



Georgia Department of Education School Nutrition

## The USDA Fresh Fruit and Vegetable Program (FFVP): Getting Started with Procurement

### Fruits & Vegetables

<p>How do I start purchasing fresh fruits and vegetables for FFVP?</p>	<ul style="list-style-type: none"> <li>• School Food Authorities (SFAs) can award contracts for the National School Lunch Program (NSLP), School Breakfast Program (SBP), and FFVP together, or they can choose to contract FFVP produce separately.</li> <li>• As a best practice, all invoices/POs should be kept separate from other items being procured for the School Nutrition Program (SNP). Many produce vendors are more than willing to accommodate a separate FFVP invoice. This will clearly identify the amounts of produce purchased with FFVP funds and confirms that it is used for FFVP only. This also simplifies the FFVP claims process.</li> <li>• SFAs can order FFVP, NSLP, and SBP items on the same invoice together if preferred; <b>BUT</b> schools must be able to clearly identify which items are for FFVP to prevent the unallowable practice of using FFVP foods for the NSLP or SBP.</li> <li>• Another best practice is to always identify that the invoices are for the FFVP.</li> </ul>
<p>For our district partners utilizing a Food Service Management Company (FSMC): How do I purchase fresh fruits and vegetables for FFVP? Is there a different process? Do I need to add an addendum to my contract if FFVP was not originally included?</p>	<ul style="list-style-type: none"> <li>• This depends on how the FSMC contract is set up. If the SFA did not include FFVP as an option in the contract, they must create an addendum to add FFVP to the contract. The FSMC must also agree in writing to add this program to their services.</li> <li>• The SFA or FSMC can purchase the fresh fruits and vegetables for the program, depending on the contract terms.</li> <li>• If the FSMC purchases the produce, they must keep all FFVP purchases separate from School Nutrition Program (SNP) funds and provide the SFA with a separate monthly expense report for this program.</li> </ul>

<p>Am I required to purchase produce grown in the US? What if a Buy American option is not available for the item(s) that we would like to serve our students?</p>	<ul style="list-style-type: none"> <li>• It is required that all foods served and offered meet the Buy American provision. However, we understand that all produce being offered may not sometimes be available domestically. If this is the case, the SFA must provide justification from a valid third-party entity that verifies that the product is not grown domestically or is unavailable domestically in the quantities and quality needed. An example of this is the USDA Agricultural Marketing Service (AMS) Market News Report.</li> <li>• Other factors can be considered as justification for the use of non-domestic foods, but the justification must meet the requirements listed in USDA Memo SP 38-2017. The State Agency has an optional Buy American justification form at <a href="https://snp.gadoe.org">https://snp.gadoe.org</a>, located under Support and Services&gt;Procurement. This form can assist with justification considerations and serve as documentation for the usage of approved non-domestic produce.</li> </ul>
<p>Our produce vendor is having difficulty sourcing fresh fruits and vegetables due to limited supply. What options do I have? Can I buy produce at the local supermarket, bulk warehouse club, or local farmers market instead?</p>	<ul style="list-style-type: none"> <li>• Refer to your contract or agreement regarding your options when a contracted vendor cannot fulfill orders on awarded items. Typically, you should be able to temporarily source that product from another supplier (such as a local supermarket or farmers market) until the contracted vendor is able to resume providing the product as originally arranged.</li> <li>• The SFA should also evaluate the local thresholds for each of the procurement methods (micro, small, and formal) and purchase these fruits and vegetables from their temporary sources accordingly. For instance, when using the micro purchase method, the same vendor cannot be used over and over. Equitable distribution among vendors must occur.</li> </ul>

**Small Supplies (ex: napkins, disinfectant wipes, sandwich bags, trash can liners, etc.)**

<p>How do I purchase Small Supplies for FFVP?</p>	<ul style="list-style-type: none"> <li>• These non-food supplies are considered operational costs and can be purchased with FFVP funds using due diligence in receiving the most reasonable price.</li> <li>• Districts can procure these items using micro, small or formal purchasing methods.</li> </ul>
<p>Can I purchase these items from a local supermarket or bulk warehouse club? If so, will I need to use a corporate card, or can I use a personal credit card and then be reimbursed?</p>	<ul style="list-style-type: none"> <li>• The SFA may purchase these items from any qualified location, as long as documentation is maintained, and a separate account is used for these purchases.</li> <li>• The SFA must follow the district's local purchasing policies when considering using a corporate or personal card.</li> </ul>
<p>If we run out of an item (ex: sandwich bags), can I purchase them at a local store as an emergency, or do these items need to be purchased through our contract? Do I need to complete the emergency procurement log or just use the micro purchase method for this out-of-stock purchase?</p>	<ul style="list-style-type: none"> <li>• If you have contracted and awarded a vendor to provide certain products for the FFVP and some items are unavailable at the time, you may use the most appropriate procurement method to purchase these items and document the circumstances.</li> <li>• As soon availability for these items resumes through your contracted vendor, you should begin purchasing from the originally awarded vendor as normal.</li> </ul>
<p>What happens if the item is not part of our contract? How can I purchase those items?</p>	<ul style="list-style-type: none"> <li>• If it is an item that will be purchased on a regular basis and not just a one-time purchase, the SFA may use the most appropriate procurement method available or add the item to the original contract through an addendum, as long as incorporating these new items does not cause a material change to your contract.</li> </ul>

**FFVP Small Equipment (ex: utility carts, sectionizers, bagging machines)**

<p>How should I purchase small equipment for FFVP?</p>	<ul style="list-style-type: none"><li>• The SFA may use the most appropriate procurement method based on the system's threshold.</li><li>• If 100% FFVP funds are used to purchase the equipment, then the equipment cannot be shared with other programs.</li><li>• If the equipment will also be used for other programs, then the cost should be pro-rated accordingly.</li></ul>
<p>Do I need to submit a formal bid for FFVP small equipment?</p>	<ul style="list-style-type: none"><li>• The type of equipment, the funding available, and the cost of the equipment will determine which procurement method should be used.</li><li>• If the equipment is less than your small purchase threshold, then the small purchase method will be the simplest method to utilize. In this case, a recommended three or more quotes should be collected and documented based on a set list of specifications for the equipment.</li></ul>
<p>If the cost of the item exceeds \$5,000, do I need to complete a capital expenditure request form?</p>	<ul style="list-style-type: none"><li>• This depends on whether or not the piece of equipment is on the pre-approved list. If it is not on the pre-approved list and is estimated to cost over \$5,000, then the SFA must complete a capital equipment request form and submit it to the Procurement Team for approval before purchasing the equipment.</li></ul>