

PROCUREMENT TOOLKIT

Balancing Budgets and Leveraging Your Local Food System

A tool for maximizing local sourcing and USDA foods purchases for impact.

How to use this Tool

This tool was created to help your School Food Authority get the most out of your procurement funds and help you reach your goals of procuring locally-grown, fresh, delicious food for your community. Use the table on the second page as reference for strategies to use different budget categories to maximize your local purchasing power.

Key points to remember

TIMING IS KEY

We recommend you use this tool before you make your entitlement budget allocations in March 2024.

UNDERSTAND THE DEFINITION OF "LOCAL"

To know where products are grown, ask your food vendors about the source origins of what you are already ordering. View Seasonality Chart: <https://www.mass.gov/doc/produce-availability-chart/download>

USE PRE-VETTED VENDORS WHO PROVIDE LOCAL TRACKING

To see availability of regional vendors, produce items, and estimated prices, visit the list of MAPC Northeast Produce RFP awarded vendors and explore which items might fit your menus: bit.ly/award-local-vendor

MENUING IS KEY FOR SUCCESSFUL LOCAL SOURCING

Consider how your SFA can increase use of whole foods (fresh or frozen)- this will give you more options from local vendors. Try these recipes: www.massfarmtoschool.org/guide-types/recipes/

REQUEST VELOCITY REPORTS

Ask your current food vendors to provide you with a velocity report that shows the city and state in which each of your purchased items was grown/raised as well as the corresponding invoice number.

LOCAL ITEMS OFTEN NEED PREPARATION

To maximize your success, try menuing, recipes that use local items and work with the equipment, training, and capacity of your SFAs food service team.

Ask for Help, We're Here for You

Reach out to the Mass. Farm to School team for support navigating procurement and conversations with local suppliers- we want this to be a seamless process.

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This tool was created by Kitchen Sync Strategies for Massachusetts Farm to School in 2023.

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<i>"With ↓ budget..."</i>	<i>... consider buying items like ↓..."</i>	<i>... and <u>not</u> items like ↓."</i>
Food Budget Category	Consider Procuring These Items	Think Twice Before Procuring These Items
USDA Commodity Foods ("Brown Box")	<ul style="list-style-type: none"> Staple items that <i>aren't</i> produced regionally <ul style="list-style-type: none"> Some grains (<i>dry pasta, rice, cereal, etc.</i>) Proteins (<i>especially chicken, par-cooked items</i>) Mozzarella** (also regionally available) Canned products <ul style="list-style-type: none"> Canned 10# beans Canned fish (<i>tuna</i>) Liquid eggs Sunflower seed butter 	<ul style="list-style-type: none"> Frozen fish (widely available from New England) Beef (especially ground beef)
USDA Commodity Processed Foods	<ul style="list-style-type: none"> Spaghetti sauce** (also regionally available) Processed proteins (meatballs, franks, etc.) 	<ul style="list-style-type: none"> Frozen fruit** (except Maine blueberries)
USDA DoD Fresh	<ul style="list-style-type: none"> Citrus fruits Melons Stone fruits (peach, plum, etc.) <u>during winter and spring</u> Fresh vegetables <u>during winter</u> 	<ul style="list-style-type: none"> Any seasonally available produce items that grow well in New England
General Food Budget Includes Northeast Food for Schools	<ul style="list-style-type: none"> Apples! Frozen and fresh fish Ground beef and beef patties Hearty veggies like squash, carrots, and potatoes (whole or processed) Dry beans Bread 	<ul style="list-style-type: none"> High volumes of pantry staple items and canned goods

Don't have time to cook dry beans/raw protein? Brown Box Foods can save staff time and money

If it grows in New England, check regional options before buying with DoD Fresh funds

The Northeast grows the country's most flavorful apples- buying the with NFS dollars is an easy boost to you menus

Lean on USDA Foods for these items to maximize your local dollars



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