

NYC Good Food Purchasing Program

Agency Action Plan

Human Resources Administration (HRA)

2021 - 2023

PLAN OVERVIEW

FY19 STATUS

Baseline met: **NUTRITION**

YEAR 1: FY21 2020-2021

GENERAL: Data Collection & Procurement Process

Work with DCAS and vendors to increase data completion.
Continue learning about GFPP best practices.
Finalize and adopt 3-year Action Plan.

LOCAL ECONOMIES

Build on Local Economies successes from past purchasing.
Plan for expanded Local Economies purchasing in next bid (FY23-25 contract).
Identify extra points to prioritize in future years.

ENVIRONMENTAL SUSTAINABILITY

Determine and begin implementing strategy for pursuing baseline (spend vs. reduction).
Identify extra points to prioritize in future years.

VALUED WORKFORCE

Achieve baseline

Meet baseline requirements and expand qualifying purchasing.
Identify extra points to prioritize in future years.

ANIMAL WELFARE

Determine and begin implementing strategy for pursuing baseline (spend vs. reduction).
Identify extra points to prioritize in future years.

NUTRITION

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

YEAR 2: FY22 2021-2022

GENERAL: Data Collection & Procurement Process

Work with DCAS to increase data completion.
Continue learning about GFPP best practices and opportunities.
Update 3-year Action Plan based on FY21 assessment and/or other learnings as needed.

LOCAL ECONOMIES

Build on Local Economies successes from past purchasing.
Plan for expanded Local Economies purchasing in FY23-25 contract.
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 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.

Maintain extra points; pursue additional extra points identified for priority in FY21.

YEAR 3: FY23 2022-2023

GENERAL: Data Collection & Procurement Process

Work with DCAS 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.

Plan for maintained or expanded Local Economies purchasing in future bids.

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

ENVIRONMENTAL SUSTAINABILITY

Continue to 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

Continue to 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.

Maintain and expand extra points.

KEY MILESTONES

Annual Milestones

The timelines below are generalized and may vary from year to year.

	Procurement Process	GFPP Assessment Process
July	Purchase order issued for July-December.	CGFP and HRA begin data collection process for previous year's assessment.
August		
September		CGFP and HRA complete data collection (end of month).
October		CGFP begins assessment analysis process.
November		
December		CGFP completes assessment and shares with agency.
January	Purchase order issued for January-June.	
February		
March		
April		
May		
June		

Other Key Milestones

- March 2022: Next bid released, for 3-year contract term FY23-25

YEAR 1: FY21
2020-2021

GENERAL: Data Collection & Procurement Process

FY19 Assessment Status 0% complete data, 49% partial data

FY21 Goal Increase data completion

STRATEGY Work with DCAS and vendors to increase data completion.

		<i>Staff Responsible</i>	<i>Timeline</i>
<i>Actions</i>	Work with vendors to achieve improved data completion for FY20 assessment. Consider providing vendor trainings.	DCAS	By May 1
	Plan for inclusion of more robust data reporting requirements in FY23-25 bid and contract.	DCAS	By June 30

STRATEGY Continue learning about GFPP best practices.

		<i>Staff Responsible</i>	<i>Timeline</i>
<i>Actions</i>	Participate in NYC inter-agency meetings for information sharing, best practices, and collaboration.	HRA	Ongoing
	Review resources made available by CGFP, including the GFPP Purchase Browser.	HRA	Ongoing

STRATEGY Finalize and adopt 3-year Action Plan.

		<i>Staff Responsible</i>	<i>Timeline</i>
<i>Actions</i>	Work with KK&P and the Center to develop and finalize this Action Plan	HRA	By June 15

LOCAL ECONOMIES

FY19 Assessment Status Baseline not met (2.26% of 15%), 0 extra points

FY21 Goal Demonstrate progress toward baseline.

STRATEGY Build on Local Economies successes from past purchasing.

		Staff Responsible	Timeline
Actions	Review KK&P "NY and Local Scoring Opportunity Scoping" memo to understand past successes and identify potential shifts within existing contracts.	MOFP/DCAS	By June 30
	Explore opportunities to expand purchasing within existing contracts. Identify potential shifts for Aug. 2021 purchase order.	DCAS/HRA	By June 30

STRATEGY Plan for expanded Local Economies purchasing in next bid (FY23-25 contract).

		Staff Responsible	Timeline
Actions	Begin considering and developing specs to expand Local Economies purchasing in next bid.	DCAS/HRA	By June 30
	Consider implementing NY-source requirements for certain items.	DCAS/HRA	By June 30

STRATEGY Identify extra points to prioritize in future years.

