

CHOICE PARTNERS COOPERATIVE

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AGENDA FOR 1-29-21

Coop News

Website Reminders

TDA Procurement Update

USDA Foods Update

Commodity Processing of USDA Foods

Processing Renewal

Processorlink

RFPs for 2021

Newly Awarded
Vendors

Upcoming Conferences

Annual Child Nutrition
& Product Expo

COOP NEWS

RFPS FOR 2021-2022



NEWLY AWARDED VENDORS

Emergency Feeding RFP# 20/048TP

**New vendors*

- Albie's Foods*
- Alpha Foods Co
- Asian Food Solutions
- Bake Crafters
- Cebev LLC/Juice Bowl*
- Chef's Corner Foods*
- ConAgra Foods
- Devin Distributing*
- Fat Cat Bakery*
- Gordon Food Service
- Hadley Farms Bakery*
- Heart of Texas Biscuits*
- Integrated Food Service
- JTM Food Group
- Labatt Food Service
- MCI Foods/Los Cabos
- ModernMD*
- Out of the Shell dba Yang's 5th Taste
- Revolution Foods*
- Rich Chicks
- SA Piazza & Assoc.
- Schreiber Foods*
- Schwan's Food Service
- SoloFresco Brands*
- Tasty Brands
- The Fathers Table*
- Tyson Prepared Foods
- UNO Foods

2021 UPCOMING CONFERENCES

- SNA INNOVATIVE SOLUTIONS SHOWCASE – Feb. 1–March 31 – **VIRTUAL**
www.schoolnutrition.org/virtualexpo
- TASBO ENGAGE ANNUAL CONFERENCE – Feb. 15-March 5 – **VIRTUAL**
www.tasbo.org
- LEGISLATIVE ACTION CONFERENCE (LAC) – March 8 -10 –**VIRTUAL**
<https://schoolnutrition.org/meetings/lac/2021/>
- NATIONAL CACFP ASSOCIATION CONFERENCE- April 20-22 - **VIRTUAL**
<https://www.cacfp.org/news-events-conferences/national-cacfp-sponsors-association-conference/>
- ACDA ANNUAL CONFERENCE- April 25-28/ Sheraton New Orleans Hotel; New Orleans, LA www.commodityfoods.org/2021ACDAconference
- TASN 2021 Partnership Collaboration Summit – Child Nutrition 2.0 – April 28-30/ Fairmont Austin; Austin, TX www.tasn.net
- TASN ANNUAL CONFERENCE- June 20 -22, 2021/San Antonio Convention Center; San Antonio, TX
www.tasn.net
- SNA ANNUAL NUTRITION CONFERENCE (ANC) – July 11-13/ Chicago, IL
www.schoolnutrition.org/meetings/anc/2021

CP ANNUAL NUTRITION AND PRODUCT EXPO 2021!!!

- Location:
 - Humble Civic Center
- Date:
 - Wednesday, October 6th, 2021

Director Appreciation Dinner

- Location:
 - TBA
- Date:
 - Tuesday, October 5th, 2021 at 6:30 pm

www.ChoicePartners.org

CHOICE PARTNER'S WEBSITE

HOW TO USE THE CP WEBSITE

WWW.CHOICEPARTNERS.ORG/MEMBER-LOGIN

- Click the Member Login tab
- Submit username and password
- Check box – “Login to Food Area Only”
 - For a new user account click the blue link at the bottom – “Set up a new account” and follow the steps
- Food Members Dashboard
 1. Current Vendors
 2. Commodity Processing of USDA Foods
 3. Pricing
 4. In-Active Contracts Due Diligence
 5. Resources
 6. Child Nutrition Labels/Product Info
 7. Procurement/Annual Review
 8. Buy American Provision



PROCUREMENT REVIEWS

PROCUREMENT REVIEWS

- New Process with Coops + Auditors – SY 19-20
 - Documents
 1. Original scoring sheets from evaluators
 2. All renewals
 3. ALL NON_AWARDED Vendor Proposals
 4. Any Amendments
 5. Original entire RFP document
 6. IED/CPA + all backup documentation
 - Coop sent out a “cheat sheet” to help you complete the PR questions
 - Buy American – update new RFPs

BUY AMERICAN PROVISION

- This falls on the CEs to make this determination
- Justify EVERY non-domestic food product purchased
- Use the Buy American form on Square Meals (and CP website) and staple to the invoice
- Your Distributor can provide you a cost comparison

QUESTIONS???



