

Glossary of Terms Used in Institutional Procurement¹

After School Snack Program (ASSP)—The National School Lunch Program (NSLP) now offers cash reimbursement to help schools serve snacks to children after their regular school day ends. Afterschool snacks give children a nutritional boost and draw them into supervised activities that are safe, fun and filled with learning opportunities. See also <http://www.fns.usda.gov/cnd/aierschool/factsheet.htm>.

Aggregate Purchase Amount—Any purchase or group of purchases estimated at the small purchase threshold or \$100,000, whichever is less, and capable of being secured from a single vendor on a given date or within a purchase period.

Allowable Foods—what is “allowed” through farm to school will vary by type of Farm To School (FTS) program and local school district needs and interests. In general, any food product ordered by a school district could be considered for FTS programs if local or regional farmers and ranchers can supply it.

Approved Vendor List—A list of vendors who have demonstrated the ability to perform successfully under the terms and conditions of a proposed procurement, consideration being given to contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

Collective Purchasing—is a method used by SFAs (School Food Authorities) to perform food service activities collectively, including activities with donated foods, in the interest of minimizing costs and increasing efficiency.

Competitive Sealed Bid—One procurement option, commonly called formal bid procedure, that is allowed by state and federal regulations whenever the aggregate purchase amount exceeds \$10,000. Purchase by competitive sealed bids requires (1) public advertisement of the invitation to bid, (2) bid solicitation from an adequate number of known suppliers, (3) a clear description of the items or services needed (specifications) and (4) public opening of bids.

Competitive Sealed Proposal—The competitive sealed proposal process is an alternative to competitive bidding. The terms and conditions of competitive sealed proposals are identical to those for competitive bidding except for the important difference relating to the finality of initial offers. Under competitive sealed proposals, changes in the nature of a proposal and in prices may be negotiated after proposals are opened. The competitive sealed proposal process provides for full competition among proposals and allows for negotiation with the proposer or proposers to obtain the best services at the best price.

Contract—(1) a legally enforceable agreement between two (or more) parties where each promises to do (or not to do) something, (2) the writing or document containing such an agreement.

Drop Delivery—Delivery to one location within the school district authority, such as a central warehouse. The school district assumes responsibility for delivery to the schools.

¹ Some definitions were provided by Glossary of Terms as it appears in the *Overview of School Food Procurement in Colorado*, by WPM Consulting, LLC for LiveWell Colorado, Spring 2011.

EEO Clause—A provision required in instructions to the vendors for contracts that exceed the small purchase threshold or \$100,000, whichever is less. The provision or clause requires the vendor’s compliance with Executive Order 11246, entitled “Equal Employment Opportunity,” as amended by Executive Order 11375 and as supplemented in Department of Labor regulations (41 CFR Part 60). “No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under or denied employment in the administration of or in connection with, any such program because of race, color, religion, sex, national origin, age, handicap or political application or belief.”

Enhanced Food Based Menu Planning—The Enhanced Food Based Menu Planning Approach is a variation of the Traditional Menu Planning Approach. It is designed to increase calories from low-fat food sources in order to meet the Dietary Guidelines. The five food components are retained, but the component quantities for the weekly servings of vegetables and fruits and grains/breads are increased.

Family Farm—A farm where the family makes most of the decisions, takes most of the risk, and does most of the work.

Farmer’s Market—A common area where several farmer gather on a reoccurring basis to sell a variety or fresh fruit, vegetables and other farm products directly to customers. Farmer’s markets are the prime example of “direct sales to customers.”

Farm to School—connects schools (K-12) and local farms with the objectives of serving healthy meals in school cafeterias, improving student nutrition, providing agriculture, health and nutrition education opportunities, and supporting local and regional farmers. As a nation-wide movement, Farm to School can be referred to by many names, such as Farm to Cafeteria or Farm to Table. The entire movement, targeting both students and adults, embodies the principles of providing the link between food production and food consumption.

Food Based Menu Planning—Under the Traditional Food Based Menu Planning Approach, schools must comply with specific component and quantity requirements by offering five food items from four food components. These components are: meat/meat alternate, vegetables and/or fruits, grains/breads, and milk. Minimum portion sizes are established by ages and grade groups.

Food Miles—Refers to the number of miles food is transported from the site of production to the consumer. Ideally, local produce would not travel more than 400 food miles.

Formal Bid—Common name for the purchase method of using competitive sealed bids. Formal bid or competitive sealed bid is one option allowed for contracting for goods and/or services by federal regulations whenever the aggregate purchase amount exceeds the small purchase threshold or \$100,000, whichever is less.

Formal Procurement Method—if the value of an SFA’s procurement meets or exceeds the applicable federal, state, or local threshold for small purchases, the SFA must use the formal, more rigorous method of procurement. The two formal procurement methods available are Competitive Sealed Bidding, commonly referred to as sealed bidding, and Competitive Proposals, formerly called competitive negotiation.

Free—Meals provided at no cost to the student. SFAs receive meal cash reimbursement as an

entitlement to provide nutritious meals to children.

Fresh Fruit and Vegetable Program (FFVP)—Fresh Fruit and Vegetable Program works to implement or continue programs to introduce free fresh fruits and veggies into the school setting and promote nutrition education. Students and staff will receive a fresh fruit or vegetable snack four times per week as an afternoon snack. FFVP is consistent with and supports the recommendations of a recent report by the Institute of Medicine (IOM) to provide healthier snack choices in schools, including fruits and vegetables. See also <http://www.fns.usda.gov/cnd/ffvp/ffvpdefault.htm>

FRL—Free and Reduce Price Meal, applies to breakfast or lunch.

