



# MI Farm to ECE Webinar Series:

## Local Purchasing from Farmers

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# CACFP RULES AND REGULATIONS

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**If you're using Child and Adult Care Food Program dollars, you must follow USDA guidelines**

<b>Micropurchase</b>	<b>Informal Purchasing</b>	<b>Formal Purchasing</b>
<\$3,500	<\$150,000	>\$150,000
<ul style="list-style-type: none"><li>• Unplanned purchases (like seasonal surpluses, special events, etc).</li><li>• Good for single purchases</li></ul>	<ul style="list-style-type: none"><li>• Must secure minimum three quotes</li><li>• Evaluate vendors that meet your criteria based on cost</li></ul>	<ul style="list-style-type: none"><li>• Large contracts (broadline, etc)</li><li>• Must conduct a formal request for bids</li><li>• Opportunities to give local preference</li></ul>

# FEDERAL REQUIREMENTS

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## Fruits and Vegetables

- Food establishments can purchase directly from grower
- Growers are not licensed through MDARD
- No requirements for certification or licensing

## Eggs

- Vendor must be licensed egg processing establishment

## Meat and Chicken

- Must be processed at a USDA inspected facility

MDARD, Buying Local – Approved Food Sources for Food Establishments  
[http://www.michigan.gov/mdard/0,4610,7-125-50772\\_51200\\_51231-213569--,00.html](http://www.michigan.gov/mdard/0,4610,7-125-50772_51200_51231-213569--,00.html)

# WHY WORK WITH A FARMER

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- ✓ Create strong community connections
- ✓ Opportunities for education
- ✓ Potential flexibility in products
- ✓ Support local community and economy



# METHODS

Seasonal Agreements	Community Supported Agriculture	Farmers Market/Farm Stand
Purchase throughout season based on what is available directly from farm.	Buyers pay fee up front, farmers provide weekly baskets of seasonal food	Purchase weekly at the farmers market



# STEP 1: FINDING FARMERS

- **Farmers Market**
  - <http://mifma.org>
- **Local Harvest**
  - <http://www.localharvest.org>
- **Ask MSU extension agent**
  - <http://msue.anr.msu.edu>
- **More resources in:**  
**“Farm to Early Childhood Programs: A Step by Step Guide”** available at <http://mifarmtoschool.msu.edu>



# FARMER OUTREACH

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- Introduction to program, values and goals
- Program locations, size, history
- Other initiatives tied in



Caledonia, MI • Kentwood, MI • Portage, MI  
[www.adventurelearningcenters.com](http://www.adventurelearningcenters.com)

Dear (Vendor Name),

I would like to take this time to introduce myself, my name is Kristin Ubl and I am the Regional Director of Adventures Learning Centers (ALC). We provide children ages 6 weeks to 12 years with a safe and nurturing learning environment and currently operate three centers in Caledonia, Kentwood, and Portage.

Two years ago, I was introduced to the Michigan Farm to Fresh program and have attended many meetings and training seminars. I believe we all, especially children, have lost touch with how and where food is grown. We lack an understanding of the land, the people, and even the plants that produce the food we eat.

When a family enrolls in one of our centers, we form a partnership with them and make a promise to provide the same consistent, quality care that they would give their own child. We are honored that they have included us in their journey into early childhood. One of our goals is to support children's desire to be life-long learners and where better to start than giving children the opportunity to develop healthy eating habits that last a lifetime!

We provide our children with breakfast, lunch, and snacks throughout their day. Last year we restructured our menu to revolve around the harvest season. Moo-ville Creamery started providing our locations with their milk and we began working with local farmers whom provided our locations with fresh produce. We would love to continue including local, fresh, farm-direct, seasonal produce into our 2014 menu. By purchasing your fresh seasonal produce, we are hoping to build and maintain a valuable relationship with you that could benefit us both!

We would like for you to consider providing your Michigan fruits and/or vegetables for the 2014/2015 calendar year at Adventures Learning Centers (ALC) of Caledonia, Kentwood, and Portage. We are now accepting proposals for Michigan fruits and vegetables for delivery to any or all of the following sites:

- ALC Caledonia, 8187 Broadmoor, Caledonia, MI 49316
- ALC Kentwood, 3710 29<sup>th</sup> St, Kentwood, MI 49512
- ALC Portage, 4295 Bishop Rd, Portage, MI 49002

Proposals will be accepted for locally-grown products for the 2014/2015 year round calendar menu for all locations.

Enclosed are a vendor questionnaire and product availability and pricing forms for you to complete. Feel free to make us aware of any additional products you may have to offer, along with their specifications, pricing, and availability in the extra spaces.

