

School Food Innovator Series: Partner with Local Farmers

May 1, 2024

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CALIFORNIA FOOD
FOR CALIFORNIA KIDS®

School Food Innovator Series: Partner with Local Farmers

May 1, 2024

Yousef Buzayan

Farm to Market Senior Manager

Community Alliance with Family Farmers

Claire Tauber

Farm to School and Institution Coordinator

Community Alliance with Family Farmers



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Cassidy Boardman

Interim Director of Nutrition Services &
Farm to School Manager
Upland Unified School District

Anna Nakamura Knight

Farmer/Partner
Old Grove Orange

Tammy White

Director of Nutrition Services
San Jacinto Unified School District



Agenda

- Welcome New Network Members
- Farm to School Procurement Best Practices
- Panel Discussion: Partner with Local Farmers
- Q+A
- Resources
- Regional Breakouts
- Closing





CALIFORNIA FOOD FOR CALIFORNIA KIDS[®]

California Food for California Kids is an initiative of the Center for Ecoliteracy



Welcome Our New
California Food for California Kids
Network Members!

Cupertino Union School District

Nicole Meschi
Senior Director of Nutrition
Services

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California Food for California Kids Network



2,199,017
STUDENTS ENROLLED

343,481,369
MEALS SERVED ANNUALLY



Farm to School Procurement Best Practices

Community Alliance with Family Farmers (CAFF)

Yousef Buzayan, Farm to Market Senior Manager

Claire Tauber, Farm to School and Institution Coordinator



CAFF
COMMUNITY ALLIANCE
with **FAMILY FARMERS**

Family Farmers + Sustainable Agriculture

CAFF advocates for family farmers and sustainable agriculture. We strive to build a movement of rural and urban people to foster family-scale agriculture that cares for the land, sustains local economies and promotes social justice.



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Today's Discussion

- Micropurchases
- Informal Purchases
- Request for Proposal (RFP)
- Contact Us for Information and Resources

When to use?

- One-time purchases
- Alternating small purchases across farmers and/or hubs
- First time trying farm-direct products
- Special events
- Emergency purchases

Micro-Purchases

\$49,999.99



\$0





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Micro-Purchase Best Practices

- Rotate vendors after two consecutive micro-purchases from the same vendor
- Each single purchase under \$50,000 is a micro-purchase, meaning it is one purchase under \$50,000, not multiple orders that combined are under \$50,000 orders throughout the year.





5 Steps to a Micro-Purchase

1. Develop specifications, and determine:

- What do you want to buy?
- When do you need the product?
- What volume do you want to purchase?
- Where do you need the product delivered?

2. Conduct market research

- Is the product in season and available?

3. Contact a vendor and make the purchase

- Volumes per site
- W-2/Accounting
- Payment Terms

4. Manage the contract and farmer relationship

- Stay connected with farmer/vendor

5. Track your purchases

- CDE Requirement



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Micro-Purchase Benefits

- Purchase local food without soliciting competitive quotes
- Try out produce from new local farmers
- A few micro-purchases can mean a lot to a small farm business
- A great way to feature local farms for promotional and educational events such as Farm to School celebrations, Summer Meals promotions, or Harvest of the Month



Informal Purchases: “3 Bids and a Buy”

When to use?

“Small purchases”

1 year or less

When lowest price makes sense

When all bids need to meet all requirements

**Informal
Purchases**

\$249,999.99



\$50,000.00





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Two Styles of Informal Bids

Simple:

- Calls or emails
- Make sure all needs are communicated & responses tracked evenly (write specs)



Two Styles of Informal Bids



Advanced:

- Written solicitation request (RFQ)
- Lists requirements & items
- Recommended for more advanced needs/ higher \$ solicitations



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5 Steps to an Informal Bid

1. Develop specifications and item list
2. Identify 3 Sources and request quotes
3. Evaluate responses

4. Award the Contract
5. Manage the contract and farmer relationship



Informal Bids: Benefits & Challenges

Benefits:

Easier than public RFPs

More flexibility and choice in solicitation process

Ensures compliance while supporting food hubs and farm direct purchasing

Challenges:

Less than 3 quotes = track why and justify choosing from 2 vendors

Informal bid announcement



Requests for Proposals (RFPs): When to Use?

