

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name <i>Good Food Purchasing Program Procedure</i>	
Procedure No. 8525-00-01	Eff. Date: 3/7/201
Implements Board Policy(ies) 8525	Last Reviewed: 3/7/2019

1. Background

<p><i>Describe relevant background to the implementation of the policy.</i></p> <p>The Board seeks to ensure that foods procured and served as part of the CPS school meal program:</p> <ul style="list-style-type: none"> •Meet or exceed Dietary Guidelines for Americans and the United States Department of Agriculture’s menu pattern requirements for school meals; •Are delicious and support student health and wellness; •Ensure all participants in the food supply chain receive fair compensation, fair treatment, and are free of exploitation; •Come from state and/or regional food processing and agricultural operations •Are equitably accessible and culturally diverse; and •Are produced, processed, distributed, and recycled locally using the principles of environmental stewardship and the humane treatment of animals.
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2. Responsibilities

Title: Food Service Director	
Address: Iowa Street	
Phone:	Cell phone:
<p><i>Describe responsibilities:</i></p> <ul style="list-style-type: none"> • Food Services will require submission of all GFFP data from vendors no later than July 31st of each school year. • Food Services will contract with The Center for Good Food Purchasing and submits vendor data for evaluation of previous school year’s GFFP performance by August 30th of each school year. 	

- Food Services presents GFFP progress report to the Board each school year after receiving The Center for Good Food Purchasing's evaluation.
- Food Services engages with stakeholder groups on results of the evaluation to discuss next steps to continue to increase procurement of food that aligns with GFFP by December 31st of each school year.
- Food Services creates next year's RFP for food purchasing using the evaluation results of previous years GFFP performance, input from stakeholder groups, and financial cost to the District.
- Food Services provides Purchasing with updated RFP language, product selection, and RFP evaluation standards by March 30th of each school year.
- Food Services evaluates and selects the RFP based on criteria established by USDA, ODE, and District policy with emphasis on budget, workforce inclusion, and local economies.

Title: Purchasing Director	
Address:	
Phone:	Cell phone:
<i>Describe responsibilities:</i>	
<ul style="list-style-type: none"> • Purchasing approves updated RFP language submitted by Food Services by March 30th of each school year. • Purchasing executes the advertising and posting of the RFP and collects RFP submissions to give to Food Services by April 30th of each school year. • Purchasing notifies vendors of RFP results. Purchasing sends the contract to the vendor for signature. Purchasing forwards the signed contract to the Treasurer to sign. Purchasing send a copy of the signed contract to the vendor and Food Services by June 1st of each school year. 	

Title: Office of Community Engagement	
Address:	
Phone:	Cell phone:
<i>Describe responsibilities:</i>	
<ul style="list-style-type: none"> • Assist in setting up December meeting with stakeholder groups. 	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

1. Food Services requires submission of all GFFP data from vendors no later than July 31st of each school year.
2. Food Services contracts with The Center for Good Food Purchasing and submits vendor data for evaluation of previous school year's GFFP performance by August 30th of each school year.
3. The Center for Good Food Purchasing submits completed evaluation to Food Services by October 31st of each school year.
4. Food Services presents GFFP progress report to the Board each school year.
5. Food Services engages with stakeholder groups on results of the evaluation to discuss next steps to continue to increase procurement of food that aligns with GFFP by December 31st of each school year.
6. Food Services creates next year's RFP for food purchasing using the evaluation results of previous years GFFP performance, input from stakeholder groups, and financial cost to the District.
7. Food Services provides Purchasing with updated RFP language, product selection, and RFP evaluation standards by March 30th of each school year.
8. Purchasing executes the advertising and posting of the RFP and collects RFP submissions to give to Food Services by April 30th of each school year.
9. Food Services evaluates and selects the RFP based on criteria established by USDA, ODE, and District policy with emphasis on budget, workforce inclusion, and local economies.
10. Purchasing notifies vendors of RFP results. Purchasing sends the contract to the vendor for signature. Purchasing forwards the signed contract to the Treasurer to sign. Purchasing send a copy of the signed contract to the vendor and Food Services by June 1st of each school year.

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

- USDA and ODE rules and regulations on Procurement may impede ability to fully implement or follow timeline
- Fiscal responsibility to stay solvent may impact ability to achieve certain aspects of GFFP
- Product availability may effect ability to achieve certain aspects of GFFP

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. USDA Procurement Regulations	7 CFR 210.21	6/2010
2. ODE Procurement Review Checklist	<i>Guidance to school food authorities to complete the preliminary Procurement Table required for the School Nutrition Programs Procurement Review conducted by the Ohio Department of Education</i>	5/2018
3. ODE Vendor Selection Checklist	<i>Guidance to school food authorities to identify and organize documents required for vendor selection in the School Nutrition Programs Procurement Review conducted by the Ohio Department of Education</i>	5/2018

6. Additional Information

Describe any additional information relevant to the implementation of the policy.