PROCURING METHODS FOR NY PRODUCTS

ALLE-CATT SFAS

SY – 20-21

ADD ITEMS TO FORMAL GROCERY BID

Many NY Products are available through each SFA’s regular vendors who frequently bid on the Alle-Catt SNA Grocery Bid. Several NY products have already been added to the bid in previous years. For best procurement practices, please ensure these items are included in your formal bid. You may include a brand name in the specification but also include the language “or equivalent” and describe what constitutes an equivalent product in the specification to ensure that they are not limiting competition. For more specific information about NY items (pack sizes, specific item names), see Harvest NY’s 30% Database linked on Cornell Cooperative Extension of Allegany County’s Farm to School Web Page.

Examples of NY products that would fit well under this procurement method:

- Slate Foods Meat Products
- Great Lakes Cheeses
- Upstate Farms Products (dairy only, no juice)
- The Farm Bridge Products (apple sauce, marinara sauce, pizza sauce, crushed tomatoes, IQF green beans)
- Perry’s Ice Cream
- Mott’s Apple Sauce
- NY Juice Co. Grape Juice
- NY Chips – All potato chips
- Cool Tropics - Welch’s slushie and grape juice
- Issa’s Pita Chips - Cinnamon and Whole Wheat Chips
- Perfect Granola – Apple Cinnamon Granola
- McCains – French Fry
- Genesee Valley Bean Co – All dry beans

NO BID – PURCHASE ITEMS WEEKLY

The SFA’s in the Alle-Catt Region represent small districts and do not bid for fresh produce. Instead, they use availability sheets from local distributors to determine the best procurement decision for their district from week to week.

Examples of NY products that would fit well under this procurement method:

- Fresh, unprocessed or minimally processed NY vegetables or eggs from local farms and distributors (eggs, Wheatfield Gardens Lettuce, Intergrow tomatoes, peppers, onions, potatoes, corn, etc.)
INFORMAL BIDDING / PROCUREMENT PROCESS

If you are planning on pre-ordering products that will be delivered more than once and will be invoiced more than once, please use informal procurement methods. Write the specifications of your procurement needs for a desired product in an informal bid and gather quotes from at least three vendors (call or mail). For more transparency, publish your informal bid in the local newspaper. Informal bids can be used when purchasing items under the small purchase threshold of $50,000. Please see Informal Bid examples on Cornell Cooperative Extension of Allegany County’s Farm to School Web Page.

Examples of when to use an Informal Bid for NY Products:

- Meat Products from local farms that will be delivered multiple times
- Purchasing Childs Frozen Blueberries more than once per year.
- The Allegany County Jail Processing Partnership

NO BID – MICRO PURCHASE

Micro purchases are used for products purchased ONCE per school year for one procurement event. Please make sure the spending amount is under your district’s micro-purchase threshold and/or under the federal threshold of $10,000 (whichever number is most limiting). Use micro purchase if you believe you are getting the lowest available price from a responsible and reasonable vendor. To the extent practicable, micro purchases must be distributed equitably among qualified suppliers.

All NY products, if only purchased once, can fall under this procurement method and therefore will not require you to contact three vendors and/or publish a bid. Specific items that may fit well under the micro-purchase threshold are:

- The Farm Bridge Shelf-stable Products (apple sauce, marinara sauce, pizza sauce, crushed tomatoes, IQF green beans)
- CSA shares from local farms
- Meat Products purchased from one vendor ONCE (subsequent procurement of local beef can be purchased from different vendors)
- Frozen Blueberries – Childs Blueberry Farm
- Frozen Egg Rolls
- Issa’s Pita Chips - Cinnamon and Whole Wheat Chips
- Perfect Granola – Apple Cinnamon Granola

SOURCE: [http://www.cn.nysed.gov/content/guidance-procurement-methods#:~:text=The%20federal%20micro%20purchase%20threshold,the%20entity%20conducting%20the%20procurement.](http://www.cn.nysed.gov/content/guidance-procurement-methods#:~:text=The%20federal%20micro%20purchase%20threshold,the%20entity%20conducting%20the%20procurement.)
THIS INFORMATION IS INTENDED TO BE A HELPFUL GUIDE FOR PROCURING NY PRODUCTS. PLEASE REFER TO NYSED CHILD NUTRITION & YOUR DISTRICT’S PROCUREMENT SPECIALISTS WHEN MAKING FINAL PROCUREMENT DECISIONS.

FOR MORE INFORMATION OR TO FIND NY PRODUCTS, VISIT CCE HARVEST NY’S 30% DATABASE.

NEW NY PRODUCTS MAY BECOME AVAILABLE AT ANY POINT IN TIME.

PLEASE CONTACT OUR OFFICE IF YOU ARE AWARE OF ANY UPDATES TO THIS INFORMATION.

CCE IS AN EMPLOYER AND EDUCATOR RECOGNIZED FOR VALUING AA/EEO, PROVIDING EQUAL PROGRAM AND EMPLOYMENT OPPORTUNITIES.

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