USDA FOODS PROGRAM

USDA FOODS AVAILABLE

- USDA Food Program
 - USDA makes available, nationally, approx. 180 foods for the NSLP program. TDA makes available 145, of the 180, CE's via the TXUNPS Annual, Periodic and Processing Surveys.
 - TDA orders USDA Food for the NSLP based on school demand
 - Purpose of USDA Foods is to support agriculture markets and to provide nutritious, USDA-purchased food to applicable CEs (e.g. public schools, private schools & residential child care institutions).
 - All CEs participating in National School Lunch Program (NSLP) are eligible to receive USDA donated commodities through the Food Distribution Program (FDP).
 - For SY2021-2022, TDA has assessed the USDA Foods items that stand the best chance of building truckload quantities, per frequency of months made available in the school year and per FDP region.

ENTITLEMENT

HOW IS MY ENTITLEMENT FOR SY21-22 CALCULATED?

Total Lunches Served –TLS
(from previous year's data –
SY18-19)

X

TDA's Estimated "Rate of
Assistance"

=

Estimated Entitlement

- Various months throughout the year: TDA makes adjustments based on the "weighted average" approach with the cost of commodity trucks as they are received into the state.

*The Rate of Assistance is posted on Square Meals.

USDA FDP: Food Types

Where do I spend my Entitlement???

Entitlement Foods

- Reg. USDA Foods
- Processed Commodities
- DoD Fresh Fruit & Vegetable Program
- DoD Farm to School

Bonus Foods/Surplus

****NOTE:** Bonus foods do not use entitlement dollars!!!

QUESTIONS TO ASK YOURSELF

- How you spend your entitlement depends on several factors that are specific to your district:
 - Do you have a large walk-in freezer?
 - Do you have small storage areas?
 - Can you manage a once-a-month delivery of product OR do you require a once-a-week delivery?
 - Do you have the trained kitchen staff with the ability to handle raw foods or do you need to order pre-cooked or ready-to-serve/heat & serve products?
 - Are you in such a remote area that some vendors won't deliver to your district?
 - Should you only process commodities OR only purchase Reg. USDA Foods OR Both?
 - Should you participate in the DoD Fresh Fruit and Vegetable Program or Farm to School Program?
 - What is the best value for your money?
 - If going through a distributor such as Labatt or GFS there will be a markup on processed commodities.
 - If going through the contracted warehouse (Houston Food Bank) you will pay a delivery fee per case.

USDA FDP: TX- UNPS

REMINDER: IMPORTANT DEADLINES

- TX-UNPS FDP DEADLINES FOR SY 2021-2022
 - Monday, Feb. 1st – Contract Packet & Checklist Items must be completed and submitted
 - Friday, Feb 5th-Target date for re-distribution of recommended processing pounds by processors
 - Monday, Feb. 8th – DoD Fresh entitlement distribution will be completed
 - Monday, Feb. 8th – Opening date for the Farm-To-School Survey
 - Monday, March 1st – Closing date for the Annual and Processing Surveys
 - Friday, July 30th – Closing date for the Farm-To-School Survey

USDA FDP: TX-UNPS

<https://Txunps1.texasagriculture.gov/txunps/Splash.aspx>

Nutrition Programs

TX-UNPS

TX-UNPS

- Tracks USDA Food entitlement, requests, allocations, reports, and more
- Provides online capability for requesting USDA Food deliveries from contracted warehouse

Note: USDA Foods messages are posted on the FDP Message Board.

Returning Users: Log On

User ID:

Password:

[Forgot Your Password?](#)

Log On

- Links**
- [Need Help?](#)
 - [Interested in Applying?](#)
 - [TX-UNPS Project Website](#)

Federal Shutdown

TDA is committed to providing our nutrition program partners and the public critical information regarding the impact of a federal government shutdown to the TDA administered Food and Nutrition programs. Information regarding funding estimates for Food & Nutrition programs [can be found here](#).

NOTICE: TX-UNPS Requires Updated Browsers Starting January 25

TXUNPS will get a security update on January 25, 2019. Starting on that date, you will be required to use the most updated version of your preferred browser to access TX-UNPS. Examples of common browsers include Chrome, Firefox, Internet Explorer, Edge and Safari.

