# **BEEF TO SCHOOL DECISION TREE**

This decision tree will help you decide which procurement method to use for purchasing local beef for your school. It will direct you to the Beef to School Procurement Template – either an Informal Request for Quotes (RFQ) or Formal Request for Proposals (RFP).

### Will your beef purchase total value be:

< \$10.000

1) Less than the micro-purchase threshold of \$10,000? The federal micro-purchase threshold is \$10,000. States or localities may set more restrictive thresholds.

You may make a direct purchase of local beef without conducting an informal or formal procurement.

Be sure to document your micropurchase and distribute your school's micro-purchases equitably among qualified vendors.

Tip: Schools may not arbitrarily split purchases in order to fall below the small purchase or micro-purchase thresholds. \$10,000 - \$250,000\*

2) Between the micro-purchase threshold of \$10,000 and the small purchase threshold for your state?

You may conduct an informal procurement and use the Informal Request for Quotes (RFQ) Beef to School Template.

\*The federal small purchase threshold is \$250,000. States or localities may set more restrictive thresholds. For example, Montana's small purchase threshold is \$80,000 as of 2017. > \$250.000\*

3) Above the small purchase threshold for your state?

You must conduct a formal procurement and may use the Formal Request for Proposals (RFP) Beef to School Template.

Both Formal Requests for Proposals and Informal Requests for Quotes may incorporate geographic preference to give a comparative advantage to vendors that can provide local beef!

**Tip:** When conducting an informal procurement, be sure to document specifications and record quotes.

Any meat served in Child Nutrition Programs must be processed in a USDA-inspected facility or a state-inspected facility if it is one of the 27 states that operates a Meat & Poultry Inspection (MPI) Program. This requirement is included in the Beef to School Procurement Template language. For more information about buying local meats, check out the Local Meat in Child Nutrition Programs fact sheet.

For more information, about buying local, contact your state farm to school contact, check out the Procuring Local Foods for Child Nutrition Programs Guide, or visit www.usda.gov/farmtoschool

#### **Informal Procurement**

The primary difference between formal and informal procurement is that a formal procurement must be publicly advertised. This means that when conducting an informal procurement, you are in control of who you request quotes from and you can choose to make requests only from vendors supplying local products. If there are not three local vendors to request quotes from, you can request products from both local and nonlocal sources and target local products by using product specifications, technical requirements or geographic preference. When conducting an informal procurement, you can collect quotes over the phone, via email or even at the farmers market! Just be sure to document your requirements, specifications and quotes in writing.

## **Technical Requirements and Product Specifications**

In any type of procurement, you can use technical requirements and product specifications to target local products. In order for a vendor to be considered responsive and responsible, the vendor must meet the product specifications and other requirements outlined in your solicitation. Consider using requirements or specifications that target local products, such as:

- \* Freshness (e.g. "delivered within 48 hours of harvest")
- \* Harvest techniques
- \* Production practices
- \* State of origin labelling
- \* Ability to provide farm visits or visit classrooms

Specifications such as these help increase the chances of getting products that are produced nearby, but do not explicitly require that the products be local. When using specifications related to particular crop varieties and freshness factors, be sure not to overly restrict competition; do the market research necessary to ensure there are multiple vendors able to meet your specifications.

#### **Evaluation Criteria**

In an RFP, you are not just evaluating price but the whole package of services and/or products the vendor is offering. Therefore RFPs allow you to give weight to factors in addition to price. RFPs should describe all evaluation criteria, their relative importance, and how they will be used to assess the proposals. The weight of each evaluation factor distinguishes which elements are most important, but elements included as evaluation criteria are not requirements.

You can use some of the same measures mentioned in the technical requirements and product specifications section as evaluation criteria, noting that if these factors are used as evaluation criteria, their relative importance will be evaluated when reviewing proposals and if they are used as technical requirements or product specifications, the factors *must* be met in order for the bid or proposal to be considered.

## Geographic Preference

The 2008 Farm Bill directed USDA to allow child nutrition program operators to use a geographic preference for the procurement of unprocessed, locally grown or raised agricultural products. See the resources listed below for more information.

#### Learn more

FNS's **Procuring Local Foods webpage** is chock full of resources to help you buy local including a comprehensive guide, **Procuring Local Foods for Child Nutrition Programs**; twelve webinars that dissect each step or method for buying local; and fact sheets on a range of procurement-related topics.

This material is based upon work that is supported by the National Institute of Food and Agriculture, U.S. Department of Agriculture, under award number SW 15-028 through the Western Sustainable Agriculture Research and Education program under subaward number 140867026.







