NYC Good Food Purchasing Program

Agency Action Plan

Department of Homeless Services (DHS)

2021 – 2023

PLAN OVERVIEW

FY19 STATUS
Baseline met: LOCAL ECONOMIES
Baseline met: NUTRITION

YEAR 1: FY21 2020-2021

GENERAL: Data Collection & Procurement Process
Work with vendors to increase data completion.
Determine strategy for assessment/ participation by subcontractor sites
Continue learning about GFPP best practices.
Finalize and adopt 3-year Action Plan.

LOCAL ECONOMIES
Maintain and build on Local Economies successes from past purchasing.
Identify extra points to prioritize in future years.

ENVIRONMENTAL SUSTAINABILITY
Focus on additional baseline requirements.
Identify extra points to prioritize in future years.

VALUED WORKFORCE
Achieve baseline
Meet baseline requirements and maintain or expand qualifying purchasing.
Identify extra points to prioritize in future years.

ANIMAL WELFARE
Identify extra points to prioritize in future years.

NUTRITION
Protect baseline status and identify opportunities for improvement.
Maintain extra point; identify additional extra points to pursue in future years.

YEAR 2: FY22 2021-2022

GENERAL: Data Collection & Procurement Process
Work with vendors and subcontractor sites to increase data completion.
Continue learning about GFPP best practices and opportunities.
Update 3-year Action Plan based on FY21 assessments and/or other learnings as needed.

LOCAL ECONOMIES
Build on Local Economies successes from past purchasing.
Plan for expanded Local Economies purchasing in future bids.
Pursue extra points identified for priority in Action Plan Y1/FY21.

ENVIRONMENTAL SUSTAINABILITY
Determine and begin implementing strategy for pursuing baseline (spend vs. reduction).
Pursue extra points identified for priority in Action Plan Y1/FY21.

VALUED WORKFORCE
Maintain baseline requirements and expand qualifying purchasing.
Pursue extra points identified for priority in Action Plan Y1/FY21.

ANIMAL WELFARE
Determine and begin implementing strategy for pursuing baseline (spend vs. reduction).
Pursue extra points identified for priority in Action Plan Y1/FY21.

NUTRITION
Protect baseline status and identify opportunities for improvement.
Maintain extra point; achieve additional extra points.

YEAR 3: FY23 2022-2023

GENERAL: Data Collection & Procurement Process
Work with vendors and subcontractor sites to increase data completion.
Continue learning about GFPP best practices and opportunities.
Prepare next 3-year Action Plan: FY24-FY26.

LOCAL ECONOMIES
Build on Local Economies successes from past purchasing.
Continue to pursue extra points identified for priority in Action Plan Y1/FY21.

ENVIRONMENTAL SUSTAINABILITY
Develop and pursue strategies and actions based on baseline strategy selected in Action Plan Y1/FY21.
Pursue extra points identified for priority in Action Plan Y1/FY21.

VALUED WORKFORCE
Maintain baseline requirements and protect or expand qualifying purchasing.
Pursue extra points identified for priority in Action Plan Y1/FY21.

ANIMAL WELFARE
Develop and pursue strategies and actions based on baseline strategy selected in Action Plan Y1/FY21.
Pursue extra points identified for priority in Action Plan Y1/FY21.

NUTRITION
Protect baseline status and identify opportunities for improvement.
Achieve maximum extra points.

KEY MILESTONES

Annual Milestones

The timeline below is generalized and may vary from year to year.

GFPP Assessment Process

Month	
July	CGFP and DHS begin data collection process for previous year's assessment.
August	
September	CGFP and DHS complete data collection (end of month).
October	CGFP begins assessment analysis process.
November	
December	CGFP completes assessment and shares with agency.
January	
February	
March	
April	
May	
June	

Other Key Milestones

- Current contracts for DHS-operated sites are held by Whitson's and Preferred Meals. These contracts will be up for a potential three-year renewal term starting July 1, 2023.

YEAR 1: FY21
2020-2021

GENERAL: Data Collection & Procurement Process

FY19 Assessment Status 8% complete data, 21% partial data

FY21 Goal Increase data completion

STRATEGY Work with vendors to increase data completion.

