



**MI Farm to ECE Webinar Series:**

# **Introduction to Local Procurement**

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# WHAT IS LOCAL?

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Local can be defined by city, county, state, region, or otherwise.



# SOURCES FOR LOCAL FOOD

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- **Broadline Distributor**
- **Food Hub**
- **Direct with farmers and farmer cooperatives**
- **Farmers market or farm stands**
- **Gardens**



[cultivatemichigan.org](http://cultivatemichigan.org)

# LOCAL FOOD IN CHILD AND ADULT CARE FOOD PROGRAM

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- **New regulations to be implemented in October 2017**
- **Local Food Purchasing considered a best practice**
- **Increased emphasis on diversity of fruits and vegetables**
  - Fruits and vegetables are two separate categories
  - Limit fruit juice to once per day



## Vegetables and Fruit

- **Make at least 1 of the 2 required components of a snack a vegetable or a fruit.**
- **Serve a variety of fruits and choose whole fruits (fresh, canned, dried, or frozen) more often than juice.**
- **Provide at least one serving each of dark green vegetables, red and orange vegetables, beans and peas (legumes), starchy vegetables, and other vegetables once per week.**

Taken from USDA Child and Adult Care Food Program: Best Practices  
[http://www.fns.usda.gov/sites/default/files/cacfp/CACFP\\_factBP.pdf](http://www.fns.usda.gov/sites/default/files/cacfp/CACFP_factBP.pdf)

# RULES AND REGULATIONS

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- Local food cannot be listed as a specification
- Can include other specifications related to local food
  - Opportunities for education
  - Delivered within 48 hours of harvest

# FAMILY DAY CARE HOMES

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- **Most important thing is menus and submitting regularly**
- **Don't need to follow formal procurement procedures**
- **Local Procurement strategies:**
  - Local farmers markets and farm stands
  - Asking grocery store about local products
  - Working with other family day care homes to do bulk purchases from local farmers
  - Purchase a Community Supported Agriculture (CSA)

# MICRO-PURCHASING

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- For purchases under \$3,500
- Does not require competitive bid
- **Allows providers to:**
  - take advantage of seasonal discounts
  - Access bulk purchasing opportunities
  - Adapt for special events (like the Apple Crunch or Cherry Slurp!)
- **Must spread out purchases**



Photo courtesy of Caryn Elam

# INFORMAL PURCHASING

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- **Purchases under \$150,000\***
- **Secure bids from a minimum of three vendors**
  - But you can choose who you approach
- **Clearly identified product specifications and vendor requirements**
- **More useful for multiple purchases from the same vendor**

\* Make sure your state or local level doesn't have a more restrictive threshold



Photo courtesy of Caryn Elam



## INFORMAL PROCUREMENT LOG



Items to be Purchased	Quantity Expected to Buy	Vendor #1			Vendor #2			Vendor #3		
		Unit Price	Extended Price (Quantity x Unit Price)	VS* (✓)	Unit Price	Extended Price (Quantity x Unit Price)	VS* (✓)	Unit Price	Extended Price (Quantity x Unit Price)	VS* (✓)
<b>TOTAL</b>			\$			\$			\$	
<b>Vendor Selected (VS)</b>		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
<b>Date and Method of Contact</b>										
<b>Additional Notes:</b>										
<b>Signature of person completing this form:</b>								<b>Date:</b>		

\*The vendor selected can be for all items or by individual.

# FORMAL PURCHASING

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- **Purchases above \$150,000**
- **For larger purchases, like securing a broadline distributor**
- **Requires you to conduct a request for bid or proposal and choose lowest cost vendor that meets your needs**
- **Options to include local:**
  - Include specifications that tailor to local
  - Use Geographic Preference
  - Be sure to reach out to local vendors to secure bids

# UPCOMING WEBINARS

[mifarmtoschool.msu.edu](http://mifarmtoschool.msu.edu)

2016-2017

Local Purchasing sub-series

- January 11 – Purchasing from Farmers
- February 1 – Purchasing from Food Hubs
- February 22 – Purchasing from a Broadline Distributor

- March 8 – Early Childhood Gardens
- March 29 – Seasonal Menu Planning
- April 19 – Farm to ECE Taste Tests
- May 10 – Culturally Relevant Farm to ECE Programs
- May 31 – Farm to ECE Lesson Plans
- June 14 – Engaging Parents in Farm to ECE



# QUESTIONS?

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