

## **Procuring Locally**

Schools can procure local foods by:

1. Procuring local foods through vendors/distributors using an informal or formal bidding process.
2. Procuring local foods directly from local farmers using an informal or formal bidding process.
3. If utilizing the DOD Fresh program, working with the DOD Fresh vendor to procure local produce.

Steps to take 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 directly 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.

- For a list of registered farmers, go to <http://www.in.gov/isdh/25773.htm>.

To ask questions to the Indiana State Department of Health's Food Safety Farm Consultants regarding local farms in your area, go to <http://www.in.gov/isdh/25773.htm>.

### **Procuring Locally:**

The dollar amount for purchase will determine the procurement method when buying from a vendor/distributor or directly from a farmer. To help determine pounds for purchase, go to <http://fbg.nfsmi.org/>.

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

- To use the informal bid template (this template is optional, not required) and to see an example, go to <http://scnweb.doe.in.gov/instruction/informalprocurementexampleandtemplate.doc>.
- For additional information on using an informal bid process, go to [http://fns.dpi.wi.gov/fns\\_pr3bids](http://fns.dpi.wi.gov/fns_pr3bids).

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

- Contact your State Agency for the process and proper steps. (Your State Agency has local formal procurement documents that can help with this process.)

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