USDA Pilot Project for Unprocessed Fruits and Vegetables & Farm to School

Tricia Sexton Kovacs, Chris Iberle & Maggie Harkins, WSDA
Donna Parsons & Jim Hemmen, OSPI
School district participation in farm to school programs has increased by 430% since 2006.
Ways to Engage
Farm to School is Growing in Washington

9 districts participating in Farm to School in 2006. 37 more have gotten involved with Farm to School in the following years.
Where do school districts purchase Washington-grown foods?

Farms

- 63%
- n = 49

Distributors

- 94%
- n = 50

Sixty-four percent of Food Nutrition Directors request that distributors identify WA-grown foods. Forty percent of Food Nutrition Directors request that WA-grown food be offered.

School Districts say distributors:

- Identify WA-grown products adequately
- Are responsive to requests for WA-grown foods

School Districts who report positive vendor satisfaction

- 91%
- n = 34, 47

Ninety-four percent of school districts who have purchased from farms would do so again

225 of 280 Food Service Directors responded to the Results Washington question via phone or internet
Why Farm to School?

1. Support local economy
   - 93%

2. Quality, fresh product
   - 91%

3. Build community relations
   - 89%

4. Know source - for promotion
   - 82%

5. Know source - for education
   - 80%

1. Impacting childhood health and nutrition
   - 85%

2. Raising public awareness about food and farming
   - 83%

3. Strengthening community relationships
   - 78%

4. Increasing sales within a shorter delivery distance
   - 54%

5. Access to a predictable market
   - 53%
How can the Pilot for the Procurement of Unprocessed Fruits and Vegetables support Farm to School?
USDA Pilot for Unprocessed Fruits and Vegetables

The USDA Pilot for Unprocessed Fruits and Vegetables was created by the USDA to offer school districts more spending options for their entitlement funds.

It is can be used alongside DOD Fresh and does not act as a replacement program.

The pilot is an opportunity for schools to use entitlement funds to support Farm to School purchasing!

USDA contracts with farms and vendors-> schools purchase from vendors-> fresh produce is delivered-> USDA pays the bill.
Goal of the Pilot

The goal of the Pilot Project is to develop additional opportunities for schools to purchase fresh fruits and vegetables with entitlement funding while using pre-existing commercial distribution channels and school relationships with growers, produce wholesalers, and distributors.

The pilot supports the use of locally-grown foods in school meal programs using entitlement funds.
**farm opportunity**

- Support growing demand for fresh products from local schools in your area
- Develop connections with local Food Nutrition Directors and build a foundation for future business relationships
- Broaden your customer base to schools, students and families in a stable, high-volume market
- Show support for your community and help improve childhood nutrition
- Feature your company as a USDA approved vendor

**school opportunity**

- Serve more healthy, fresh and locally-procured fruits and vegetables
- Support local economy, build community relationships and promote your food service program
- More flexibility over where and how to spend your entitlement
- Purchase from vendors with approved liability insurance and food safety practices
- Participate with minor adjustments to a standard purchasing practices
Vendor/Farmer Requirements

Vendor Requirements: The USDA Pilot Project for Procurement of Unprocessed Fruits and Vegetables

1. Product Liability Insurance
2. Food Safety Certification

Which best describes your operation? Certification options vary by vendor type:

Farm
- Good Agricultural Practices (GAP)
- USDA Good Agricultural Practices (GAP)
- USDA Harmonized GAP
- Any Global Food Safety Initiative (GFSI) recognized scheme. See GFSI website for options.

Distributor
- Good Handling Practices (GHP) / Good Manufacturing Practices (GMP)
- USDA Good Handling Practices (GHP)
- USDA Plant Survey
- USDA Plant Systems Audit (PSA)
- Any Global Food Safety Initiative (GFSI) recognized scheme. See GFSI website for options.

Processor
- Good Manufacturing Practices (GMP)
- USDA Good Manufacturing Practices (GMP)
- USDA Plant Survey
- USDA Plant Systems Audit (PSA)
- Any Global Food Safety Initiative (GFSI) recognized scheme. See GFSI website for options.

