

# PURCHASING and FOOD DISTRIBUTION

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State Conference 2021

**Bill Urban**

Director, Purchasing & Food Distribution

[mdek12.org](https://mdek12.org)

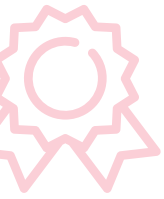


MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

July 14, 2021



# State Board of Education STRATEGIC PLAN GOALS



1

ALL Students Proficient and Showing Growth in All Assessed Areas



2

EVERY Student Graduates from High School and is Ready for College and Career



3

EVERY Child Has Access to a High-Quality Early Childhood Program

EVERY School Has Effective Teachers and Leaders

4



EVERY Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



EVERY School and District is Rated “C” or Higher

6



## VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



## MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

# Food Distribution

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- USERNAMES FOOD DISTRIBUTION WEBSITE
- ARRIVALS HAVE BEGUN
- PURCHASING DUPLICATE USDA ITEMS
- STORAGE FEES
- Favors RECEIVING REQUIREMENTS
- INCIDENT REPORTS
- DISASTERS and SITUATIONS of DISTRESS
- STAFFING

- USDA FOOD DISTRIBUTION WEBSITE USERNAMES HAVE BEEN UPDATED
- MOST ORGANIZATIONS AFFECTED
- CONTACT [DSTUBBS@MDEK12.ORG](mailto:DSTUBBS@MDEK12.ORG) FOR ASSITANCE

- ITEMS ARE AT DISTRIBUTOR WAREHOUSES
- CHECK YOUR “REPORT 27” NOTICE OF ARRIVALS
- SUBMIT PURCHASING ORDERS AFTER USE OF USDA FOODS
- CHECK “REPORT 27” NOTICE OF ARRIVALS WEEKLY

- STATE STAFF OBSERVED ORGANIZATIONS PURCHASING ITEMS WHILE THE SAME USDA ITEM WAS AVAILABLE AT WAREHOUSE
- GROUND BEEF AND CHEESE - BIGGEST OFFENDERS
- VERIFICATION OF “REPORT 27” NOTICE OF ARRIVALS
- USE YOUR ‘FREE’ FOODS BEFORE YOU BUY



# STORAGE FEES

- USDA FOODS RECEIVE 60 DAYS OF FREE STORAGE
- DISTRIBUTORS MAY INVOICE A FEE FOR STORAGE EVERY 30 DAYS BEGINNING ON DAY 61
- STORAGE FEES ARE THE RESPONSIBILITY OF THE ORGANIZATION THAT INCURS THE FEE
- SDA MAY REALLOCATE USDA FOODS AFTER 91 DAYS TO ENSURE USAGE TO THE MAXIMUM EXTENT POSSIBLE
- STORAGE FEES WILL NOT TRANSFER TO OTHER RECEIVING ORGANIZATIONS DUE TO REALLOCATION BY THE SDA

- ORGANIZATIONS ARE REQUIRED TO ENTER RECEIPT OF FFAVORS ITEMS NOT LATER THAN THREE DAYS FROM DELIVERY
- THERE ARE SOME MULTIPLE REPEAT OFFENDERS TO THIS DOD/USDA REQUIREMENT
- OFFENDERS WILL HAVE FFAVORS ACCESS REMOVED
- FFAVORS REINSTATEMENT WILL REQUIRE A SIGNED POA INDICATING THE STEPS THAT WILL BE TAKEN TO BECOME COMPLIANT

- BROWN BOX ITEMS MAY CONTAIN HIDDEN DAMAGE CREATED DURING PROCESSING
- FRESH FRUITS & VEGETABLES MUST BE CAREFULLY INSPECTED TO OBSERVE MOST DAMAGE
- QUICKLY SUBMIT INCIDENT REPORTS UPON DISCOVERY OF UNSATISFACTORY PRODUCT
- TAKE PICTURES OF BOXES WITH ALL LABELS
- EMAIL ALL TO [SWPP@MDEK12.ORG](mailto:SWPP@MDEK12.ORG)

- TAKE TIME AND REVIEW YOUR PROCEDURES
- USDA FNS HAS PUBLISHED A NEW DISASTER MANUAL DATED JUNE 2021
- <https://fns-prod.azureedge.us/sites/default/files/resource-files/USDA%20Foods%20Disaster%20Manual%20June%202021.pdf>

WHAT AGREEMENTS DOES YOUR SCHOOL DISTRICT HAVE WITH OTHER EMERGENCY MANAGEMENT ENTITIES?

