How to use the USDA Pilot Project for Unprocessed Fruits & Vegetables

The USDA Pilot Project supports the purchase of local and regional produce, however standard procurement rules still apply

Starting in February, reach out to vendors and reserve the Entitlement funds that you would estimate using for the USDA Pilot Project in the upcoming school year.

Review USDA Pilot Project eligible vendor list and identify farms or vendors with produce you want to purchase.

Decide if you will apply a “geographic preference” or other criteria to target local produce.

For a purchase of more than $10,000, collect at least 3 quotes from USDA Pilot Project, or other vendors.

Modify any existing contracts with your current vendors for items purchased through the USDA Pilot Project, so they know to bill USDA.

By April, sign up for the upcoming school year by filling out OSPI’s application and allocating funds to specific vendors.

Document the awarded purchase in your files.

Evaluate quotes and award purchase to the lowest bidder.

These steps are for an informal procurement process for a purchase of more than $10,000 and less than $250,000 for Washington grown food using the USDA Pilot Project for Unprocessed Fruits & Vegetables. If you are making a Micropurchase of less than $10,000 or a purchase of more than $250,000 that requires a formal bid, or are unsure, please contact OSPI or the WSDA Farm to School team for assistance.

Order & arrange for delivery of produce.

Receive produce, inspect, sign invoice noting accuracy, count & quality.

Vendor sends invoice: verify and approve within 1 business day and record on OSPI spreadsheet. Vendor will bill USDA directly.

Send invoice spreadsheet monthly to OSPI.

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