



**MASSACHUSETTS
FARM TO SCHOOL**

Local Sourcing 101: Simple, Compliant, Procurement

August 21, 2025

Local Sourcing 101

Agenda:

- 1) Welcome & Introductions
- 2) Procurement Decision Making
- 3) Cooperative Purchasing
- 4) How to Find Local Vendors
- 5) Resources
- 6) Questions

Today's Speakers:



Simca Horwitz

Pronouns: she, her, hers

Co-Director

Massachusetts Farm to School



Abby Getman Skillicorn, MBA

Pronouns: she, her, hers

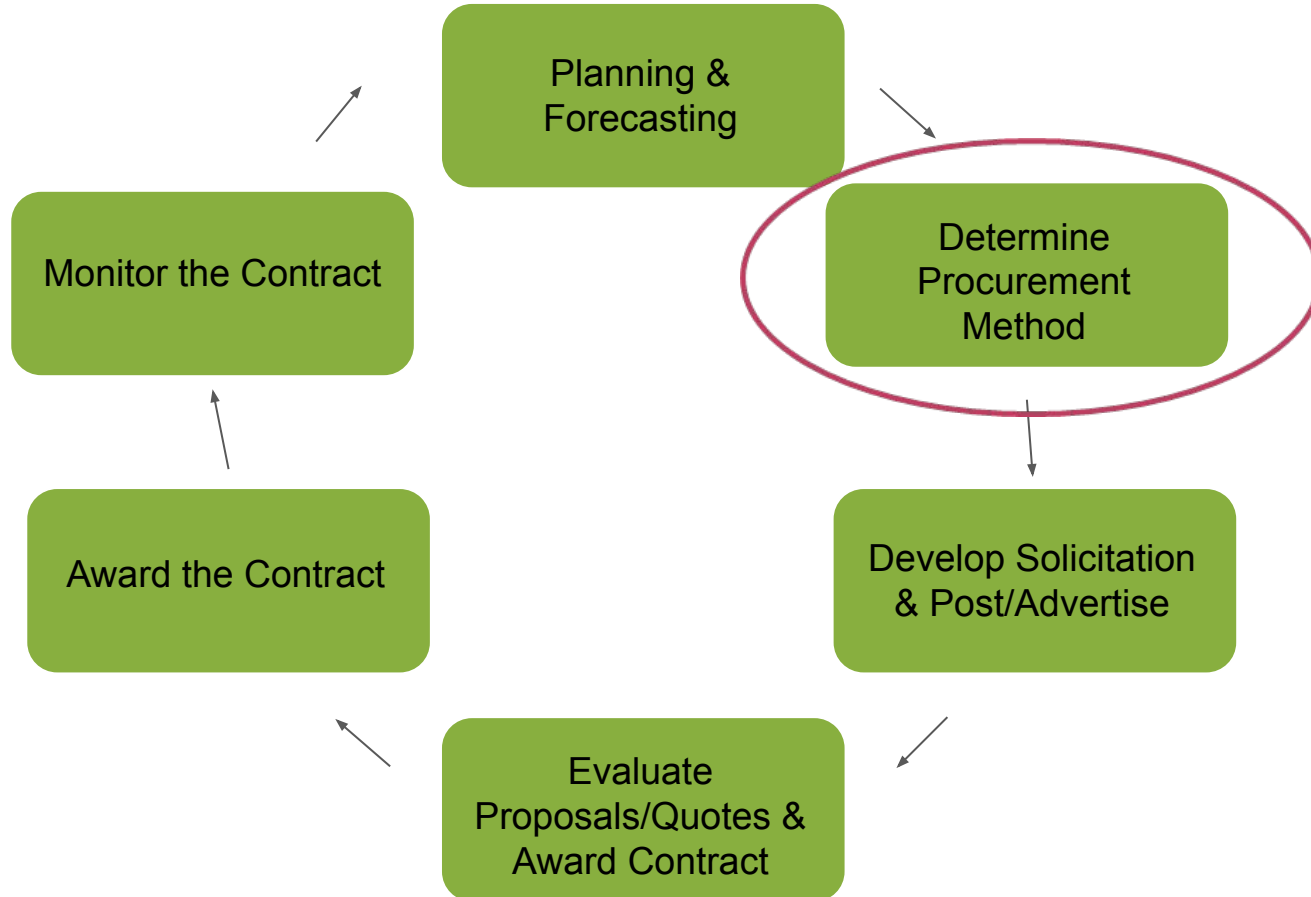
Special Projects Manager

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Massachusetts Farm to School



Procurement Cycle



Procurement Decision Making

What are you looking to buy?

How much do you expect to spend over the school/fiscal year?

How frequently do you plan to use this vendor?

Does your municipality have any specific procurement regulations?