Actions		Staff Responsible	Timeline
	Work with vendors to achieve improved data completion for FY20 assessment. Consider providing vendor trainings with the help of the Center for Good Food Purchasing.	Admin Contracts, DHS nutritionist	By May 1

STRATEGY Determine strategy for assessment/ participation by subcontractor sites

Actions		Staff Responsible	Timeline
	Test approach for sample-based assessment of subcontractor sites for FY20.	DHS Nutritionist	By May 30
	Based on learnings and successes, refine and/or expand assessment approach for future years.	DHS Nutritionist	By June 30

STRATEGY Continue learning about GFPP best practices.

Actions		Staff Responsible	Timeline
	Participate in NYC inter-agency meetings for information sharing, best practices, and collaboration.	DHS Nutritionist	Ongoing
	DHS Nutritionist will review resources made available by CGFP, including the GFPP Purchase Browser.	DHS Nutritionist	Ongoing

STRATEGY Finalize and adopt 3-year Action Plan.

Actions		Staff Responsible	Timeline
	Work with KK&P and the Center to develop and finalize this Action Plan	Admin Contracts, DHS nutritionist	By June 1

LOCAL ECONOMIES

FY19 Assessment Status   Baseline met (45.7% of 15%), 0 extra points

FY21 Goal   Maintain baseline.

STRATEGY Maintain and build on Local Economies successes from past purchasing.

Actions		Staff Responsible	Timeline
	Review KK&P "NY and Local Scoring Opportunity Scoping" memo to understand past successes and identify potential shifts within existing contracts.	DHS Nutritionist	By July 15
	Explore opportunities to expand purchasing within existing contracts based on recommendations from Good Food Purchasing team and Mayor's Office of Food Policy.	DHS Nutritionist, Admin Contracts	By July 15

STRATEGY Identify extra points to prioritize in future years.

Actions		Staff Responsible	Timeline
	Review Local Economies available extra points to determine which extra points to prioritize in future years.	DHS Nutritionist, Admin Contracts	By June 30
	Request information from current contractors to document MWBE vendors that they currently source from.	Admin Contracts	By June 30

ENVIRONMENTAL SUSTAINABILITY

FY19 Assessment Status   Baseline not met (0% of 15%), 0 extra points

FY21 Goal   Demonstrate progress on additional baseline requirements.

STRATEGY   Focus on additional baseline requirements.

Actions		Staff Responsible	Timeline
Develop specs and menu strategy to achieve additional baseline requirements: • 25% of animal products are raised without routine use of antibiotics • No seafood is rated "Avoid" by Seafood Watch		DHS Nutritionist, Admin Contracts	By June 30 and ongoing
Implement antibiotic-free chicken requirement for FY21 Food Vendor contracts		n/a	Complete

STRATEGY   Identify extra points to prioritize in future years.

Actions		Staff Responsible	Timeline
Review Environmental Sustainability available extra points to determine which extra points to prioritize in future years.		DHS Nutritionist, Admin Contracts	By June 30
Determine viability of implementing Meatless Mondays across subcontracted sites, 100% disposable service ware is compostable in self op sites, and whether DHS meets bottled water point requirements.		DHS Nutritionist, Admin Contracts	By June 30

VALUED WORKFORCE

FY19 Assessment Status   Baseline not met (13% of 5%), 1 extra point,
outreach not yet taken by city.

FY21 Goal   Achieve baseline.

STRATEGY Meet baseline requirements and maintain or expand qualifying purchasing.

Actions		Staff Responsible	Timeline
	Maintain spend with qualifying vendors; expand purchasing if possible.	Admin Contracts	By June 30
	Follow citywide strategy for labor violations outreach (to be led/coordinated by MOFP).	DHS with MOFP leadership	By June 30

STRATEGY Identify extra points to prioritize in future years.

Actions		Staff Responsible	Timeline
	Review Valued Workforce available extra points to determine which extra points to prioritize in future years.	DHS Nutritionist, Admin Contracts	By June 30

ANIMAL WELFARE

FY19 Assessment Status Baseline not met (0% of 15%), 0 extra points

FY21 Goal Develop strategy for pursuing extra points.