- Do NOT repack
- Repack or handle produce
- Dried or frozen
- Freshcut

Signed statement certifying that vendor meets GMP/GMP and has been audited (audit can be other than USDA or GFSI recognized). Must have Food Defense Audit benchmarked by GFSI or USDA.

Approved Certifiers
- USDA - Agricultural Marketing Service (AMS) - federal division that provides audit and accreditation programs
- Global Food Safety Initiative (GFSI) - collaborative that recognizes robust, globally recognized food safety certifiers based on global quality standards

- All distributors and processors must have a USDA or GFSI benchmarked Food Defense Audit
- Do you have suppliers? Food safety certifications are required for all suppliers, except for produce processed into dried or frozen product.
- Do you handle non-domestic product? If so, you must submit a Product Segregation Plan to ensure only US-grown produce. Your supplier(s) plan may be requested during an audit.

Questions? Contact the Washington State Department of Agriculture's Farm to School Team at http://www.ag.waschool.org/Page/182/procurement or (360) 254-6151.

See USDA Vendor Eligibility Requirements for further details.
Farm Vendor Requirements

1. Written food safety plan
2. Product Liability Insurance
3. Food Safety Audit Certification (Good Agricultural Practices (GAP)/Good Handling Practices (GHP))

agr.wa.gov/inspection/GAPGHP
Vendors

Schools can only purchase from USDA approved vendors and farmers

Pacific Coast Fruits  Spokane Produce
First Fruit Marketing of Washington  Charlie’s Produce
American Produce Express  Penny’s Salsa Inc.
Tahoma Farms  FSA West/ FSA East
Columbia Fruit  Columbia Fresh Packing

& more to come!

Don’t see someone you would like to on the list?! Contact Chris Iberle at ciberle@agr.wa.gov
Procurement Methods

Standard procurement rules still apply to pilot project

≤ Small Purchase Threshold >
(Federal Threshold = $150,000)

Informal
- Small Purchase
  (Requires price quotes from at least 3 bidders)
- Micro Purchase
  (Noncompetitive Purchase
    (value of purchase may not exceed $3,500))

Formal
- Sealed Bids (IFBs)
- & Competitive
- Proposals (RFPs)
  (Requires public advertising)
How does Washington State law affect local purchasing?
Washington School Procurement Law

Food and other purchases

- $75,000 or more: Formal
- $40,000 - $75,000: Informal
- Less than $40,000: No competition required
Exemption for Washington Grown Food

Are you applying a geographic preference for Washington grown food? (WGF)

Yes, WGF
- $150,000 or more: Formal
- Less than $150,000: Informal

No, not WGF
- $75,000 or more: Formal
- Less than $75,000: Informal
Informal Process

To procure under the informal process (Less than 150,000) you need 3 quotes.

You can receive quotes in the informal process:

- Over the phone
- Via email
- Comparing fresh sheets
- In an RFQ document
- In a forward contract

*If you are applying geographic preference you must specify that when requesting quotes*
Geographic Preference

• Rule 1: School districts must define local and may do so according to their preference.
Geographic Preference Option

Rule 2: Geographic preference option is limited to “minimally processed” foods.

Cooling; refrigerating; freezing; size adjustment made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; forming ground products into patties without any additives or fillers; drying/dehydration; washing; packaging (such as placing eggs in cartons), vacuum packing and bagging (such as placing vegetables in bags or combining two or more types of vegetables or fruits in a single package); addition of ascorbic acid or other preservatives to prevent oxidation of produce; butchering livestock and poultry; cleaning of fish; and the pasteurization of milk.
USDA Pilot Project for Procurement of Unprocessed Fruits & Vegetables

Purpose

1. Give schools flexibility in how they spend their entitlement
2. Increase purchase of “unprocessed” locally grown produce

Only fresh fruits and vegetables that are “minimally processed” or “unprocessed” can be sold through the pilot.

Produce that has been sliced, diced, chopped, washed, frozen or dried are allowed.

Foods that have been heat-treated like canning or pickling are NOT allowed.
Geographic Preference Option

Rule 3: Geographic preference can not be a requirement-only preferred.

You may specify a defined advantage for local.

