

Procurement Resources

Procurement Regulations

Uniform Administrative Requirements for Procurement

- [7 CFR 3016.36 \(http://www.gpo.gov/fdsys/pkg/CFR-2006-title7-vol15/pdf/CFR-2006-title7-vol15-sec3016-36.pdf\)](http://www.gpo.gov/fdsys/pkg/CFR-2006-title7-vol15/pdf/CFR-2006-title7-vol15-sec3016-36.pdf) (State and local governments)

Program Regulations for Procurement

- [7 CFR 210.21 \(http://www.gpo.gov/fdsys/pkg/CFR-2013-title7-vol4/xml/CFR-2013-title7-vol4-sec210-21.xml\)](http://www.gpo.gov/fdsys/pkg/CFR-2013-title7-vol4/xml/CFR-2013-title7-vol4-sec210-21.xml) (National School Lunch Program)

General Procurement Resources

- [State Agency Guidance on Procurement \(http://www.nfsmi.org/Templates/TemplateDefault.aspx?qs=cEIEPTeZnQ\)](http://www.nfsmi.org/Templates/TemplateDefault.aspx?qs=cEIEPTeZnQ), from FNS in partnership with the National Food Service Management Institute – An online procurement training geared towards State agencies that focuses on Federal procurement requirements.
- [Procurement in the 21st Century \(http://www.nfsmi.org/documentlibraryfiles/PDF/20130820034348.pdf\)](http://www.nfsmi.org/documentlibraryfiles/PDF/20130820034348.pdf), from the National Food Service Management Institute – Covers all the basics of school nutrition procurement and includes a section on local foods.
- [The Food Buying Guide for Child Nutrition Programs \(http://www.fns.usda.gov/tn/food-buying-guide-school-meal-programs\)](http://www.fns.usda.gov/tn/food-buying-guide-school-meal-programs), from USDA's Food and Nutrition Service - A guide (updated to reflect the new meal patterns) meant to help schools determine how much food to purchase and how to prepare it.
- [Fruits and Vegetables Galore \(http://www.fns.usda.gov/tn/fruits-vegetables-galore-helping-kids-eat-more\)](http://www.fns.usda.gov/tn/fruits-vegetables-galore-helping-kids-eat-more), from the Food and Nutrition Service – Contains helpful fact sheets on fruit and vegetable forms, sizes, grades, and varieties.

Geographic Preference Option and Local Procurement Guidance

- [Procuring Local Foods for Child Nutrition Programs Guide \(http://www.fns.usda.gov/sites/default/files/F2S_Procuring_Local_Foods_Child_Nutrition_Prog_Guide.pdf\)](http://www.fns.usda.gov/sites/default/files/F2S_Procuring_Local_Foods_Child_Nutrition_Prog_Guide.pdf), from FNS – Covers procurement basics, defining local, where to find local products, and the variety of ways schools can purchase locally in accordance with regulations. Throughout the guide, examples illustrate the many mechanisms available for districts to procure local food. A comprehensive resource list, along with a few sample solicitations, is available in the appendices.
- [Final Rule: Geographic Preference Option \(http://www.fns.usda.gov/cnd/Governance/regulations/2011-04-22.pdf\)](http://www.fns.usda.gov/cnd/Governance/regulations/2011-04-22.pdf), from FNS – The final rule, published in the Federal Register, includes a summary, background, and final regulatory language, by program, for the geographic preference option.

- [Procurement Geographic Preference Q&As Part I](http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2011/SP18-2011_os.pdf) (http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2011/SP18-2011_os.pdf), from FNS's Child Nutrition Division – A memo published in February 2011 addressing questions regarding application of the geographic preference option.
- [Procurement Geographic Preference Q&As Part II](http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2013/SP03-2013os.pdf) (<http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2013/SP03-2013os.pdf>), from FNS's Child Nutrition Division – A memo published in October 2012 addressing additional questions regarding application of the geographic preference option and other mechanisms for local procurement.
- [USDA Farm to School Fact Sheets](http://www.fns.usda.gov/farmtoschool/fact-sheets) (<http://www.fns.usda.gov/farmtoschool/fact-sheets>), from FNS – Topics include geographic preference, selling local food to schools and the USDA Farm to School Grant Program. Two especially relevant fact sheets are:
 - [10 Facts About Local Food in Schools](http://www.fns.usda.gov/sites/default/files/F2S_10Facts_March2014.pdf) (http://www.fns.usda.gov/sites/default/files/F2S_10Facts_March2014.pdf) – Debunks a few myths about local items and offers a brief summary of the many ways schools can buy local products.
 - [Geographic Preference: What It Is and How to Use It](http://www.fns.usda.gov/sites/default/files/F2S_GeographicPreference_March2014.pdf) (http://www.fns.usda.gov/sites/default/files/F2S_GeographicPreference_March2014.pdf) – Offers a summary of the geographic preference option and three examples of how to apply it.
 - [Selling Local Food to Schools : A Resource for Producers](http://www.fns.usda.gov/sites/default/files/F2S_SellingLocal_March2014.pdf) (http://www.fns.usda.gov/sites/default/files/F2S_SellingLocal_March2014.pdf) – Explains four ways producers can work with schools.
 - [USDA Foods: A Resource for Buying Local](http://www.fns.usda.gov/sites/default/files/F2S_BuyingLocal_March2014.pdf) (http://www.fns.usda.gov/sites/default/files/F2S_BuyingLocal_March2014.pdf) – Describes four ways USDA Foods can help schools buy local foods.
 - [Using DoD Fresh to Buy Local Produce](http://www.fns.usda.gov/sites/default/files/F2S_DoDFresh_March2014.pdf) (http://www.fns.usda.gov/sites/default/files/F2S_DoDFresh_March2014.pdf) – Provides a summary of the DoD Fresh Program and how schools can work with DoD vendors to receive more local products.

Local Purchasing Guidance from Other Organizations

- [A School's Guide to Purchasing Washington-Grown Food](http://www.wafarmtoschool.org/Page/74/procurement-guide) (<http://www.wafarmtoschool.org/Page/74/procurement-guide>), from the Washington State Department of Agriculture, Washington Sustainable Food & Farming Network and Washington Environmental Council – This straightforward, clearly worded, resource-filled guide provides information on using the geographic preference option to source local foods in Washington State; however, much of the content is broadly applicable.
- [Geographic Preference Primer](http://www.schoolfoodfocus.org/wp-content/uploads/2013/07/FOCUS_GP_Primer_July-2013.pdf) (http://www.schoolfoodfocus.org/wp-content/uploads/2013/07/FOCUS_GP_Primer_July-2013.pdf), from School Food FOCUS – This primer summarizes state and federal law and provides guidance for setting a preference that complies with both. It also provides step-by-step guidance on how a school district can implement a geographic preference policy starting with articulating the legal authority and rationale for buying local.