These answers will inform which solicitation process you should use:

Informal Procurement

Simplified process for under \$100K

OR

Formal Procurement

Required for any awards over \$100,000

Procurement Decision Making

Appropriate procurement method is determined by maximum award threshold: under or over \$100K within 1 fiscal year (July 1-June 30)

Informal Procurement *Simplified process*

Micro-Purchase (Under \$10,000)

- *Price must be reasonable*
- *Work with available vendor(s) you can buy from*

Request for Quotes (Under \$100,000)

- *Must send RFQ to min of 3 appropriate vendors*
- *Choice to make line item awards or market basket of products, must be specified when sending out RFQ.*
- *Award to responsible vendor with best price.*
- *Utilize [Sample RFQ](#) (developed by MFTS and DESE FNP Financial Management)*



A sampling of local products available

Use the QR code to the right to access the Sample RFQ:



Procurement Decision Making

Appropriate procurement method is determined by maximum award threshold: under or over \$100K within 1 fiscal year (July 1-June 30)



Tandoori chicken served at Belmont Public Schools

Formal Procurement

(required for contracts over \$100,000)

Invitation for Bid (IFB)

- *Appropriate for procuring single item/limited items*
- *Requires technical specification*
- *Awarded to responsible and responsive bidder*
- *Contract has fixed price*
- *Can be issued by one SFA/entity on behalf of others*

Request for Proposals

may used for awards \$50,000 and up

- *Appropriate for procuring a large array of specified items*
- *Solicitation includes evaluation criteria*
- *Award based on score-includes but is not limited to price*
- *Can be issued by one SFA/entity on behalf of others ex: MAPC Northeast Produce RFP*

Cooperative Procurement

Metropolitan Area Planning Council's Northeast Produce RFP

- The Northeast Produce RFP was issued on behalf of the Massachusetts Association of Regional Planning Agencies (MARPA)
- Districts must issue a contract with the awarded vendor, MAPC is not holding the contracts.
- Visit Awarded Local Vendors Page on Mass Farm to School Website for: price lists, all RFP documents, example contract, sample contract, etc.
- Reach out to Abby (abby@massfarmtoschool.org) for any questions.

MAPC Awarded
Local Vendors:



OSD's GRO-42 K-12 School Nutrition Products

- Director-led procurement with the Operational Services Division
- Access via CommBuys
- Includes produce (all, not just local), grocery, and *coming soon* local foods
- Reach out to Michael Barry, Category Manager (Michael.Barry3@mass.gov) for any questions.

GRO-42
Information:



Procurement Takeaways

- Outside of a micro-purchase, **procurement relationships require a contract** between the purchaser and the vendor
- Utilize the Sample Request for Quotes for purchases under \$100K
- Utilize Take advantage of collaborative opportunities, including:
 - Northeast Produce RFP from MAPC for local produce
 - OSD GRO-42 for produce, grocery, and local foods

Resources to Support Local Purchasing



[Get Involved /](#)

[Harvest of the Month](#)

Food Source Map



Where to Find Local Food

Use our searchable database to find farmers and food producers interested in supplying your institution.

[View Local Producer List](#)

Use Mass Farm to School's [Local Food Map](#):



Massachusetts Farm to School Resources

- Connections to local vendors
- Local [food source map](#)
- Strategic [procurement consultations](#) to plan and maximize local sourcing (*Use QR code to book a procurement consultation:)*
- Direct support with RFPs, Request for Quotes etc.
- Promotional resources including Harvest of the Month materials and Farm to School Month templates



Hatfield Public Schools sampling strawberries for June's Harvest of the Month

Terrific Tray Photo Competition

Massachusetts Farm to School and DESE [Terrific Tray Competition](#)

- Submit a photograph of an exemplary, visibly reimbursable, school lunch that features Massachusetts foods
- Description and recipe for the meal displayed, highlighting local foods and sources
- High resolution photo preferred

Each monthly winner will be featured in DESE FNP's Fueling the Commonwealth Newsletter and Monthly Town Hall and:

- Receive \$2,500 to reinvest in your School Nutrition Program from the [Henry P. Kendall Foundation](#),
- Receive local food swag from Massachusetts Farm to School,
- Compete for the title of Terrific Tray of the Year (the Terrific Tray of the Year winner will receive two free tickets to next spring's Healthy Kids, Healthy Programs Summit)
- And more!



**Submit your
Terrific Tray today!**



Q&A

Questions?

The background of the slide features a top-down view of numerous petri dishes. Each dish contains a portion of fresh broccoli florets submerged in a pale yellow, translucent liquid, which appears to be a nutrient-rich growth medium. The dishes are arranged in a grid-like pattern, creating a repetitive visual motif of biological samples.

Follow-up

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Farm to School Resources:
www.massfarmtoschool.org