- Contract over \$250k
- Recurring purchases, and/or the contract will be more than 1 year
- Want to buy local? Evaluation criteria in addition to price are highly recommended
- Can require organic in item description
- Can require local using new USDA FNS Final Rule





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Formal Bid Solicitations (RFPs): When to Use?



Compare vendors based on which have the best ability to provide:

- local product (i.e., geographic preference)
- source identity tracking and reporting
- sourcing from USDA "socially disadvantaged" farmers
- Organic products



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Benefits of RFPs

- Vendors provide a self-assessment of their ability to meet specifications outlined by school district
- Opportunity to purchase local products through a distributor
- Flexibility to purchase seasonal products
- A broad range of Evaluation Criteria, not just price



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How to Create A RFP

- Review formal procurement requirements - CDE Procurement in Schools and Nutrition Program Website
- Consider CAFF for existing bid solicitation tools, resources, and technical assistance.

Some CDE Recommended Steps for a formal RFP process:

- Evaluate which types of services are needed
- Align with procurement plans and procedures
- Draft the RFP
- Submit the RFP to the CDE for approval
- Provide RFP to vendors that offer the desired products
- Publicly advertise the RFP
- Award & publicly post the outcome of the RFP



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RFP Scoring Process/Evaluation Criteria

- Award points to bids based on criteria
- Highest evaluation criteria must be price – not necessarily majority of points
- Other criteria scoring isn't prescribed
- Additional criteria to be considered
- Use a Vendor Questionnaire that aligns with Evaluation Criteria



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RFP Local Update!

- Announced in the USDA FNS "Child Nutrition Programs: Meal Patterns Consistent With the 2020-2025 Dietary Guidelines for Americans Final Rule."
- "The new rule, taking effect as of July 1, 2024, allows 'locally grown,' 'locally raised,' or 'locally caught' to be used as procurement specifications for unprocessed or minimally processed food items."
- "Continues to allow State agencies and program operators to adopt their own definition of 'local' and does not prescribe a Federal definition of 'local'"
- Register for upcoming [May 16th CNP Final Rule webinar](#) for more info



Contacts (and Cafeteria Signage)



www.caff.org



[@famfarms](https://www.facebook.com/famfarms)



[@caff_famfarms](https://www.instagram.com/caff_famfarms)



[@famfarms](https://twitter.com/famfarms)



[youtube.com/CAFFflix](https://www.youtube.com/CAFFflix)



www.caff.org/blog



Contact: farmtocafeteria@caff.org / yousef@caff.org / claire@caff.org

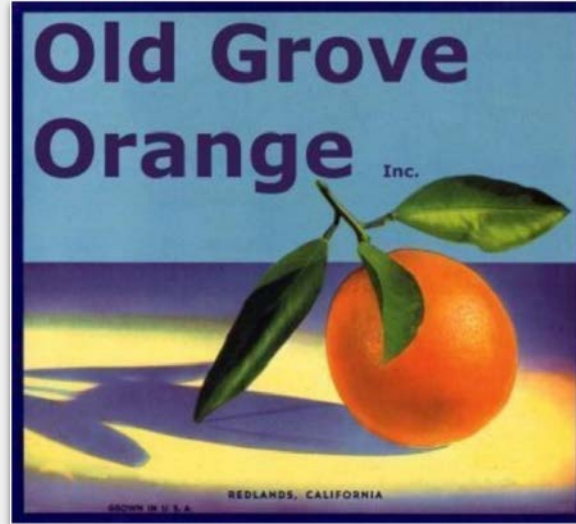
Panel Discussion: Partner with Local Farmers