STRATEGY Identify extra points to prioritize in future years.

Actions		Staff Responsible	Timeline
	Review Animal Welfare available extra points to determine which extra points to prioritize in future years.	DHS Nutritionist, Admin Contracts	By June 30
	With support from KK&P and MOFP, provide vendors and providers with information regarding high-welfare egg and/or milk sources, and consider budget strategy to accommodate; ideal if sources also qualify for Local Economies and Environmental Sustainability standards.	DHS Nutritionist, Admin Contracts	By June 30

NUTRITION

FY19 Assessment Status   Baseline met (71% of 51%), 1 extra point

- 26.8% whole/minimally processed
- 100% of meat is red/processed

FY21 Goal   Maintain baseline.

STRATEGY Protect baseline status and identify opportunities for improvement.

Actions		Staff Responsible	Timeline
	Identify and consider strategies for protecting and maintaining baseline status.	DHS Nutritionist	By June 30
	Consider strategies for increasing whole/minimally processed and reducing red/processed meat; strategies to be implemented after achieving fully complete baseline dataset.	DHS Nutritionist, Admin Contracts	By June 30

STRATEGY Maintain extra point; identify additional extra points to pursue in future years.

Actions		Staff Responsible	Timeline
	Review additionally available Nutrition extra points to determine which extra points to prioritize and pursue in future years.	DHS Nutritionist	By June 30

YEAR 2: FY22
2021-2022

GENERAL: Data Collection & Procurement Process

FY22 Goal Achieve 80% data completion

STRATEGY Work with vendors and subcontractor sites to increase data completion.

Actions		Staff Responsible	Timeline
	Work with vendors to achieve improved data completion for FY21 assessment.	DHS Nutritionist, Admin Contracts	July – August 2021
	Develop and incorporate more robust data reporting requirements for FY23 bids and contracts.	DHS Nutritionist, Admin Contracts	Jan. – June, 2022
	Continue to expand and implement assessment processes for subcontractor sites	DHS Nutritionist	Ongoing

STRATEGY Continue learning about GFPP best practices and opportunities.

Actions		Staff Responsible	Timeline
	Participate in NYC inter-agency meetings for information sharing, best practices, and collaboration.	DHS Nutritionist	Ongoing
	Partner with Coalition leadership to evaluate impact/success of identified initiatives/purchasing relationships.	DHS Nutritionist	By June 2022
	Review resources made available by CGFP.	DHS Nutritionist	Ongoing

STRATEGY Update 3-year Action Plan based on FY21 assessments and/or other learnings as needed.

Actions		Staff Responsible	Timeline
	Based on new learnings and lessons, update and refine action plan to better reflect revealed opportunities and barriers.	DHS Nutritionist	By February 2022

LOCAL ECONOMIES

FY22 Goal   Maintain or expand baseline score;
Achieve 3% MWBE spend

STRATEGY   Build on Local Economies successes
from past purchasing.

Actions		Staff Responsible	Timeline
	Review successes from FY21 assessment; identify strategies for protecting and expanding Local Economies purchasing.	DHS Nutritionist, Admin Contracts	By December 2021
	Protect relationships/menu items with qualifying suppliers.	DHS Nutritionist, Admin Contracts	Ongoing

STRATEGY   Plan for expanded Local Economies
purchasing in future bids.

Actions		Staff Responsible	Timeline
	Consider and develop specs to expand Local Economies purchasing in FY23 contract.	DHS Nutritionist, Admin Contracts	By December 2021

STRATEGY   Pursue extra points identified for
priority in Action Plan Y1/FY21.

Actions		Staff Responsible	Timeline
	Develop and implement strategies to pursue extra points identified for priority.	DHS Nutritionist, Admin Contracts	By June 2022

ENVIRONMENTAL SUSTAINABILITY

FY22 Goal   Determine strategy for pursuing baseline (spend vs. reduction).

STRATEGY   Determine and begin implementing strategy for pursuing baseline (spend vs. reduction).