- BRIANNA STRINGER HAS ACCEPTED ANOTHER POSITION WITHIN STATE GOVERNMENT AND WE WISH HER THE VERY BEST
- DONNA STUBBS IS NOT UNFAMILIAR WITH WORKING SOLO
- WORKING TO QUICKLY FILL THE FOOD DISTRIBUTION SPECIALIST POSITION
- IMMEDIATE CONTACT WILL BE:
  - DONNA STUBBS [DSTUBBS@MDEK12.ORG](mailto:DSTUBBS@MDEK12.ORG) 601-576-4978
  - BILL URBAN [BURBAN@MDEK12.ORG](mailto:BURBAN@MDEK12.ORG) 601-576-4960

# Purchasing

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- PURCHASING NOTES
- PRICING & AVAILABILITY
- LABOR – FREIGHT COSTS - TRUCKING
- BRANDS DISCONTINUED
- MAPS ORDERING WEBSITE
- FOAM PRODUCTS
- PRODUCE
- INCIDENT REPORTS and OVERTIME REQUESTS
- DISTRIBUTOR TERMINATIONS with PURCHASING COOPERATIVES

## Purchasing and Food Distribution

In 1992 the Mississippi Department of Education and participating local school districts' Child Nutrition Programs initiated a statewide purchasing program. Under this program, bids for food and supplies are issued by the Department. These bids represent manufacturer's pricing as well as that of institutional distributors and supplies.

Local schools may order products from the approved bid list at a fixed price for the duration of the contract. The foods are delivered by contract distributors on a weekly basis, with the actual cost of food and delivery being paid by the district to the assigned distributor.

The specific items on the bid are determined by the Purchasing Management Committee (PMC). This includes quality of product, packaging, pricing, and pre-approved brands based on student acceptability. The PMC has a strong focus on the quality issues involving the items and brands which are approved, which includes testing of products with students in a school environment. Current committee members are listed in this document.

The service is self-funding from fees charged to the local entities. Costs are divided into start-up (one-time costs) and operation costs. These are then applied to the number of meals served by the member districts to generate revenue to meet an annual budget approved by the PMC. The one-time start-up rate will remain constant for all new members, while operation costs will be adjusted in subsequent years to reflect balance on hand as well as the inclusion of new members.

There are currently in excess of 600 items on the bid. These include food, produce, supplies, milk, ice cream, and bread used by participating districts. The cost savings on the initial bid items will more than cover the service fees incurred by the districts. Factoring in rebates received from some direct-to-manufacturer items increases those savings considerably.

Member districts' participation results in cost savings, plus they no longer have to prepare, award, or manage bids for the approved items. This responsibility is transferred to the Department of Education as part of the overall operation.

### Resources

- [Commitment to Participate Child Nutrition Statewide Purchasing Program](#)
- [Commodity Rate](#)
- [Disaster Information](#)
- [Food Distribution Advisory Committee](#)
- [Food Buying Guide](#)
- [Incident Report](#)
- [MDE Procurement Decision Tree](#)
- [Product Management Committee](#)
- [Purchasing Notes](#)
  - [June 2021](#)
  - [January 2021](#)
- [USDA Food Distribution Program Regulations](#)
- [USDA Foods Product Information Sheets](#)



### Child Nutrition

- [601-576-5000](#)
- [Staff](#)
- [FAQ](#)

### Services

- [Child and Adult Care Food Program \(CACFP\)](#)
- [Claims and Finance](#)
- [Nutrition Education](#)
- [Purchasing and Food Distribution](#)
- [School Meals](#)
- [Summer Food Service Program](#)
- [Training and Program Outreach](#)

### Links

- [Contact Us](#)
- [Mississippi Jr Chef Competition](#)
- [MRS Presentations and Resources](#)
- [MRS Test Recipes](#)
- [MS Recipes for Success](#)
- [Online Programs](#)

### Resources





- HIGH DEMAND and LOW PRODUCTION
  - Covid19 shutdowns + widespread outbreaks at processors.
  - Fuel costs
  - Weather
- FRUIT – Almost all domestic product ships to the retail produce market. Processors are heavily dependent upon nondomestic growers as domestic growers become less and less. California Orange growers are ripping out groves & replacing with nut trees.

- **FREIGHT / SHIPPING** – Overseas containers have typically cost \$1500.00. Many now cost between \$6000.00 and \$15,000.00.
- **TRUCKING** – The availability of drivers continues to plague the food distribution industry. Foodservice has the highest turnover of drivers.
- **DISCONTINUED BRANDS** – The immediate shift of manufacturers to supply the retail market identified food service brands that were repetitive. Consolidation is taking place within the industry.