Upland Unified School District



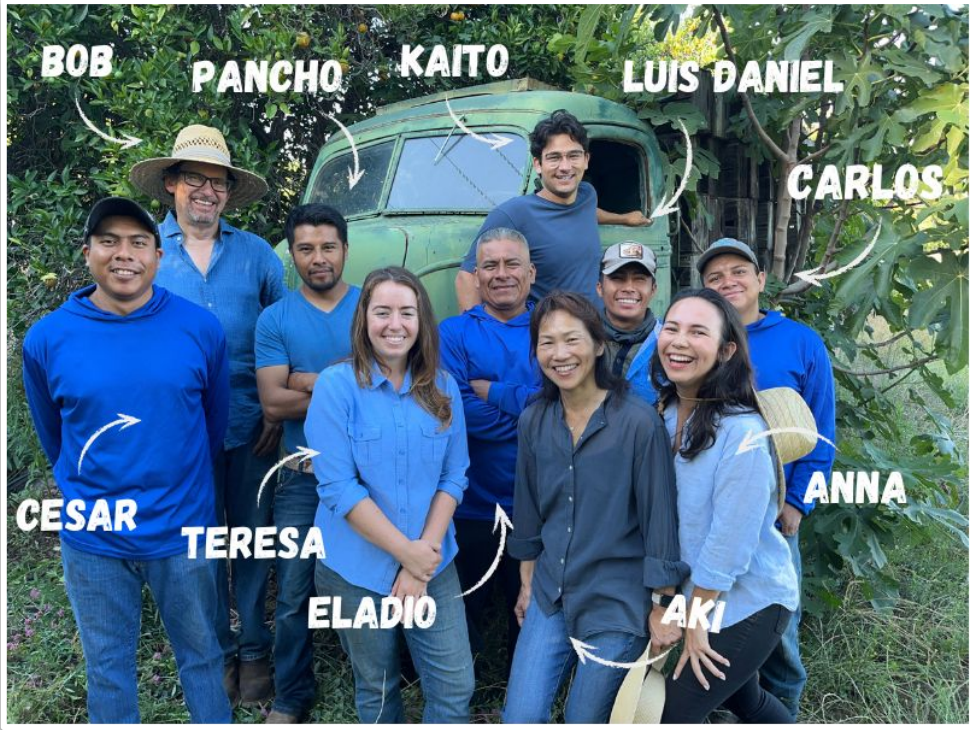
Cassidy Boardman, Interim Director of Nutrition Services & Farm to School Manager

Old Grove Orange



Redlands, CA

Old Grove Orange



Redlands, CA

San Jacinto Unified School District



Tammy White, Director of Nutrition Services

San Jacinto USD Opportunity Buys

OPPORTUNITY BUYS

San Jacinto USD is proximated in an area that contains significant acreage dedicated to agriculture and small farmers. To support the local economy, this Request for Proposal will allow for opportunity buys from reputable, certified, local farmers due to seasonal volume, weather considerations, etc. San Jacinto USD reserves the right to take advantage of seasonal opportunity buys from our local farmers, outside of this agreement, to support our local farmers.

*San Jacinto Unified School District,
Produce Request for Proposal for Opportunity Buys*



Example “Piggyback Clause”

For the term of the Contract and any mutually agreed extensions pursuant to this request for bids, at the option of the vendor, other school districts within the State of California, may purchase identical products upon the same terms and conditions pursuant to Sections 20118 (K-12) of the Public Contract Code. The X School District waives its right to require such other districts to draw their warrants in the favor of the district. Subsequent purchases under the Piggyback Clause may only be up to the size and value of the awarded contract under this RFP. The successful bidder must provide an MOU to the piggybacking Agency that includes the items and total value to the Agency within the piggyback agreement. Subsequent buyers using this RFP shall be directly responsible to vendor for payment and/or any other financial arrangements involving said transactions.

Example Provided by the Community Alliance of Family Farmers (CAFF)

Fruits and Vegetables Poll

Resources

Center for Ecoliteracy Resources

- [How to Plan a Student-Centered Farmer Visit to Your School](#)
- [Farm to School Short Film](#)
- [Connecting the Cafeteria, Classroom, and Garden Video](#)
- [Eating Learning Growing Resources](#)
- [School Food Innovator Series: Thu, Sep 12 @ 1:30 p.m. PT](#)

California Food for California Kids Annual Assessment

It's time to recognize your progress!
Share your wins (however big or small)
in the California Food for California Kids
Network Annual Assessment for SY
2023–2024. Your responses will help
tailor our programs and resources to
meet your needs.



Join the California Food for California Kids Network

California Food for California Kids is an initiative of the Center for Ecoliteracy that builds the capacity and commitment of public school districts to provide all students with fresh, locally-grown school meals and develop connections between the cafeteria, classroom, and garden.



Partner Organization Resources

CAFF:

- Bid Generator
- California School Produce Procurement Guide
- California Crunch Pre-Registration

Thursday October 10, 2024

LunchAssist:

- [The Lunch Break](#): Weekly California Webinar

Thursdays, March – May 2024

School Lunch Hero Day Resources

School Lunch Hero Day is Friday, May 3!