If you do not update your browser, it will not work with TX-UNPS starting January 25, 2019. For example, older versions of *Internet Explorer such as version 7, 8, 9 or 10 will not work*; Internet Explorer version 11 will work.

If you are NOT using an UPDATED browser, you should update your browser as soon as possible. For further assistance, please contact your Education Service Center.

2019 Texas Summer Mandate

Texas Legislation requires school districts in which 50% or more of the enrolled children are eligible to receive free/reduced price NSLP meal benefits to participate in a summer meal program. Mandated Contracting Entities must submit their intention or waiver request in TX-UNPS by **January 31, 2019** to avoid a Corrective Action Plan. The form to submit summer program intentions is found by logging into TX-UNPS>Applications>Texas Summer Mandate. For instructions and additional information, visit www.squaremeals.org/summerwaivers.

2018 CFDA and FAIN available

Regulations require that funds are accounted for and identified by the Catalog of Federal Domestic Assistance (CFDA) Number as well as the Federal Award Identification Number (FAIN). TDA has posted the CFDA and FAIN information for 2018 on its website at <http://www.squaremeals.org>, located in the menu on the left hand side for each Program. The 2016 and 2017 CFDA and FAIN information will remain available as well.

Recommended Internet Browsers

- TX-UNPS does not officially support Microsoft Edge. Users

USDA FDP: TX-UNPS

Access

To access TX-UNPS:

- download FND Form 101 Certificate of Authority
- fax to TDA

User ID and password will be emailed separately within 5 days of receiving the completed form.



DO NOT SHARE LOGIN or PASSWORD

Note: TX-UNPS = Texas Unified Nutrition Program System

CONTRACT PACKET

- STEP 1 - Login to TX-UNPS
- STEP 2 - Modify the Contracting Entity Information Update screen.
- STEP 3 – Indicate which USDA FDP you wish to participate in for SY2021-2022
- STEP 4 - Save
- STEP 5 - Modify the Checklist Screen

Food Distribution Program

TX-UNPS

Operations | Contracting Entities | Reports | Security
Programs | Year | Help | Log Out

Contracting Entities > Contract >
Program Year: 2019 - 2020

Food Distribution Program Contract Packet - NSLP
 2019-2020

Contracting Entity: BAY CITY ISD	Packet Status: Not Submitted
CE ID: 00769	Packet Approved Date:
	Contract Status: Unapproved

Action	Form Name	Status
View	FDP Contract	Unapproved
View Modify	➔ Contracting Entity Information Update	Pending
View Modify	✓ Checklist	Not Required
Contacts:		
	Food Service Director: MILDRED HAWKINS (979) 401-1087 Ext. 1056 mhawkins@bcblackcats.net	Certified
View Modify	✓	
	Ordering Contact: MILDRED HAWKINS (979) 401-1087 Ext. 1056 mhawkins@bcblackcats.net	Certified
View Modify	✓	
	Billing Contact: MILDRED HAWKINS (979) 401-1087 Ext. 1056 mhawkins@bcblackcats.net	Certified
Delivery Locations:		
View Modify	BAY CITY ISD Warehouse Warehouse(s): HOUSTON FOOD BANK	
View Modify	Bay City Support Services Warehouse(s): HOUSTON FOOD BANK	
<input style="border: 1px solid gray; padding: 2px 10px;" type="button" value=" < Back "/> <input style="border: 1px solid gray; padding: 2px 10px;" type="button" value=" Submit For Approval "/>		

Packet History

Event	Event Date/Time	User
A Packet was created for BAY CITY ISD for year 2019 - 2020.	12/18/2018 2:45:56 PM	MKohlenber10

Food Distribution Program

TX-UNPS

Operations | Contracting Entities | Reports | Security Programs | Year | Help | Log Out