- INFORMATION AREA - Frequent this area for up-to-date information about line items in the order guide. In the top right corner of your home page:





July 6, 2021 - Pricing has been entered into the system. It is expected that some items may change throughout the year.  
Check back weekly for possible updates.

Click this hyperlink to view the June 2021 Purchasing Notes:

[https://www.mdek12.org/sites/default/files/documents/OCN/purchasing%20%26%20distribution/purchasing\\_notes\\_202106.pdf](https://www.mdek12.org/sites/default/files/documents/OCN/purchasing%20%26%20distribution/purchasing_notes_202106.pdf)

It is imperative that organizations communicate to distributors whether they will be available to receive scheduled food deliveries. Distributor delivery attempts refused by an organization due to closure, without prior notice, may subject the organization to restocking fees of up to 25% of the value of the refused order.

**AFTER HOURS CONTACTS**

Merchants [MDEWeather@Merchantsfoodservice.com](mailto:MDEWeather@Merchantsfoodservice.com)

Crumbley [MDEWeather@cpc-inc.com](mailto:MDEWeather@cpc-inc.com) also 601-498-4186

Briggs [MDEWeather@briggsfoodservice.com](mailto:MDEWeather@briggsfoodservice.com)

**HYPERLINK BELOW FOR LIST OF ORDER GUIDE ITEMS THAT ARE SMART SNACK AND CACFP COMPLIANT.**

[https://www.mdek12.org/sites/default/files/documents/OCN/purchasing%20%26%20distribution/order\\_guide\\_listing\\_of\\_smart\\_snack\\_items\\_20210126\\_edits.pdf](https://www.mdek12.org/sites/default/files/documents/OCN/purchasing%20%26%20distribution/order_guide_listing_of_smart_snack_items_20210126_edits.pdf)

**Overtime Request**

**Commitment to Participate Form**

**Incident Report**

**Purchasing Staff**

Bill Urban - Director [burban@mdek12.org](mailto:burban@mdek12.org)

Chainese Sly - Contract Specialist [csly@mdek12.org](mailto:csly@mdek12.org)

Adrienne Ealy - Product & Testing Specialist [aealy@mdek12.org](mailto:aealy@mdek12.org)

**Food Distribution Staff**

Donna Stubbs - [dstubbs@mdek12.org](mailto:dstubbs@mdek12.org)

**601-576-4980**

- RESIN IS IN TIGHT SUPPLY DUE TO THE REFINERY FREEZE LAST WINTER
- EXPECT TO USE 5 COMPARTMENT TRAYS TO DELIVER MEALS TO STUDENTS THIS SCHOOL YEAR
- OTHER FOAM ITEMS THAT ARE HAND PACKED MAY BE IN LIMITED SUPPLY

## PRODUCE DISTRIBUTORS

Region 3 – Sunrise Fresh - change

Region 4 – Sunrise Fresh

Region 5 – MS Fruit & Veg - change

Region 6 – MS Fruit & Veg - change

Region 7 – Sunrise Fresh

- PRODUCE ORDERS FOR AUGUST DELIVERY MUST BE ENTERED IN MAPS AFTER FRIDAY JULY 23<sup>RD</sup>
  - THIS WILL ENSURE SUBMISSION TO THE CORRECT DISTRIBUTOR
- PRODUCE ORDERS MUST BE SUBMITTED 7 DAYS PRIOR TO DELIVERY



- Locate form at: <https://www.mdek12.org/OCN/PFD> in Resources. Also MAPS Information Section
- Submission of an incident report should be timely and complete.
- Take pictures of the container and the issue with the product.
- Report “hidden” hazards and poor quality on an incident report.
- Examine all fresh products thoroughly prior to receipt. Reject poor quality products. A signed invoice is evidence of acceptance, and with the exception of hidden damage, there is little recourse for replacement.
- Email completed incident report and pictures to [SWPP@Mdek12.org](mailto:SWPP@Mdek12.org)
- Milk Deliveries – **Email [burban@mdek12.org](mailto:burban@mdek12.org) immediately if a delivery has not been received.** This requires immediate attention and resolution.

# OVERTIME REQUESTS

- Located only in MAPS website information section.
- Submission should be timely – within a week of occurrence.
- You will need Hourly Rate and Benefits Rate from your HR.
- The form calculates reimbursement owed.
- You may select the Submit Form button if using Outlook email, otherwise email to [SWPP@mdek12.org](mailto:SWPP@mdek12.org)

OVERTIME REIMBURSEMENT  
OFFICE OF CHILD NUTRITION  
DIVISION OF PURCHASING AND FOOD DISTRIBUTION

Overtime can only be claimed for time worked after 2:30 p.m. due to late trucks. Over time information should be submitted to the Office of Purchasing and Food Distribution (address below).

