



LOCAL FOOD FOR SCHOOLS

Procurement Fact Sheet

Program funds must supplement (by increasing or expanding) but not duplicate, existing food procurement and food distribution activities. Follow all Federal, State, and Local procurement requirements and regulations.

Allowable Food purchases:

- All food purchased must be unprocessed or minimally processed*.
- All food purchased must be served in the National School Lunch Program or the School Breakfast Program.
- All food purchased must be locally sourced food: a product grown, minimally processed, and otherwise prepared for sale or distribution exclusively in the state of Georgia or within 400 miles of final delivery destination.

Identify potential new Producers / Distributors:

- Georgia Department of Agriculture <https://georgiagrown.com/find-georgia-grown/>
- Local (including headquarters) in the State of Georgia or within 400 miles of delivery destination.
- Target socially disadvantaged and/or small businesses.**

Purchase Guidelines

- Identify NEW qualifying food purchases.
- Develop product specifications, technical requirements, and geographic preference for new food purchases.
- Provide forecasted amounts, delivery timeline(s) and destination(s) to producers/distributors.
- Evaluate estimated purchase value to determine appropriate method of procurement.
- Federal Threshold reminders (must also comply with local SFA's threshold requirements):
- Micro purchase - less than or equal to \$10,000
- Small Purchase or Small Acquisition Threshold (SAT) - greater than \$10,000 or under \$250,000
- Formal Procurement over \$250,000

Current Contracts: Are existing food contracts in place?

- Identify new, non-contracted Items that are unprocessed or minimally processed.
- Is there language in the contract to purchase outside of agreement? For example: "The School Food Authority may have an occasional opportunity to purchase a limited amount of local products outside of the awarded solicitation and reserves the right to do so." If not, contracted vendors should be given a chance to procure or have notice of intent to procure items locally. Include current contracted vendors in new quote processes based on threshold requirements.

Resources for further information

- [USDA Local Foods Decision Procurement Tree](#)
- [GaDOE SND Food Safety Regulations for Farm to School Procurement](#)
- [GaDOE SND Buy Local Page](#)
- [GaDOE SND General Procurement Information](#)

*Are foods unprocessed or minimally processed?

Examples of allowable food products: fruits and vegetables (including 100% juices); grain products such as pastas and rice; meats (whole, pieces, or food items such as ground meats); meat alternates such as beans or legumes, and fluid milk and other dairy foods such as cheese and yogurt.

Foods in a wide variety of minimal processing states (e.g., whole, cut, pureed, etc.) and/or forms (e.g., fresh, frozen, canned, dried, etc.) are also allowable.

Foods that are generally understood to be significantly processed or prepared are unallowable. Examples of unallowable products: baked goods such as breads, muffins, or crackers; prepackaged sandwiches or meals; other prepared and/or pre-cooked items that come ready-to-eat or that require no further preparation beyond heating (e.g., chicken nuggets, fish sticks, pre-made pizzas, etc.).

**A socially disadvantaged group

is a group whose members have been subject to discrimination on the basis of race, color, national origin, age, disability, and, where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program.

A small business is generally defined by the United States Small Business Administration (SBA) as a business that is: a for-profit businesses of any legal structure; independently owned and operated, not nationally dominant in its field, and physically located and operated in the U.S. or its territories.

Georgia law defines a small business as a business that is independently owned and operated with up to and including 300 employees or up to and including \$30 million in gross receipts per year.

While purchasing from socially disadvantaged farmers and ranchers and small businesses is not a requirement, it is a target of the LFS program.