Contracting Entities > Contract > Program Year: 2019 - 2020

**Contracting Entity Information Update - NSLP
2019 - 2020** VIEW

Contracting Entity: BAY CITY ISD
CE ID: 00769

Processing

Do you intend to Process Raw Commodities? Yes No

If YES,
How much Entitlement will you use for Processing? \$0.00

Please select your Processing Co-op

<input type="checkbox"/> Choice Partners (G Coast)	<input type="checkbox"/> Multi-Region Purchasing Cooperative	<input type="checkbox"/> Prospering Pals
<input type="checkbox"/> Region 1	<input type="checkbox"/> Region 5	<input type="checkbox"/> Texas 20
<input type="checkbox"/> Tejas	<input type="checkbox"/> Region 8	<input type="checkbox"/> TPC
<input type="checkbox"/> West TX	<input type="checkbox"/> Direct Ship Sch	<input type="checkbox"/> Region 7
<input type="checkbox"/> Non Co-Op Proc Sch	<input type="checkbox"/> SPA	<input type="checkbox"/> Lubbock Cooper Co-Op

DOD Fresh Fruits and Vegetables

Do you want to participate in the Farm to School Program? Yes No

Do you want to receive DOD Fresh Fruits and Vegetables? Yes No

DOD Fresh Fruit and Vegetables Commitment \$0.00

Vended Contracting Entities

Does your district vend meals to another district/Contracting Entity? Yes No

If YES, please list the district/Contracting Entity

<input type="text"/>	<input type="button" value="Add Rows"/>
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

Created By: tjensen12 on 01/23/2019 Submitted By: on

CONTRACT PACKET CONT...

- Contracting Entity Information Update screen:
- Here you will indicate which USDA Foods Programs you wish to participate in for SY2021-2022.
- Options:
 - Processing?
 - YES – Place a \$1 in this amount if you are doing DOD
 - CHECK-OFF Choice Partners
 - Farm to School Program?
 - DoD Fresh Fruits & Vegetables?
 - You can make changes
 - Due – Feb. 1st!!!

REMINDERS – FOR THOSE WHO ARE PROCESSING

- Please make sure you inform the coop once your contract packet has been submitted. We can not proceed with commodity processing until everyone has submitted their packet in TX-UNPS.
- Contract packet due date into TX-UNPS: **February 1st!!!**
- Make sure you have added sufficient entitlement in TX-UNPS under processing to cover your pre-orders in processorlink
- **For direct ship districts – only submit orders in your district's surveys; do not enter anything into the choice partner's surveys**
- **Always make sure your distributor (GFS, Labatt or Sysco) selection is correct in both Processorlink and K-12**

QUESTIONS???



COMMODITY PROCESSING OF USDA FOODS

RE-DISTRIBUTION

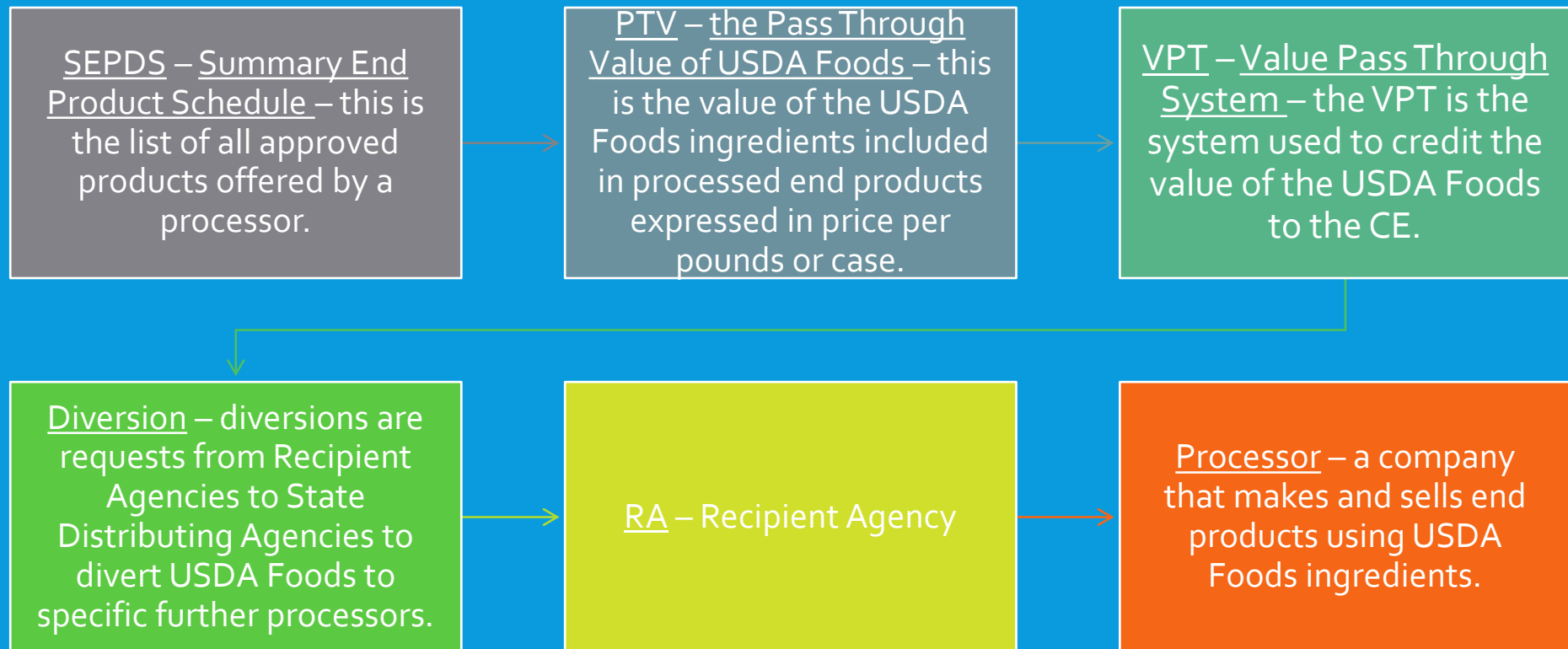
- There will be a Re-distribution/Re-donation of ALL excess pounds
- These will be put into the state account and used for new allocations
- Pounds in State account are basically free pounds for TDA to move around
- For SY21-22 Processing orders:
 1. Do not count on any Carry-over pounds
 2. Everyone on TX will start from zero
 3. You will only have NEW allocations