*We are applying a ___% geographic preference to items grown in WA. (OR Spokane, Stevens, and Ferry counties for example)*

Rule 4: Geographic Preference may only apply to the location of the product, NOT the location of the vendor.
Local

Minimally processed

Frozen
Sliced
Washed
Packaged
Dried
Pasteur-ized

NOT

Cooked
Heated
Pickled
Canned

Products

NOT

People - Vendors
Farmers
Producers

As defined by the School District
Applying Geographic Preference

- **Simple Point/Price System (USDA)**
  - 1 point = 1 penny

- **Percent Price Preference**
  - Points for % of items within geographic preference area

- **Point Systems**
  - Points for % of items meeting multiple specifications

- **Sliding Scale**
  - Points weighted by type of specification met
Potential Specifications, Requirements, and Evaluation Criteria to Target Local Products

» Particular varieties unique to the region
» Freshness (e.g. Delivered within 48 hours)
» Size of farm
» Harvest techniques
» Crop diversity
» Origin labeling
» Able to provide farm visits or class visits
Other Things to Consider When Writing Solicitations to Target Local Products

- Be flexible
- Don’t include unnecessary requirements
- Consider what a vendor new to the school food market might not know
  - Condition upon receipt of product
  - Food safety needs
  - Size uniformity
Forward Contracts

• Technically, a forward contract is any contract established in advance of when the product is delivered.

• In the context of farm to school, it often refers to a contract or agreement established with a farmer in advance of the growing season.
# Requesting Quotes

## Product Availability and Pricing Form

(Due by end of business on Fri Aug 23, 2013)

<table>
<thead>
<tr>
<th>Item</th>
<th>Specification</th>
<th>Variety (please specify)</th>
<th>Volume Available</th>
<th>WA Grown?</th>
<th>Name &amp; location of farm, grower or processor</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXAMPLE:</strong></td>
<td>Rodishes, fresh, bunched 100 – 500 lbs</td>
<td>Mild Red</td>
<td>Approx 200 lbs per order</td>
<td>YES</td>
<td>Smith Farm, Yakima, WA</td>
<td>X X X</td>
</tr>
</tbody>
</table>

**Fruits and Berries:**

- **Blueberries, fresh**
  - Fruits should be blue-purple and firm, not overripe or crushed, free from decay, injury, mold, insects and mummified berries. Uniform in size.

- **Blueberries, frozen**
  - US Grade A - Fruits should be uniform, bright, dark blue-purple color, firm, reasonably fleshy, practically whole and intact with not more than 6 percent by weight of berries that may be crushed, mushy, or broken. Fairly uniform in size.

**Vegetables:**

- **Asparagus, fresh, whole**
  - Fresh, well trimmed, fairly straight/not badly misshapen, and free from decay, damage or broken tips, dirt, disease, and insects etc. Color typical of variety, not less than 2/3 of the stalk length. Size: each stalk not less than ½ inch in diameter

- **Broccoli, fresh, florets**
  - Firm heads, tight with dark green or purple buds with brightly colored stalks. Free from decay and damage. The bud clusters should be fairly compact. Size: 1" to 3" in diameter.
### Produce Calculator: Oklahoma Produce Calculator

The produce calculator was developed to help producers and food service personnel to calculate quantities and costs of various fruits and vegetables needed by a school/university cafeteria or any other food service provider. The spreadsheet based program calculates poundage needed from a farmer based on the desired number of servings and serving size. It also calculates the per serving cost based on the price of the produce. Conversion calculations have been taken from the USDA Food Buying Guide for Child Nutrition Programs

**DIRECTIONS:**
To use, fill in colored cells for commodity of interest with applicable value.

<table>
<thead>
<tr>
<th>Produce</th>
<th>servings/lb</th>
<th>serving size</th>
<th>meals served daily</th>
<th>lbs needed</th>
<th>price/lb</th>
<th>price/serve</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Asparagus</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>basis = whole spears</em></td>
<td>3.2</td>
<td>3/8 cup</td>
<td>0</td>
<td>0</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>Asparagus</td>
<td>4.8</td>
<td>1/4 cup</td>
<td>0</td>
<td>0</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td><strong>Black-eyed Peas</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>basis = shelled</em></td>
<td>6.9</td>
<td>3/8 cup</td>
<td>0</td>
<td>0</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>Black-eyed peas</td>
<td>13.3</td>
<td>1/4 cup</td>
<td>0</td>
<td>0</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td><strong>Beets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>basis = whole without tops</em></td>
<td>7.7</td>
<td>3/8 cup</td>
<td>0</td>
<td>0</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>Beets</td>
<td>11.6</td>
<td>1/4 cup</td>
<td>0</td>
<td>0</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td><strong>Broccolli</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>basis = fresh untrimmed head</em></td>
<td>6.5</td>
<td>3/8 cup</td>
<td>0</td>
<td>0</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>Broccolli</td>
<td>9.8</td>
<td>1/4 cup</td>
<td>0</td>
<td>0</td>
<td>$</td>
<td>-</td>
</tr>
</tbody>
</table>
Purchasing on the Pilot