- School Nutrition Association:
[School Lunch Hero Day Resources](#)
- FoodCorps:
[School Nutrition Appreciation Cards](#)
- Tag [@center_for_ecoliteracy](#) on Instagram:
We will share your celebrations of
School Lunch Heroes!



Partner Organization Resources

California Association of Food Banks: [SUN Bucks Summer Food Program](#)

USDA:

- [Fresh Fruit and Vegetable Program \(FFVP\)](#)
- [Final Rule - Child Nutrition Programs: Meal Patterns Consistent With the 2020-2025 DGAs](#)
- [Updates to the School Nutrition Standards](#)
- [Child Nutrition Programs Final Rule Webinar](#)

Thursday May 16 @ 11:00 a.m. PT

Partner Organization Resources

USDA: [Local Agriculture Market Program \(LAMP\) Grant Program](#)

Due May 14

Sprouts Healthy Communities Foundation:

- [Sprouting School Gardens Grant](#)
- [Lundberg Family Farms Sprouting Habitats Grant](#)

Due May 31

Panelist Social Media

@OldGroveFarms on [Instagram](#)

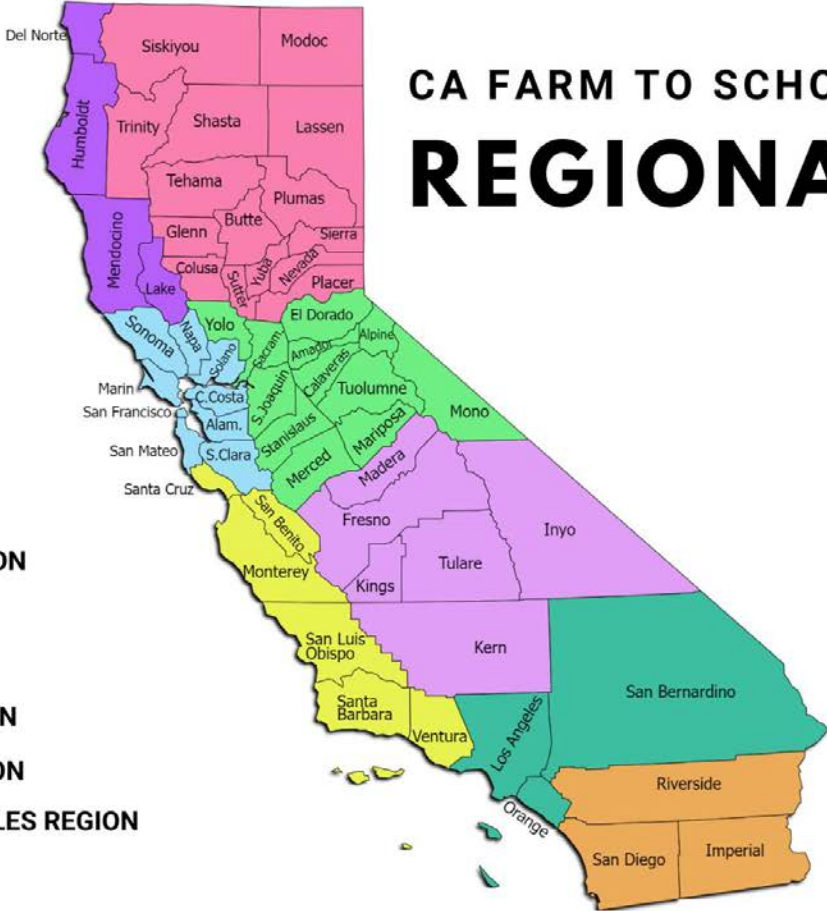
@San_Jacinto_Nutrition_Services on [Instagram](#)

@UUSDFarmToSchool on [Instagram](#)

Regional Breakouts

CA FARM TO SCHOOL NETWORK REGIONAL MAP

-  SUPERIOR REGION
-  NORTH COAST REGION
-  BAY AREA REGION
-  CENTRAL REGION
-  SAN JOAQUIN REGION
-  SOUTH COAST REGION
-  GREATER LOS ANGELES REGION
-  SOUTHERN REGION



Thank you!



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