COMMODITY PROCESSING IN TEXAS

Processing Coops – Choice Partners

- Cooperative's Roles:
 - Serve as a liaison between the school and the processor, broker, & distributor
 - Annual Nutrition EXPO
 - Develop the Request for Proposals (RFP) & Award Bids to Commodity Processors
 - Submit total commodity pounds to TDA for the Coop
 - Pounds entered into TX-UNPS

DEFINITIONS:



HOW DOES THE USDA FOODS
VALUE GET PASSED ON TO
THE CE?

1. FEE FOR SERVICE (FFS)

- Manufacturer/Processor charges a fee to convert commodity to usable product
- Ships to district or state contracted warehouse
- Bill at time of shipment
 - Payment directly to manufacturer for product
 - Payment to warehouse for delivery/storage
- Storage fees may accumulate

2. MODIFIED FEE FOR SERVICE

- FFSD (Fee for Service through a Distributor)
- Product purchased through Commercial Distributor
- Price on invoice
 - Fee for service pricing from commodity processing bid plus fixed fee schedule price from commercial bid
- Distributor sends reports to processor

NOI (NET OFF INVOICE) CONT.

- Commercial Products
- Distributor sends report of sales to Processor

Example:

1. A case of pepperoni pizza (Commercial Bid Price) = **\$35.24** per case
2. Mozzarella Cheese Commodity Value = **\$1.74/lb**
3. Pounds of Commodity Cheese per case = **8.9 lbs**
4. Commodity Discount value = $\$1.74/\text{lb} \times 8.9 \text{ lbs} = \mathbf{\$15.486}$
5. School District is charged by Distributor :
Bid price per case - Commodity Discount value = Net price

$$\mathbf{\$35.24 - \$15.49 = \$19.75}$$

FEE FOR SERVICE VS. NET OFF INVOICE

Fee For Service

- Required product selections
- Products delivered to state warehouse
 - Processor min. delivery
 - 1 or 2 deliveries per month
 - Potential long-term storage charge
 - Required vendor account per manufacturer

Net Off Invoice (NOI)

- No decisions
- Order on an “as needed” basis
- Distributor’s minimum
- Deliveries weekly
- No storage charges
- Receive discount immediately
- Commodities can be shipped on regular Distributors deliveries
- Single Item Code

4. REBATE

- Product purchased commercially through distributor paying the full price for the product. Full price = total price of the USDA Foods content of the item, the FFS from the processor and, if delivered to a distributor (commercial or state run) any fees for storage and delivery.
- Distributor sends processor report on district usage
- Processor sends rebate check to district for the value of the USDA Foods contained in the case(s) of processed products received.
 - Based on lbs of commodity per case x price per commodity set by Nov 15 commodity file

WHAT'S ON THE MENU?