Option 1
Modify an existing contract with an USDA approved vendor.

Option 2
Solicit a new contract with USDA approved vendors.

Option 3
Recruit new or existing vendors to participate!

Competitive bids are not required.

Competitive quotes for purchases over $3,000 required, which may include Geographic Preference.

Inform vendors of basic requirements:
## Distribution Pathways

**AMS pays all food & delivery costs**
- producer*
- school

**AMS pays all food & delivery costs**
- producer
- distributor*
- school

**School absorbs delivery cost between distributor and school**
- producer*
- distributor
- school

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If the distributor is not an approved vendor, schools will have to have a separate contract with the distributor to cover the cost of delivery.

*USDA Eligible/Approved Vendor
Vendors Summit Invoices to USDA for Payment

- Monthly requirement for vendors
- USDA will pay vendors electronically within 10 days of submission

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Recipient SFA</th>
<th>City</th>
<th>Product Description</th>
<th>State of Origin</th>
<th>Quantity</th>
<th>Total Cost</th>
<th>Delivery Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Y</td>
<td>School X</td>
<td>City Y</td>
<td>Lettuce Green Boston 24 Ct</td>
<td>State Z</td>
<td>15</td>
<td>$196.80</td>
<td>4/15/2015</td>
</tr>
</tbody>
</table>

Schools should keep track of deliveries in order to:

1. Provide to OSPI to compare to USDA tracking documents for accuracy
2. Respond to USDA evaluation survey to review pilot
How Schools Can Participate

School can participate by contacting the Office of Superintendent of Public Instruction (OSPI):

Jim Hemmen
Food Distribution Program Supervisor
Child Nutrition Services, OSPI
(360) 725-6209
jim.hemmen@k12.wa.us

Participation is open on a rolling basis through December for the 2015 - 2016 school year. School districts get to determine their own entitlement set aside amount for the pilot.
Promoting Farm to School Efforts

Nutrition education
Educate about WA-grown
Taste Washington Day
Highlight WA-grown foods
School garden
Compost
Inform community
Cooking classes
Attend conferences
Student farm visit
Host farmers presentation
National Farm to School Month
Host harvest visit
Staff farm visit
Staff training

Over 40% of Washington school districts already participate in the top 5 activities
National Farm to School Month

OCTOBER is NATIONAL FARM TO SCHOOL MONTH

Small fingers planting turnip seeds during science class. Locally grown greens, tomatoes and snap peas on the cafeteria salad bar. A classroom visit from everyone's favorite apple farmer to celebrate the harvest and sample crisp, red fruit. National Farm to School Month celebrates the connections that are happening all over the country between schools and local food.

Get involved at www.farmtoschoolmonth.org.
Taste Washington Day
Harvest of the Month

Carrots

Health Fact: Carrots have Vitamin A, which helps your eyes see, especially at night.

Did you know? Washington ranks 2nd to California in the U.S. production of carrots.
School Gardens
Taste Testing

Taste Test
Product ____________________
Date ____________________

(please circle one):
Like! Sort of... Don’t Like

Do you have comments? Please write on the back
Seasonal or Special Event Purchase

• A seasonal purchase may offer the best opportunity to get locally-grown products when they are most affordable.

• For most districts, seasonal or special event purchases fall well under the small purchase threshold, so an informal process works well.

