HANDOUT: Using Geographic Preference in Four Steps

This worksheet is meant to help you work with school districts to use geographic preference for purchasing local, unprocessed agricultural products. While you (or the district) may not be able to answer every question on this sheet, the prompts will help you think through the applications of the geographic preference option.

With a specific district and a product you know is available in that area in mind, have participants work through these questions with a partner.

1. **Define local**
   - How has your school or district chosen to define "local" or "regional"?
   - How did you establish this definition?

2. **Determine whether the procurement is informal or formal**
   - What is the value of the purchase?
   - What is the applicable small purchase threshold?
   - If the purchase amount is over the small purchase threshold, will you use an RFP or IFB?

3. **Decide how much preference to give**
   - How much more are you willing to pay for local?
   - How many local vendors are there?
   - What is the market price?

Tip: Remember that the stronger the preference you give to local products, the more those products might cost you. Think carefully about how much preference you can afford to award. You may also consider using a Request for Information (RFI).

4. **Determine how the preference will be applied**
   - Outline how geographic preference will be applied:
     - Dollar value
     - Point system
     - Percentage
     - Other