

Getting More CO-Grown Food in Your SFA

A calendar to help you successfully procure food from Colorado Farms and Food Businesses



August

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12

ALERT LOCAL SUPPLIERS OF PRODUCE, PROTEIN, AND VALUE-ADDED PRODUCTS YOU'D LIKE TO PURCHASE DIRECTLY FOR **SCHOOL YEAR 2 (SY2)**

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9

REVIEW NOURISH CO / HSMA RESOURCES TO PLAN FOR SUCCESSFUL BIDS IN **SY2**

October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Farm to School Month

November

S	M	T	W	T	F	S
26	27	28	29	30		

DRAFT MENUS AND FOODSERVICE BUDGET FOR **SY2**

BEGIN ESTIMATES FOR USDA FOODS & COMMODITY PROCESSING USAGE IN **SY2**

December

S	M	T	W	T	F	S
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

ESTIMATE POSSIBLE VELOCITIES FOR LOCAL PRODUCTS AND SHARE WITH LOCAL VENDORS

January

S	M	T	W	T	F	S
15	16	17	18	19	20	21

DRAFT SPECS AND SOLICITATIONS FOR DIRECT FOOD PURCHASES

SHARE USDA FOODS & COMMODITY PROCESSING ITEM REQUESTS WITH CDHS

February

S	M	T	W	T	F	S
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

PUBLISH SOLICITATIONS OR RFPS FOR DIRECT FOOD PURCHASES

March

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8

AWARD BIDS FOR SMALL/LARGE DIRECT PURCHASES

May

S	M	T	W	T	F	S
14	15	16	17	18	19	20

FINALIZE **SY2** MENUS AND FOODSERVICE BUDGET

SHARE PURCHASING & MENUING STRATEGIES WITH NEIGHBOR SFAS TO LEVERAGE SHARED DEMAND

June

S	M	T	W	T	F	S
18	19	20	21	22	23	24
25	26	27	28	29	30	
30	31					

ATTEND CSNA CONFERENCE AND ASK ABOUT LOCAL PROCUREMENT BEST PRACTICES

July

S	M	T	W	T	F	S
16	17	18	19	20	21	22
23	24	25	26	27	28	29

REACH OUT TO FARMS AND FOOD HUBS AND SEE IF YOU CAN BRING STAFF TO VISIT FARMS

August SY2

S	M	T	W	T	F	S
		1	2	3	4	5

ALERT LOCAL SUPPLIERS OF PRODUCE, PROTEIN, AND VALUE-ADDED PRODUCTS YOU'D LIKE TO PURCHASE DIRECTLY FOR **SCHOOL YEAR 3 (SY3)**

September SY2

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9

REVIEW NOURISH CO / HSMA RESOURCES TO PLAN FOR SUCCESSFUL BIDS IN **SY3**

October SY2

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Farm to School Month

November SY2

S	M	T	W	T	F	S
26	27	28	29	30		

DRAFT MENUS AND FOODSERVICE BUDGET FOR **SY3**

BEGIN ESTIMATES FOR USDA FOODS & COMMODITY PROCESSING USAGE IN **SY3**

December SY2

S	M	T	W	T	F	S
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

ESTIMATE POSSIBLE VELOCITIES FOR LOCAL PRODUCTS AND SHARE WITH LOCAL VENDORS

January SY2

S	M	T	W	T	F	S
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DRAFT SPECS AND SOLICITATIONS FOR DIRECT FOOD PURCHASES

February SY2

S	M	T	W	T	F	S
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

PUBLISH SOLICITATIONS OR RFPS FOR DIRECT FOOD PURCHASES

March SY2

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

School Year 1

School Year 2

Key Takeaways for SFAs

- **Local food can make a big splash!** Featuring the farmer(s) who are responsible for your local items can get students excited about their food and where it comes from!
- **You won't get what you don't ask for:** Be sure to ask suppliers what products you'd like to purchase. It's the first step to successful values-based procurement!
- **Talking to each other is key.** Sharing which local items you're looking for with other SFAs will encourage group purchases to have distributors offer them in their catalog!
- Don't forget existing tools to help you balance your needs like **managing the cost of food** and writing **effective solicitations and bids**.