Actions		*Staff Responsible*	*Timeline*
	Share reduction strategy with providers and vendors and encourage implementation to achieve additional baseline requirements: • 25% of animal products are raised without routine use of antibiotics • No seafood is rated "avoid" by seafood watch	DHS Nutritionist, Admin Contracts	By December 2021
	Begin developing specifications for new solicitations. Include specs to achieve additional baseline requirements: • 25% of animal products are raised without routine use of antibiotics • No seafood is rated "Avoid" by Seafood Watch	DHS Nutritionist, Admin Contracts	By March 2022 and ongoing

STRATEGY   Pursue extra points identified for priority in Action Plan Y1/FY21.

Actions		*Staff Responsible*	*Timeline*
	Develop and communicate strategies to pursue extra points identified for priority.	DHS Nutritionist, Admin Contracts	By June 2022

VALUED WORKFORCE

FY22 Goal Maintain baseline.

STRATEGY Maintain baseline requirements and expand qualifying purchasing.

Actions		Staff Responsible	Timeline
	Determine if purchases with qualifying suppliers can be expanded within current constraints; expand purchasing if so.	DHS Nutritionist, Admin Contracts	By June 2022
	Follow citywide strategy for labor violations outreach (to be led/coordinated by MOFP).	DHS with MOFP leadership	By June 2022

STRATEGY Pursue extra points identified for priority in Action Plan Y1/FY21.

Actions		Staff Responsible	Timeline
	Develop and implement strategies to pursue extra points identified for priority.	DHS Nutritionist, Admin Contracts	By June 2022

ANIMAL WELFARE

FY22 Goal	Determine strategy for pursuing baseline (spend vs. reduction).

STRATEGY Determine and begin implementing strategy for pursuing baseline (spend vs. reduction).

Actions		Staff Responsible	Timeline
	Share reduction strategy (15% reduction in animal products) with providers and vendors and encourage implementation. Note: Reduction strategy requires complete dataset to establish baseline.	DHS Nutritionist, Admin Contracts	By December 2021
	Based on chosen strategy, begin developing specifications for new solicitations.	DHS Nutritionist, Admin Contracts	By March 2022 and ongoing

STRATEGY Pursue extra points identified for priority in Action Plan Y1/FY21.

Actions		Staff Responsible	Timeline
	Develop and implement strategies to pursue extra points identified for priority.	DHS Nutritionist, Admin Contracts	By June 2022

NUTRITION

FY22 Goal Maintain baseline;
Stretch goal: 37% Whole/Minimally Processed,
50% Red/Processed Meat

STRATEGY Protect baseline status and identify opportunities for improvement.

Actions		Staff Responsible	Timeline
	Identify and consider strategies for protecting and maintaining baseline status.	DHS Nutritionist	By December 2021
	If full baseline dataset has been achieved, develop strategies for increasing whole/minimally processed and reducing red/processed meat.	DHS Nutritionist	By December 2021

STRATEGY Maintain extra point; achieve additional extra points.

Actions		Staff Responsible	Timeline
	Maintain extra point earned in previous years.	DHS Nutritionist	Ongoing
	Pursue additional extra points based on strategy developed in previous year.	DHS Nutritionist	By June 2022

YEAR 3: FY23
2022-2023

GENERAL: Data Collection & Procurement Process

FY23 Goal   Achieve 100% data completion

STRATEGY Work with vendors and subcontractor sites to increase data completion.

Actions		Staff Responsible	Timeline
	Work with vendors to achieve improved data completion for FY22 and FY23 assessments.	DHS Nutritionist, Admin Contracts	July – August 2022 and ongoing
	Continue to expand and implement assessment processes for subcontractor sites	DHS Nutritionist	Ongoing

STRATEGY Continue learning about GFPP best practices and opportunities.

Actions		Staff Responsible	Timeline
	Participate in NYC inter-agency meetings for information sharing, best practices, and collaboration.	DHS Nutritionist	Ongoing
	Review resources made available by CGFP.	DHS Nutritionist	Ongoing

STRATEGY Prepare next 3-year Action Plan: FY24-FY26.

