



**Local Food Procurement Subcommittee**

City Department Outreach Report

The Local Food Procurement Subcommittee wanted to learn more about what food various City Agencies and Departments order/purchase, and their process for doing so. The subcommittee spent several weeks in the fall conducting outreach via phone to a number of departments and agencies.

❖ **Outreach Totals:**

|                              |    |
|------------------------------|----|
| # of Departments Called      | 36 |
| # of non-response (by Dept.) | 12 |
| # of Departments Reached     | 24 |

❖ **Response Categories:**

| <i>Type</i>                                      | <i># of Depts.</i> | <i>% of Total</i> |
|--|--------------------|-------------------|
| No Food Purchasing                               | 11                 | 45.8%             |
| Small Order Catering                             | 10                 | 41%               |
| Large Order Program Meals/Snacks for Populations | 5                  | 20%               |
| Restaurant Invoicing                             | 1                  | 4.2%              |

❖ **Payment/Purchase Ranges:**

| <i>Range of Purchase</i> | <i># of Depts.</i> |
|--------------------------|--------------------|
| <\$500                   | 10                 |
| \$500 <\$32,000          | 5                  |
| >\$32,000                | 2                  |

❖ **Common Food Purchases:**

- Catered food for meetings and conferences
  - o Sandwiches, fruit trays, pastries, etc.
- Food for staff parties
  - o Pizza, sandwiches, etc.

❖ **Purchases from:**

- Philacor
- City of Philadelphia Approved Vendor List
- Reading Terminal Market