- STEP 1 - Determine what you plan on serving for the upcoming school year
 - Need to look at items served the most often and determine the Best “Bang for your Buck”
 - Each school district is different in what will provide them the most value while also being able to utilize ALL of your entitlement.
 - USDA Donated Food (DF) Value VS. Commercial Cost

WHAT'S ON THE MENU? CONT...

- STEP 2 – Select your Processors
 - Items wanting to utilize
 - Past experience & history with the processor
 - Approved State of Texas Processor
 - Awarded Processor
 - Entitlement Availability and Allotment

WHAT'S ON THE MENU? CONT...

- STEP 3 – Select the products that you want to process per processor
 - Product Usage
 - Product Cost
 - Product Availability
 - Several discontinued items due to Covid-19

WHAT'S ON THE MENU? CONT...

- STEP 4 – Calculate your District's Needs
 - Once you have selected the products and the processors:
 - Determine what your quantities for the school year will be. Look at:
 - Historical data
 - Enrollment
 - Velocity reports
 - Cycle menus and number of occurrences on the menu
 - You will need to:
 - Commodity Calculators
 - SEPDS
 - Awarded bid

COMMODITY CALCULATORS

- Help calculate the total Donated Foods (DF) Pounds and Cost
 - Complete Calculators for each Manufacturer you intend to process with.
 - Add all the Total DF Values together for all Manufacturers
 - This \$\$ amount will be the amount you need to set aside for processing.
- Can all be found on CP Website
<https://www.choicepartners.org/commodity-processing>
 - Log into Food side
 - Click Commodity Processing Tab