Please direct all responses, questions, and inquiries to myself.

We look forward to working with you to help us provide fresh Michigan fruits and/or vegetables to our children. Thank you for your consideration.

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12/03/2012

# STEP 2: ASSESS PRACTICES

## Farmer Questionnaire

- Delivery and logistics
- Payment terms and expectations
- Food safety practices
- Guarantee
- Availability for education



## FARM TO EARLY CHILDHOOD PROGRAMS A STEP-BY-STEP GUIDE

### Step 3: Prepare to Purchase Local Foods

#### Sample Vendor Questionnaire

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone and/or email: \_\_\_\_\_

Are you willing to deliver to more than one location?  
 Yes  
 No

Amount of product liability insurance coverage (provide copy of policy): \_\_\_\_\_

Current local customers and contact information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Payment terms and expectations (i.e. receipt must be left at each delivery, one statement to be paid to vendor, etc.): \_\_\_\_\_  
\_\_\_\_\_

List any USDA, state and/or local inspections or certifications your facility receives and frequency (i.e. annual, bi-annual, etc.). Attach copies of the most recent inspection or certification report(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe your food safety practices: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please explain your credit/return policy for products of unacceptable quality: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you available to visit our program to talk with children about how your product is grown?  
 Yes  
 No

Is your farm available for field trips?  
 Yes  
 No

Vendor's Signature \_\_\_\_\_

Date \_\_\_\_\_

# STEP 3: COMPARE COSTS

Please fill in the columns for projected availability and unit pricing for the listed products. If there are products not listed below that you would like considered for use in the program/center meals and snack program, please add them to this form in the space provided below.

Product	Projected Quantity	Months Available	Unit Price
Pears	10 cases/month		
Apples	10 cases/month		
Pre-washed red potatoes – Size B	30 pounds/month		
Grape/cherry tomatoes	50 flats/month		

## STEP 4: SET UP AGREEMENTS

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- How and how often will you communicate?
- When and how will deliveries take place?
- What prices will you agree to? What is the protocol if there is a crop failure?

# SUSTAINABILITY

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- **Plan ahead of time**
  - Plan out for the season in advance
- **Cost saving strategies**
  - Build it into a farmers delivery schedule (what flexibility do you have?)
  - Identify process for utilizing seconds/bulk purchases
  - Process and store
  - Aggregate purchases with other small centers
  - Tack onto a school's order! If you know of schools ordering near you, collaborate with them

# ADDITIONAL RESOURCES

## South Carolina Farm to Preschool



### QUESTIONS TO CONSIDER WHEN PURCHASING DIRECTLY FROM A FARMER

This detailed list of questions may be helpful for those who are interested in purchasing products directly from a farmer. An explanation is provided for each question. The purpose of the explanation is to define the question itself and/or to provide information that may be helpful to better understand a farmer's response. It is important to keep in mind that farming can sometimes be unpredictable (e.g., weather); when talking with farmers about their products, understand that flexibility is important and even if a desired product is not available, the farmer may have an alternate option.

1. What do you grow and when is it available?
  - General question establishing what the farmer can supply and the time at which his product is available.
2. Do you grow year-round?
  - In South Carolina, many farmers do not produce year-around. This helps establish whether or not this producer can supply 12 months of the year.
3. What is the cost, per pound/per bushel?
  - Farmers price their products in different ways. Make sure you understand the quantities in relation to the price.
4. How far in advance can you tell me what products you have and when it will be available?
  - Typically, a farmer knows their production schedule and should be able to tell you their production estimates prior to ordering.
5. Will the products we order be freshly picked?
  - Depending on the product, the farmer may pick the day of, or the product may have been in cold-storage for several days.
6. Can we buy your seconds? If so, what is your adjusted price?
  - Seconds is a term used to describe product that is not USDA grade A/ #1 product and will have some minor defects. Generally, these do not impact the use of the product. Farmers often are willing to sell seconds (#2) at a discounted price.
7. If you did not have what we ordered, would you supplement without notice?
  - If a particular variety is unavailable, the farmer may supplement that product with another.
8. Is what we order going to be ready to eat?
  - Often times the product will need to be washed and prepared. A farmer is most likely to sell you a whole product (not processed).
9. What is the shelf life of my order?
  - Depending on the product, most items will have a shelf-life of 7-14 days when properly stored.
10. At what temperature should I store your products?
  - Different products have different storage requirements. Potatoes and tomatoes are stored at 50°F, leafy greens are stored at 40°F.



<http://scfarmtoinstitution.com>



# QUESTIONS?

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