School District: Awesome Educator School District

Distributor: Acme Foods

Date: 02/22/2021 (mm/dd/yyyy)

Instructions: Complete a separate row for each employee. The Total Overtime Hourly Rate, Total Reimb., and Total Amount Due to the District calculates automatically. (ENTER PARTIAL HOURS WORKED AS FOLLOWS: 16 minutes = .26, 30 minutes = .50, 45 minutes = .75, e.g. if the staff member worked from 2:30 pm to 3:45 pm, Overtime Hours Worked would be 1.25 hours)

Site/School Name	Truck Arrive	Truck Depart	Staff Member	Hourly Rate	Benefits (overtime hourly rate*)	Total overtime hourly rate +	Overtime Hours Worked X	Total Reimb. =
Sally Mae Elem	2:15	2:50	Jennifer Topez	\$ 14.00	\$ 5.50	\$ 19.50	0.33	\$ 6.44
Ben Franklin Mid	3:00	3:30	George Klooney	\$ 13.00	\$ 4.50	\$ 17.50	1.00	\$ 17.50
MLK High Sch	3:40	4:10	Jerry Leinfeld	\$ 12.00	\$ 3.50	\$ 15.50	1.66	\$ 25.73
						\$ 0.00		\$ 0.00
						\$ 0.00		\$ 0.00
						\$ 0.00		\$ 0.00
						\$ 0.00		\$ 0.00
						\$ 0.00		\$ 0.00
						\$ 0.00		\$ 0.00
						\$ 0.00		\$ 0.00

\* (e.g. \$17.00 hourly rate + \$3.72 benefits/hour = \$20.72/hour X 2 hours worked = \$41.44 total reimbursement)

Return completed form via email by clicking the Submit Form button, or send the printed form to:

Office of Child Nutrition  
Division of Purchasing and Food Distribution  
P.O. Box 771  
Jackson, MS 39205

[Submit Form](#)

Revised 07/30/2018

Total amount due to district: \$ 49.67

TERMS OF ACCEPTANCE AND SIGNATURE  
I, the undersigned, attest to the truthfulness of the information provided in this form.

Signature of Foodservice Administrator

(mm/dd/yyyy)

Date

500 Greymont Avenue, Suite F | Phone (601) 576-5000  
P.O. Box 771 | Fax (601) 354-7595  
Jackson, MS 39205-0771 | www.mdek12.org



- MANY SCHOOL PURCHASING COOPERATIVES HAVE HAD THEIR DISTRIBUTOR CANCEL AGREEMENTS TO PROVIDE FOOD
- YOUR MS DISTRIBUTORS ARE PLEASED WITH AND SUPPORTIVE OF YOU
- COMMUNICATION, UNDERSTANDING, AND FLEXIBILITY HAVE MADE YOUR STATEWIDE PURCHASING PROGRAM SUCCESSFUL
- EVERYONE WISHES ALL SCHOOLS A VERY SUCCESSFUL SCHOOL YEAR – AND WE STAND READY TO ASSIST IN ANY WAY WE CAN

