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.

Allocate USDA Foods entitlement funds to the program by contacting OSPI.

Review USDA Pilot Project approved vendor list and get product availability.

Identify the fruits or vegetables you want to purchase.

For locally grown produce, decide if you will apply a "geographic preference".

Request a quote from each vendor.

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

Award the purchase to the lowest bidder.

Identify 3 farms or vendors from the USDA Pilot Project vendor list who have the item you need.

Document the award in your files.

Receive produce, inspect, sign invoice noting 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.

Order & arrange for delivery of produce.

Allocate USDA Foods entitlement funds to the program by contacting OSPI.

OSPI Contact
Food Distribution Program Supervisor
Child Nutrition Services, OSPI
(360) 725-6209

* These steps are for an informal procurement process of less than $150,000 for Washington grown food using the USDA Pilot Project for Unprocessed Fruits & Vegetables. If you are making a purchase that requires a formal bid or are unsure, please contact OSPI or the WSDA Farm to School team for assistance.

WSDA Contacts
Chris Iberle
Tracy Wilking
Farm to School Team
Washington State Department of Agriculture
(206) 454-2201
twilking@agr.wa.gov
ciberle@agr.wa.gov