

# OSPI Child Nutrition Programs Washington Grown Procurement Reference Sheet

## Washington Grown Food Procurement for Public School Districts

The 2008 Washington (WA) State Local Farms-Healthy Kids Act was enacted to strengthen the connections between the state's agricultural industry and the state's food procurement procedures in order to expand local agricultural markets, improve the nutrition of children and other at-risk consumers, and have a positive impact on the environment. One outcome of the act was allowing an exception to Washington State Common School Bidding Procedures outlined in [RCW 28A.335.190](#). This exception allows school districts to raise their Simplified Acquisition threshold, formerly known as the Small Purchase threshold, from the state threshold of \$75,000 to the federal threshold of \$350,000.

## Washington Grown Procurement Thresholds

Procurement Method	Washington Grown Foods State Threshold for Public Schools
<b>Micro-Purchase</b>	\$15,000 or less*
<ul style="list-style-type: none"><li>No quotes needed</li><li>Document how prices were determined to be reasonable. Should distribute equitably among qualified suppliers.</li></ul>	
<b>Simplified Acquisition</b>	\$350,000 or less
Obtain and document quotes: <ul style="list-style-type: none"><li>\$15,000 –\$40,000 requires at least two quotes.</li><li>\$40,001–\$349,999 requires at least three quotes.</li></ul>	
<b>Formal</b>	\$350,001 or more
Solicit quotes through: <ul style="list-style-type: none"><li>Sealed Bids/ Invitation for Bid (IFB).</li><li>Competitive Proposals/ Request for Proposals (RFP).</li></ul>	

\*Sponsors may self-certify a federal micro-purchase threshold of up to \$40,000 on an annual basis if they qualify. See [OSPI Micro-Purchase Reference Sheet](#) for more information.



## Requirements

- The WA Common School Provisions Bid Procedures do not apply to the purchase of Washington grown food.
- "Washington grown" is defined in [RCW 15.64.060](#) as grown and packed or processed in Washington.
- The procurement of Washington grown food must comply with applicable federal, State, and local laws.
- School Districts may develop and adopt policies and procedures to facilitate and maximize to the extent practicable, purchases of Washington grown food including, but not limited to, policies that permit a percentage price preference for the purpose of procuring Washington grown food.
- A Geographic Preference, such as including Washington grown in your specifications or providing a defined scoring advantage to Washington grown products, may only be applied to unprocessed or minimally processed agricultural products that maintain their inherent characteristics. See [OSPI Geographic Preference Reference](#) Sheet for more Information.
- Washington grown procurement must not restrict full and open competition, such as not having an appropriate number of qualified vendors to compete.
- **School Districts must include the Buy American Provision in solicitations, even if specifying WA grown foods.**

## Considerations

- Purchasing Washington grown foods streamlines procurement by raising the state's Simplified Acquisition threshold, allowing districts to go up to \$350,000 per solicitation without having to use the formal procurement method, however documentation and fair competition are still required.
- Utilizing grant funding that requires you to purchase locally grown foods (i.e. Washington-grown) justifies a separate solicitation from general food procurement.
- Districts with opportunities to feature local foods such as Harvest of the Month, seasonal specials, Taste Washington Day, and the Washington Apple Crunch provide reasons to purchase and promote Washington grown foods. These opportunities also justify separate solicitations for one-time, seasonal purchases.
- While the WA grown exception provides an allowance, districts should adopt a policy internally. It is important to have policies or procedures that support your efforts to purchase locally grown products for your School Meal Programs.

## Reference

- [RCW 15.64.060 Farm to School Program](#)
- [RCW 28A.335.190 Common School Provisions Bid Procedures](#)
- [2 CFR Part 200 Subpart D – Procurement Standards](#)
- [SP 22-2024 Geographic Preference Expansion Related to the Final Rule](#)
- [7 CFR 210.10 National School Lunch Program](#)
- [7 CFR 215.14a Special Milk Program](#)
- [7 CFR 220.16 School Breakfast Program](#)
- [7 CFR 225.17 Summer Food Service Program](#)

## Resources

- [OSPI CNS Procurement webpage](#)
  - Procurement Reference Sheet
  - Micro-Purchase Reference Sheet
  - [Micro-Purchase Template – Local Procurement](#)
  - Simplified Acquisition Threshold Reference Sheet
  - [Simplified Acquisition Threshold Template](#)
- [USDA Procuring Local Foods for Child Nutrition Programs](#)
- [OSPI CNS Procurement in Child Nutrition Programs Training](#)
- [OSPI Procurement Vocabulary Reference Sheet](#)

## Acronym Reference

- CFR – Code of Federal Regulations
- LEA – Local Education Agency
- NSLP – National School Lunch Program
- OSPI – Office of Superintendent of Public Instruction
- USDA – United States Department of Agriculture

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