

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Procurement of Food and Supplies		
Policy Number: 409.04.16	Effective Date: 3/5/2018	Page Number: 1 of 4
Authority: Commissioner	Originating Division: Executive Division (Georgia Correctional Industries - Food and Farm Services)	Access Listing: Level I: All Access

I. Introduction and Summary:

It is the policy of the Food and Farm Service’s Subdivision to establish standardized methods for ordering food and supply items at Georgia Department of Corrections (GDC) state prisons and centers which operate kitchens for preparation of the GDC master menu. Exceptions may be made for contracted food service operations.

II. Authority:

ACA Standard 4-4314.

III. Definitions: None.

IV. Statement of Policy and Applicable Procedures:

A. Procurement:

1. Menu requirements for regular meals and pack outs for each feeding unit are printed on the computerized Inventory Order Form (Regular and Frozen only).
2. Authorized food items that are not supplied by the Food Distribution Unit (FDU) are procured locally by each facility. These items are listed within the Food Service Computer Inventory System - Local Purchase Master List and should be purchased according to the 28-day master menu requirements. These items shall be purchased at favorable prices and conditions whenever possible, and should be purchased every 1 to 2 weeks.
3. Kitchen supply items must be ordered via the Food Service Computer Inventory System.

B. Inventory Order Form:

1. The inventory order form is a four (4) part copy set report that includes an original and three (3) carbon copies. This form serves the dual purpose of being an order form and an invoice. The order reports are:

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- a. Regular food items that are shipped every 67 days providing an 84-day supply;
 - b. Farm/outside purchased meats and frozen items that are shipped every 30 days providing a 35-day supply;
 - c. Supply and diet items that are shipped every 67 days to provide the requirements of each facility. Supply orders should be based on three (3) months usage with on-hand quantity subtracted;
 - d. Milk that is shipped every seven (7) days;
 - e. Eggs that are shipped every 30 days; and
 - f. Emergency items that are shipped and/or picked up by each facility to fulfill a menu requirement by necessity.
2. The computer calculates food quantities needed for facilities based on feeding strength and current Food Service Computer System inventory. FDU is connected to the mainframe Food Service Computer System and prints the order reports when preparing shipment of each facility's order.
 - a. The signed original order and a copy are to be returned to FDU by the truck driver after delivery to each facility. The original copy contains the signature(s) of personnel who received the items at the facility.
 - b. One copy of the order is maintained in the FDU shipping office, in addition to the original pull sheet.
 - c. One copy remains at the facility upon delivery.
- C. Estimated Feeding Strength (EFS):
1. Feeding strength determines the amount of food items required by each facility. Each facility can estimate their feeding strength by applying this formula:

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- a. General population is the sundown count with pack out requirements subtracted. (sundown count – pack outs = general population)
- b. For example, if a facility has a total population of 800 persons and 100 persons require a pack out meal, the formula is:

$$800 \text{ (total population)} - 100 \text{ (pack out requirement)} = 700 \text{ (general population)}$$
2. To ensure sufficient food supplies, facilities must immediately report any significant population changes or changes in pack out requirements to the Food and Farm Services Central Office State Food Service Administrator.

D. Local Purchases:

1. Certain items are not supplied by FDU and must be ordered locally by each facility. A list of the authorized local purchase items is maintained in the Food Service Computer Inventory System Local Purchase Master List. Any item not on the authorized local purchase list must be preauthorized by the Food and Farm Services Central Office. GDC purchasing guidelines are to be followed in the procurement of these items.
2. Food and Farm Services Central Office will require each facility to receive at least 2 bids on all local purchase items regardless of purchase amount.

E. Emergency Purchases: The Food Service Director or a designee will place the emergency order via the on-line emergency order capability of the Food Service Computer Inventory System. Food service personnel may then contact FDU by telephone to confirm when a stock item can be shipped and/or picked up at FDU by facility personnel. If the item is not available from FDU and must be served to comply with the master menu, the Food Service Director should contact Food and Farm Services Central Office State Food Service Administrator for authorization to purchase locally. Emergency orders should only be placed to fulfill a menu requirement.

F. Supply Orders: Kitchen supplies and special diet items: All facilities must use the online supply order capability of the Food Service Computer Inventory System.

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Food and Farm Services Central Office will review and authorize all supply orders. Supply items shall be purchased at favorable prices and conditions whenever possible. Special diet items not carried by FDU must be purchased locally according to GDC purchasing guidelines and with preauthorization by Food and Farm Services Central Office State Food Service Administrator.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.