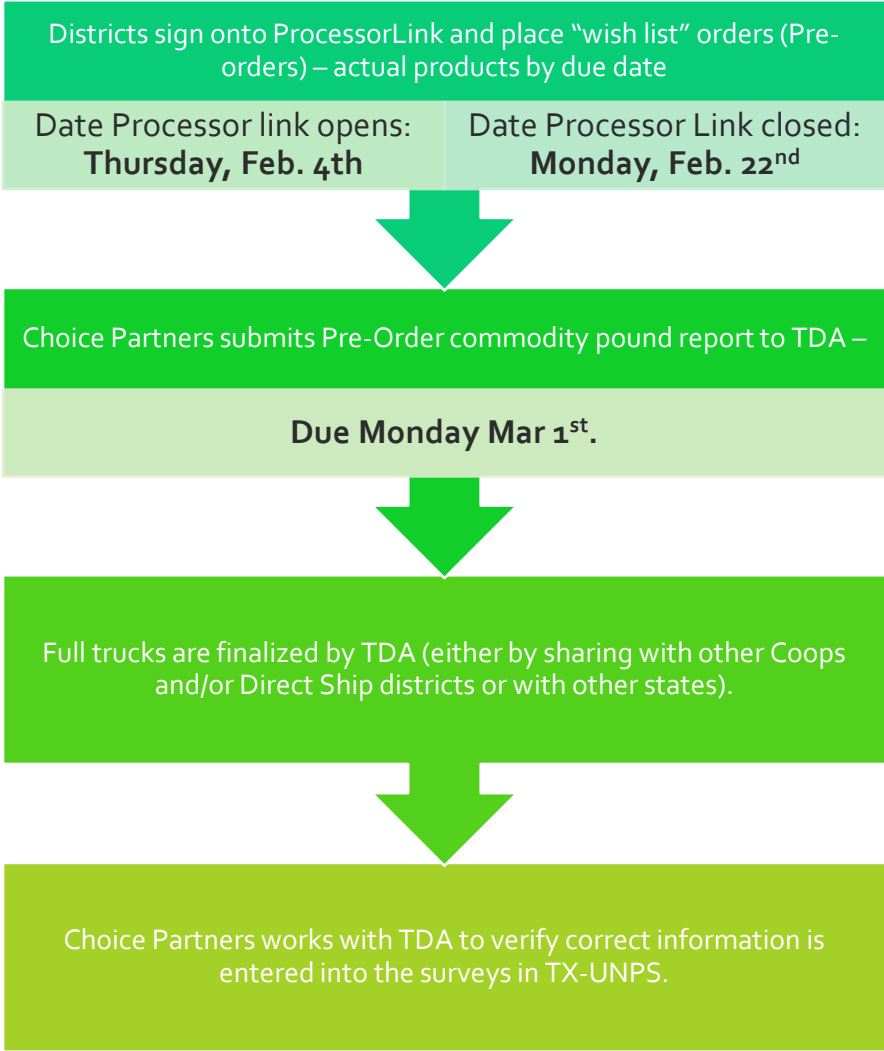
PROCESSING RENEWAL

RENEWAL UPDATE

- Some price increases as to be expected
- Extended the renewal
 1. Sharpen pencils
 - a. AFS & Red Gold - No
 - b. Bongards, Foster Farms, Integrated, Tyson & Wawona - Yes
 2. Addition of items – Bongards, PP, Cargill Meat, Simplot, Rich's & Schwans
- TYSON – 100154 Beef Coarse Ground FRZ CTN – 60LB p Primary beef commodity

PROCESSORLINK

<https://Processorlink.com/LoginForm.aspx?ReturnUrl=%2f>



HOW PROCESSORLINK WORKS

PROCESSORLINK PRE-ORDER INSTRUCTIONS

- Go into www.processorlink.com and click on Need An Account (if applicable), then complete
 - Processorlink then sends Login and Password
- Once logged in - Go to Customer and choose Pre-Order and then year – SY 2021-2022
- Adjust your Entitlement balance if you are participating in DoD FFV Program
 1. Click on your entitlement amount - verify
 2. Enter the amount of DoD FFV allocation you received in the DoD field
 3. Click Save
- Click green Add button on far right
- From the Co-op Commodity Processing Bid Tab
 - Choose the Donated Food (i.e. Beef 100154)
 - Choose the Processor (i.e. Don Lee Farms)
 - Choose the Product (by code and description)

<https://Processorlink.com/LoginForm.aspx?ReturnUrl=%2f>

PROCESSORLINK PRE-ORDER INSTRUCTIONS CONT...

- Select the Bill Type – depends on how you plan to order & receive commodities
 - Bill Types:
 - “Fee for service direct to district \$0.00/case” – this is a large drop delivery from a processor directly to a district’s private warehouse or storage area. The price showing is what you will be charged by the processor.
 - “Fee for service thru distributor \$0.00/case” – this is delivery to the awarded distributor (Labatt or GFS). Beef, pork, and fruit are set up as “fee for service” aka “modified fee for service”. The price showing does not include the distributor markup.
 - “Fee for service to contracted warehouse \$0.00/case” – this is delivery to the state contracted warehouse (Houston Food Bank). The price showing is what you will be charged by the processor and invoiced but does not include the storage fee from the contracted warehouse.
 - Net off invoice \$0.00/case (manufacturer price/case to distributor) – this is delivery to the awarded distributor. The price showing does not include your “donated food” (commodity) discount or the distributor markup.

PROCESSORLINK PRE-ORDER INSTRUCTIONS CONT...

- **Servings per Occasion** - Enter number of servings every time you serve product
- **Occasion Served** - Enter number of times you will serve this product in a year; SAVE
- Edit (pencil) if need to change the number of servings or occasions
- Must Delete (X) and create new entry if need to change:
 - donated food
 - Processor
 - Product
- **REQUIRED** - "Monthly Case Request" tab
- **Processorlink Pre-Order will "close" on 2/22/2021**

WHAT HAPPENS AFTER ORDERS ARE PLACED WITH USDA?

Between March and beginning of next school year:

- TDA sends Brokers/Processors/Distributors truckload information
- Brokers/Processors/Distributors asked to follow up with districts for delivery orders for following school year
- Districts can place orders (how many cases & when) on Processorlink and K12 for fee-for-service products
- Districts give heads-up to Distributor before school is out for products to be purchased through distributor the following school year

Other states use this method – ex: California

CEs commodity pounds go into 1 massive Bank

- Per Coop OR
- Per State Account

TDA is going to do a pilot

SINGLE BANK METHOD

QUESTIONS