# Questions



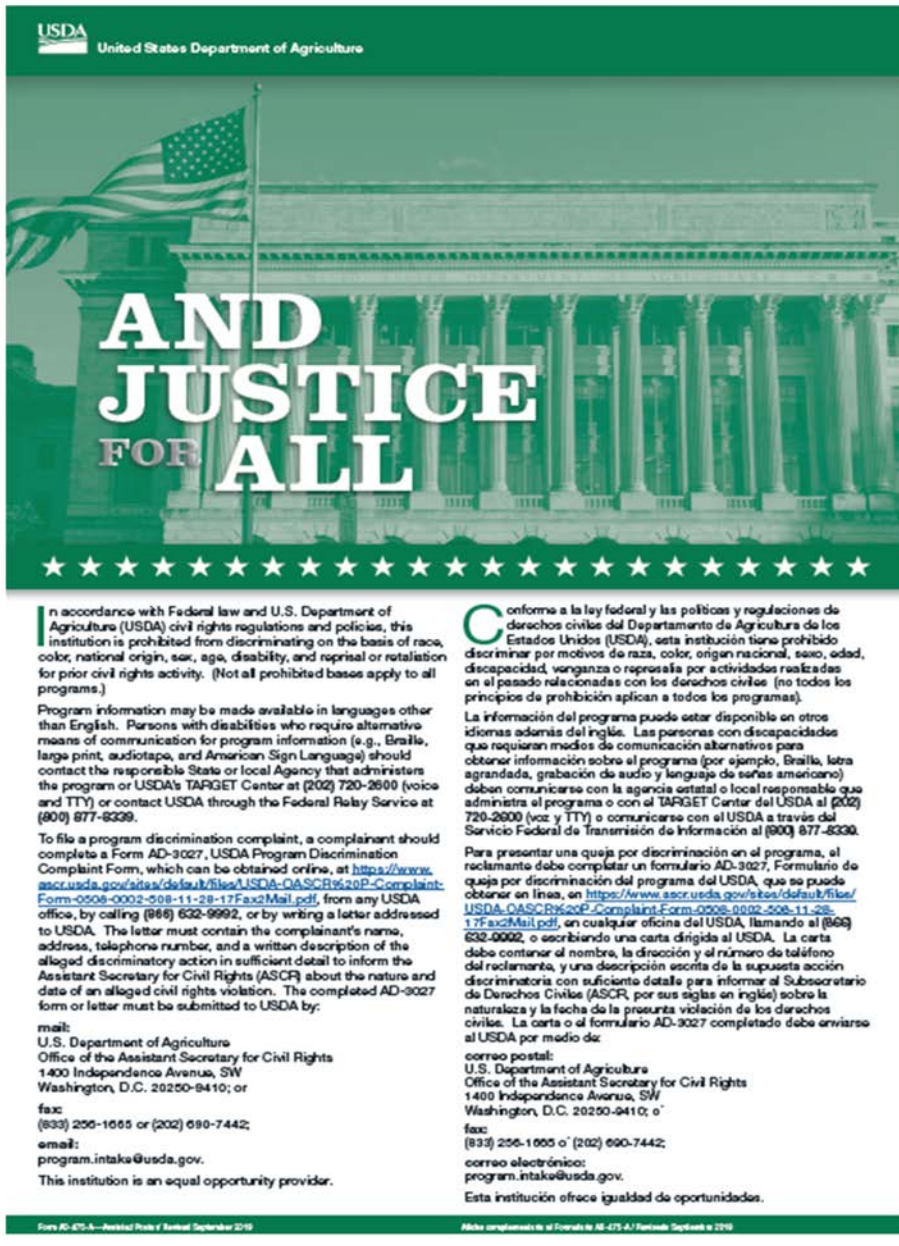
# Non-Discrimination

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This institution is an equal opportunity provider.

Full Non-Discrimination Statement link:

<https://mdek12.org/sites/default/files/documents/ocn/usda-nondiscrimination-statement.pdf>



The flyer features a green background with a white American flag on the left and a classical building facade with columns on the right. The text 'AND JUSTICE FOR ALL' is prominently displayed in white, bold, sans-serif font. Below the title, there are two columns of text in English and Spanish, providing information on how to file a discrimination complaint with the USDA. The bottom of the flyer includes contact information for the USDA Office of the Assistant Secretary for Civil Rights, including phone, fax, and email addresses, and a note that the institution is an equal opportunity provider.

**USDA**  
United States Department of Agriculture

## AND JUSTICE FOR ALL

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In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at <https://www.ascr.usda.gov/sites/default/files/USDA-DASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or  
fax:  
(833) 256-1665 or (202) 690-7442;  
email:  
[program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

Conforme a la ley federal y las políticas y regulaciones de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta institución tiene prohibido discriminar por motivos de raza, color, origen nacional, sexo, edad, discapacidad, venganza o represalia por actividades realizadas en el pasado relacionadas con los derechos civiles (no todos los principios de prohibición aplican a todos los programas).

La información del programa puede estar disponible en otros idiomas además del inglés. Las personas con discapacidades que requieran medios de comunicación alternativos para obtener información sobre el programa (por ejemplo, Braille, letra agrandada, grabación de audio y lenguaje de señas americano) deben comunicarse con la agencia estatal o local responsable que administra el programa o con el TARGET Center del USDA al (202) 720-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se pueda obtener en línea, en <https://www.ascr.usda.gov/sites/default/files/USDA-DASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, en cualquier oficina del USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

correo postal:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; o  
fax:  
(833) 256-1665 o (202) 690-7442;  
correo electrónico:  
[program.intake@usda.gov](mailto:program.intake@usda.gov).

Esta institución ofrece igualdad de oportunidades.

Form AD-3027-A—Revised (Rev. 7/2016) September 2019

Formulario de queja por discriminación de AD-3027-A/Revisado Septiembre de 2019