FSD—Food Service Director.

Geographic Preference—Geographic Preference allows institutions operating Child Nutrition Programs to specifically define geographical areas from which they seek to procure unprocessed local agricultural products. This is a tool that gives bidders in a specific area a specific defined advantage in the procurement process.

HACCP—Hazard Analysis and Critical Control Point is a management system in which food safety is addressed through the analysis and control of biological, chemical, and physical hazards from raw material production, procurement and handling, to manufacturing, distribution and consumption of the finished product.

HACCP Plans and Food Safety—HACCP plans and food safety should identify potential food hazards, identify critical points where hazards can be controlled or minimized through controlled measures, and established monitoring procedures and corrective action.

HACCP Plan—A written plan for each individual school based on the HACCP’s principles. The three main points should focus on sanitation, temperature control, and Standard Operating Procedure.

Harvest of the Month Program—an educational program that features a different fresh fruit or vegetable item each month. The featured item is incorporated into the school meals for the month, accompanied by nutrition education messages, such as in menu and district website.

Informal Procurement Method—the informal procurement method is formally known as the small purchase or simplified acquisition threshold. The small purchase method is a relatively simple and informal procurement method that is appropriate for a procurement of goods and services costing not more than \$100,000, or a lesser amount specified by State law or local requirements. Unlike the formal procurement methods which require public advertisement, when using an informal method an SFA may directly contact potential competitive sources.

Local—A universal definition of “local” does not exist, but it is mostly been defined by geographical proximity. A “locally produced agricultural food product” is one that is raised, produced and distributed within a locality or region and is transported less than 40 miles from its origin or within the state in which it is produced.

Minimally Processed or Unprocessed Local Foods—pertaining to geographical preference, a locally grown or locally processed agricultural product specifically prohibits any processing method that alters

the inherent character of the agricultural product. Acceptable food handling and preservation techniques that do not damage the original character of the product include: cooling, refrigerating, freezing; size adjustment made by peeling, slicing, dicing, cutting, chopping, chucking, grinding, drying/dehydration, washing, applying high water pressure or “cold pasteurization;” packaging (i.e. Placing in egg cartons), vacuum packing and bagging; butchering livestock and poultry; cleaning fish; and the pasteurization of milk. Geographic preference allows minimal handling and preparation in order to present the agricultural product to a school food authority in a useable form.

National School Lunch Program (NSLP)—The National School Lunch Program (NSLP) is a federally assisted meal program operating in public and non-profit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day. See also <http://www.fns.usda.gov/cnd/lunch/>.

Nutrient Based Menu Planning—Nutrient Standard Menu Planning (sometimes called “NuMenus”) is a computer based menu planning system that uses approved computer software to analyze the specific nutrient content of menu items automatically while menus are being planned. It is designed to assist menu planners in choosing food items that create nutritious meals and meet the nutrient standards.

Paid—Student pays full price for the meal.

Processed Food—processed food refers to foods that have undergone a “change of character.”

Purchasing Agent—an authorized buyer.

Purchases of Produce—Purchases of produce are exempted from competitive procurement requirements. However, a district must purchase these items using price quote procedures or may elect to competitively procure such purchases.

Reduced—Meals provided at a reduced cost to student, amount of reduction varies by meal. SFAs receive meal cash reimbursement as an entitlement to provide nutritious meals to children.

Request for Proposal—A Request for Proposal (RFP) is a part of the competitive sealed proposal process. The RFP is the mechanism that generates the receipt of competitive sealed proposals and is an option to generate a non-sealed competitive proposal. In this instance, a school district may open the proposal upon receipt and begin the negotiation process for the offered goods/services.

SFA—School Food Authority, the governing body which is responsible for the administration of one or more schools and has the legal authority to operate the Program. State agencies shall ensure that school food authorities administer the Program in accordance with the applicable requirements and FNS instructions

School Gardens—A local garden maintained by a school can be used to provide food supply for students or generate revenue for a schools non-profit school food account. The garden can also be used as an educational tool to teach students about agriculture and healthy food options. Additional components can vary depending on site. Other possible examples: cooking in the classroom, taste testing, farm visits, and farmers in classroom, etc.

Small Purchase Threshold—Small purchases for securing services, supplies or other property that do not

cost more than \$100,000. When purchases are under this amount, price or rate quotations shall be obtained from an adequate number of qualified sources and purchase procedures are relatively simple and informal.

Sole Source—Sole source means there is only one source of the item and, accordingly, no price competition.

Specification—A clear and simple description of an item or service that is identifiable with the current market, is capable of being checked, is fair and protective, and allows maximum competition in purchasing. The use of clear specifications is required with any method of purchasing.

Standards of Identity—Food standards that are regulated by the FDA which describe the nature and character of a given item and specify the kinds and amounts of ingredients that must go into a product. The standard of identity for a specific food tells what is in it, how it is made, how the product looks and sets limits, such as fat and moisture content.

Standard Operating Procedures (SOP)—Written instructions for a food service task that reduces food safety hazards.

Summer Food Service Program (SFSP)—The Summer Food Service Program is designed to fill that nutrition gap and make sure children can get the nutritious meals they need during the summer when free or reduced school meals are not available. See also <http://www.fns.usda.gov/cnd/summer/>.

Terms and Conditions —Specific requirements that are binding upon the vendor awarded the contract and communicate the district's expectations in regard to the vendor's performance in connection with the district's purchase. Examples of foodservice specific terms and conditions might include inspections for wholesomeness, conditions of delivery, and requirements for packaging and provisions for making substitutions when necessary.

Whole—Whole foods are foods that are not processed, refined or contain any added ingredients.