange equals 1/2 cup serving (medium). Heavy, firm, well-colored, well-formed fruit with fine textured skins.

Apricots - 2 apricots equal 1/2 cup serving. Selected apricots having a bright, plump and juicy appearance with a uniform golden-orange color. Ripe apricots will yield to gentle pressure.

Lettuce - 1 large leaf = 1/4 cup. Green color, fairly firm. Fresh outer leaves free from insects and noticeable discoloration or decay

Banana, - 1 banana equals 1/2 cup serving. Each banana approximately 1/4 lb. Plump, firm bright colored fruit. Free from scars and bruises. For immediate use select solid yellow colored fruit, lightly flecked with brown.

Purple Plum - 2 plums equal 1/2 cup serving (size: 4 x 5 inches in diameter). Well-formed fruit. Good color. Fairly firm to slightly soft state of ripeness. Fresh, bright appearance.

Peach - 2-1/8 inches diameter. 1 peach equals 1/2 cup (medium). Select fruits with plenty of red blush and free from signs of decay. They should be firm, not hard, and the skin between the red areas should have a yellowish cast rather than distinctly green.

Pear - 2-1/4 to 2-3/8 inches diameter. 1 pear equals 1/2 cup serving (medium). Select well formed, smooth fruits free from scars and skin punctures. Firm fruit will ripen on standing.

Apple - 2-1/2 inches diameter. 1 apple equals 1/2 cup (medium). Select firm, crisp, well-colored apples. Flavor varies in apples and depends on the stage of maturity at time of picking. Immature apples lack color and are usually poor in flavor.

Tangerine - 2-3/8 inches in diameter. 1 tangerine equals 1/2 cup (medium). Select fresh bright fruits, generally well-colored, well-shaped, and fairly firm moderately heavy, and free from decay. Those with dull, dried skins or which are puffy and light in weight may have shrunken and dried flesh.

Grapes - Seedless, 18 grapes equals 1/2 cup, with seeds 12 grapes = 1/2 cup. Plump, firm, well-colored, fresh looking, firmly attached to stem. Green fruit. Stems green and pliable.

Watermelon - Approximately 27 lbs. Each. 1/64 wedge = 1/2 cup.