Actions		Staff Responsible	Timeline
	Work with available resources to develop next 3-year Action Plan informed by learnings of this Action Plan.	DHS Nutritionist, Admin Contracts	By June 2023
	Review citywide goals (e.g. 10-year plan and citywide GFPP goals) to ensure alignment.	DHS Nutritionist	By June 2023

LOCAL ECONOMIES

Maintain baseline score
            Maintain or expand 3% MWBE spend

STRATEGY Build on Local Economies successes
from past purchasing.

Actions		Staff Responsible	Timeline
	Review successes from FY22 assessment; identify strategies for protecting and expanding Local Economies purchasing.	DHS Nutritionist, Admin Contracts	By December 2022
	Protect relationships/menu items with qualifying suppliers.	DHS Nutritionist, Admin Contracts	Ongoing

STRATEGY Continue to pursue extra points
identified for priority in Action Plan
Y1/FY21.

Actions		Staff Responsible	Timeline
	Develop and implement strategies to pursue extra points identified for priority.	DHS Nutritionist, Admin Contracts	By June 2023

ENVIRONMENTAL SUSTAINABILITY

FY23 Goal   Demonstrate progress toward baseline;
                     Stretch goal: 5% Qualifying Spend, 25% RWRAU

STRATEGY Develop and pursue strategies and actions based on baseline strategy selected in Action Plan Y1/FY21.

Actions		Staff Responsible	Timeline
Based on chosen strategy, identify potential wins/strategies within existing contracts and purchasing opportunities.		DHS Nutritionist, Admin Contracts	By December 2022
Continue developing and finalize specifications for new solicitations. Include specs to achieve additional baseline requirements: • 25% of animal products are raised without routine use of antibiotics • No seafood is rated "Avoid" by Seafood Watch		DHS Nutritionist, Admin Contracts	By December 2022

STRATEGY Pursue extra points identified for priority in Action Plan Y1/FY21.

Actions	Staff Responsible	Timeline
Continue to implement strategies to pursue extra points.	DHS Nutritionist, Admin Contracts	By June 2023

VALUED WORKFORCE

FY23 Goal   Maintain baseline.

STRATEGY   Maintain baseline requirements and protect or expand qualifying purchasing.

Actions		Staff Responsible	Timeline
	Determine if purchases with qualifying suppliers can be expanded within current constraints; expand purchasing if so.	DHS Nutritionist, Admin Contracts	By June 2023
	Follow citywide strategy for labor violations outreach (to be led/coordinated by MOFP).	DHS with MOFP leadership	By June 2023

STRATEGY   Pursue extra points identified for priority in Action Plan Y1/FY21.

Actions		Staff Responsible	Timeline
	Continue to implement strategies to pursue extra points identified for priority.	DHS Nutritionist, Admin Contracts	By June 2023

ANIMAL WELFARE

FY23 Goal   Demonstrate progress toward baseline;
Stretch goal: 5% Qualifying Spend

STRATEGY   Develop and pursue strategies and actions based on baseline strategy selected in Action Plan Y1/FY21.

Actions		*Staff Responsible*	*Timeline*
Based on chosen strategy, identify potential wins/strategies within existing contracts.		DHS Nutritionist, Admin Contracts	By December 2022

STRATEGY   Pursue extra points identified for priority in Action Plan Y1/FY21.

Actions		*Staff Responsible*	*Timeline*
Continue to implement strategies to pursue extra points identified for priority.		DHS Nutritionist, Admin Contracts	By June 2023

NUTRITION

FY23 Goal
Maintain baseline;
Stretch goal: 42% Whole/Minimally Processed,
30% Red/Processed Meat

STRATEGY Protect baseline status and identify
opportunities for improvement.

Actions		Staff Responsible	Timeline
	Identify and consider strategies for protecting and maintaining baseline status.	DHS Nutritionist	By December 2022
	If full baseline dataset has been achieved, communicate strategies for increasing whole/minimally processed and reducing red/processed meat.	DHS Nutritionist	By December 2022

STRATEGY Achieve maximum extra points.

Actions		Staff Responsible	Timeline
	Review previously scored extra points; develop strategies as needed to protect those extra points and achieve the five maximum possible extra points.	DHS Nutritionist	By December 2022