

The School District of Hernando County, Florida

919 N. Broad Street
Brooksville, FL 34601
Phone: (352) 797-7000
Fax: (352) 797-7010



Learn it. Love it. Live it.

Superintendent: John Stratton
Board Chairperson: Linda K. Prescott
Vice Chairperson: Gus Guadagnino
Board Members:
Susan Duval
Kay Hatch
Jimmy Lodato

October 28, 2021

School Board Members
Hernando County School District
919 North Broad Street
Brooksville, FL 34601

RE: Food & Nutrition Supply Chain Shortages

Dear School Board Members,

As you are aware, there has been ongoing product and supply shortages across all markets. These supply chain disruptions have brought concerns to our food and nutrition division which has been experiencing challenges in purchasing from our board approved contracts. These challenges include, but are not limited to, lack of availability, unexpected substitutions, increase in food and supply prices and long delays for delivery.

The USDA has provided resources to address these challenges. One of these resources includes the flexibility for emergency procurement. This option will allow school districts to make purchases to meet their immediate needs without following the competitive bidding process. This flexibility can help school districts procure the items they need from an alternate vendor when their existing vendor is unable to provide the needed food item or products.

I am in support of this flexibility and will be suspending our normal procurement procedures for food and food service related products and supplies effective the date of this letter. In addition, in order to not cause further delay, an agenda item will be prepared and expenditures will be brought to the School Board at the next available meeting following the issuance of any/all purchase orders under these circumstances.

These procedures will remain in place through June 30, 2022, at which time the situation will be further assessed. Thank you for your consideration and support in this matter.

Sincerely,

John Stratton
Superintendent of Schools

cc: Lisa Becker, Executive Director of Business Services
Joyce McIntyre, Director of Finance & Purchasing

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TO: Lisa Becker, Executive Director of Business Services

FROM: Joyce McIntyre, Director of Finance & Purchasing
Julie Cirrincione, Manager of Purchasing Services

RE: Food & Nutrition Emergency Purchases – Procedures

DATE: October 28, 2021

For the purpose of auditor tracking, we would like the following procedures to be adhered to by the Food & Nutrition Department when making purchases from non-approved vendors for food and food related items under emergency circumstances.

1. The FNS staff must first request product and/or supplies from our current Board approved vendors.
2. If our approved vendors are not able to fulfill our request, FNS must obtain documentation that the approved supplier is/has:
 - a) unable to provide the product;
 - b) canceled our order;
 - c) unable to deliver in a reasonable time frame acceptable by the district;
 - d) only able to supply a substitution that does not meet the needs of the district;
 - e) unable to provide the required quantities to meet the needs of the district.
3. Attach documentation of above with each issuance of a Purchase Order and maintain a file of such emergency procurement and explanation of the rationale for this method of procurement.
4. Attach copy of Superintendent's letter to the School Board suspending the competitive bidding process for emergency situations.
5. Only make purchases related to food and food services products and supplies using these emergency procedures.
6. Prepare agenda for Board approval of purchases for the next available Board meeting date following the issuance of any/all emergency purchase orders.

We feel that it is necessary to maintain a detailed file of any emergency purchases for auditing purposes.

Thank you for your consideration.