• Starting with a Request for Information to growers can tell you what is in season and when, in your area.
Bring the Farm to School
Engage the Whole School
Farm to school encourages us to try new foods

Farm to school...
• provides a story
• creates a connection
• engages us actively
• empowers us to make educated, thoughtful choices
SAFE Salad Bars in Schools

A Guide for School Food Service

Washington State Department of Agriculture • Washington State Department of Health
Office of Superintendent

This document clarifies food service mandates and guidelines for the School Food Service Program.

Introduction

Academic research and evidence from the country have shows that students who grow food increase their consumption of fruits and vegetables and that it improves their health.

Farm to School Start-Up Kit

Washington State Department of Agriculture
Kent School District: Nutrition Services

Resources

Washington Grown Food Kit

A School’s Guide to Purchasing Washington-Grown Food
# Tools and Templates

## Washington Grown Produce Seasonality Chart

*By 2012 USDA Nutrition Standards Vegetable Subgroup*

### Product Availability and Pricing Form
(Due by end of business on Wed, Feb 5, 2014) **List continues over 5 pages. Please submit all tables even if you have blank pages.**

Use the separate rows for products grown in WA and elsewhere. There are two different delivery needs by the member districts: Delivery to 1) one drop-off site or 2) the "Price per Pack" column, if you choose to do so (See EXAMPLE).

<table>
<thead>
<tr>
<th>Item &amp; Volume</th>
<th>Specification</th>
<th>Variety (please specify)</th>
<th>Volume Available</th>
<th>WA Grown?</th>
<th>Yes or No</th>
<th>Name &amp; Location of Farm, Grower or Processor</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radishes, fresh, bunched 100 – 500 lbs</td>
<td>Non-spicy variety; cleaned with no dirt on; with tops</td>
<td>Mild Red</td>
<td>Approx 200 lbs per order</td>
<td>YES</td>
<td>Smith Farm Yakima, WA</td>
<td>Jan</td>
<td>Feb</td>
</tr>
</tbody>
</table>

### Fruits and Berries:

- **Blueberries**
  - Fresh
  - Fruit should be blue-purple and firm, not overripe or crushed, free from decay, injury, mold, insects and mummified berries. Uniform in size.

<table>
<thead>
<tr>
<th>Basis</th>
<th>servings/lb</th>
<th>serving size</th>
<th>meals served daily</th>
<th>lbs needed</th>
<th>price/lb</th>
<th>price/serving</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asparagus</td>
<td>3.2</td>
<td>3/8 cup</td>
<td></td>
<td>0</td>
<td>0.0</td>
<td>-</td>
</tr>
<tr>
<td>Asparagus</td>
<td>4.8</td>
<td>1/4 cup</td>
<td></td>
<td>0</td>
<td>0.0</td>
<td>-</td>
</tr>
<tr>
<td>Black-eyed Peas</td>
<td>6.9</td>
<td>3/8 cup</td>
<td></td>
<td>0</td>
<td>0.0</td>
<td>-</td>
</tr>
<tr>
<td>Black-eyed peas</td>
<td>10.3</td>
<td>1/4 cup</td>
<td></td>
<td>0</td>
<td>0.0</td>
<td>-</td>
</tr>
<tr>
<td>Beets</td>
<td>7.7</td>
<td>3/8 cup</td>
<td></td>
<td>0</td>
<td>0.0</td>
<td>-</td>
</tr>
<tr>
<td>Beets</td>
<td>11.8</td>
<td>1/4 cup</td>
<td></td>
<td>0</td>
<td>0.0</td>
<td>-</td>
</tr>
<tr>
<td>Broccoli</td>
<td>6.5</td>
<td>3/8 cup</td>
<td></td>
<td>0</td>
<td>0.0</td>
<td>-</td>
</tr>
<tr>
<td>Broccoli</td>
<td>9.8</td>
<td>1/4 cup</td>
<td></td>
<td>0</td>
<td>0.0</td>
<td>-</td>
</tr>
</tbody>
</table>
We’re here to help you!

wafarmtoschool.org

Tricia Kovacs
tkovacs@agr.wa.gov
206-256-6150

Maggie Harkins
mharkins@agr.wa.gov
908-451-5727

Chris Iberle
ciberle@agr.wa.gov

www.k12.wa.us

Donna Parsons
Donna.Parsons@k12.wa.us
360-725-6210

Jim Hemmen
Jim.Hemmen@k12.wa.us
360-725-6209