

Procuring Local Turnips

There are a few ways that a school can procure local turnips for Food Day!

1. Talk with your current vendor/distributor
 - The procurement process should have been conducted at some point before the beginning of the school year. Additional procuring is not required.
2. Contact local farmers directly through an informal or formal bidding process.

Here are some quick steps when directly procuring from local farmers:

1. Determine if the local farm is registered with the State
2. Determine the type of procurement method
3. Reach out to three or more farmers
4. Make sure to document throughout the process (Documentation is key and helps justify the reasons for selecting specific farmers.)

Food Safety:

Food Service Directors cannot buy from farmers unless they are registered with the State. At a minimum, farmers must be registered with the State and receive Good Agriculture Practice (GAP) training prior to selling to schools.

- Click [here](#) for a list of registered farmers

Click [here](#) to ask questions or concerns to the Indiana State Department of Health's Food Safety Farm Consultants about local farms in your area, and click [here](#) for the Indiana State Department of Health's website.

Procuring:

Most schools will be conducting an informal procurement if purchasing turnips for one day within the month of October. The dollar amount for purchase will determine the procurement method. To help determine pounds for purchase, click [here](#). Click [here](#) to check out a fact sheet of things to consider when working with a local farmer.

Informal Procurement (less than \$150,000):

- Click [here](#) to use the informal bid template and to see an example.
- For additional information on using an informal bid process, click [here](#).

Formal Procurement (more than \$150,000):

- Contact your State Agency for the process and proper steps.

For questions or concerns about informal and formal bidding, contact Sarah Kenworthy at skenworthy@doe.in.gov or 317-232-0857 or Tina Herzog at cherzog@doe.in.gov or 317-232-0872.