		Staff Responsible	Timeline
Actions	Review Local Economies available extra points to determine which extra points to prioritize in future years.	MOFP/DCAS	By June 30
	Consider opportunities for purchases from local and MWBE suppliers.	DCAS	By June 30

ENVIRONMENTAL SUSTAINABILITY

FY19 Assessment Status

Baseline not met (0% of 15%), 1 extra point

FY21 Goal

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

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

		Staff Responsible	Timeline
Actions	Conduct purchase order and cost analysis to determine implications of spend strategy (increasing spend with qualified suppliers/items) vs. reduction strategy (4% reduction in animal products per meal). Note: Reduction strategy requires complete dataset to establish baseline.	HRA	By Aug 1
	Based on chosen strategy, begin developing specifications for new solicitations. Include specs to achieve additional baseline requirements: <ul style="list-style-type: none"> 25% of animal products are raised without routine use of antibiotics No seafood is rated "Avoid" by Seafood Watch 	DCAS/HRA	Ongoing

STRATEGY Identify extra points to prioritize in future years.

		Staff Responsible	Timeline
Actions	Review Environmental Sustainability available extra points to determine which extra points to prioritize in future years.	DCAS	By June 30

VALUED WORKFORCE

FY19 Assessment Status

Baseline not met (10.9% of 5%), 1 extra point, outreach not yet taken by city.

FY21 Goal

Achieve baseline.

STRATEGY Meet baseline requirements and expand qualifying purchasing.

		Staff Responsible	Timeline
Actions	Determine if purchases with qualifying suppliers can be expanded within current constraints; expand purchasing if so.	DCAS	By June 30
	Follow citywide strategy for labor violations outreach (to be led/coordinated by MOFP).	MOFP	By June 30

STRATEGY Identify extra points to prioritize in future years.

		Staff Responsible	Timeline
Actions	Review Valued Workforce available extra points to determine which extra points to prioritize in future years.	DCAS/HRA	By June 30

ANIMAL WELFARE

FY19 Assessment Status

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

FY21 Goal

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

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

		<i>Staff Responsible</i>	<i>Timeline</i>
<i>Actions</i>	Conduct purchase order and cost analysis to determine implications of spend strategy (increasing spend with qualified suppliers/items) vs. reduction strategy (15% reduction in animal products by spend). Note: Reduction strategy requires complete dataset to establish baseline.	DCAS	By June 30
	Based on chosen strategy, begin developing specifications for new solicitations.	DCAS	By June 30 and ongoing

STRATEGY Identify extra points to prioritize in future years.

		<i>Staff Responsible</i>	<i>Timeline</i>
<i>Actions</i>	Review Animal Welfare available extra points to determine which extra points to prioritize in future years.	DCAS/HRA	By June 30

NUTRITION

FY19 Assessment Status

Baseline met (79% of 51%), 2 extra points

- 23% whole/minimally processed
- 11% red/processed meat

FY21 Goal

Maintain baseline.

STRATEGY Protect baseline status and identify opportunities for improvement.

		Staff Responsible	Timeline
Actions	Identify and consider strategies for protecting and maintaining baseline status.	HRA	By Dec 31
	Prioritize achieving a sufficiently complete dataset for whole/minimally processed and red/processed meat baseline.	DCAS	By Dec 31

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

		Staff Responsible	Timeline
Actions	Review previously scored extra points; develop strategies as needed to protect those extra points.	DCAS/HRA	By Aug 1
	Review additionally available Nutrition extra points to determine which extra points to prioritize and pursue in future years.	DCAS/HRA	By Aug 1

YEAR 2: FY22
2021-2022

GENERAL: Data Collection & Procurement Process

FY22 Goal

Achieve 80% data completion

STRATEGY Work with DCAS to increase data completion.

		<i>Staff Responsible</i>	<i>Timeline</i>
<i>Actions</i>	Work with vendors to achieve improved data completion for FY21 assessment.	DCAS	July – Sept. 2021
	Work with DCAS to prepare more robust data reporting requirements in FY23-25 bid and contract, for release in early 2022.	DCAS	Sept. – Dec. 2021

STRATEGY Continue learning about GFPP best practices and opportunities.

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

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

		<i>Staff Responsible</i>	<i>Timeline</i>
<i>Actions</i>	Based on new learnings and lessons, update and refine action plan to better reflect revealed opportunities and barriers.	HRA	By February 2022

LOCAL ECONOMIES

FY22 Goal

Demonstrate progress toward baseline;
Achieve 3% MWBE spend

STRATEGY Build on Local Economies successes from past purchasing.

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

STRATEGY Plan for expanded Local Economies purchasing in FY23-25 contract.

		Staff Responsible	Timeline
Actions	Continue to consider and develop specs to expand Local Economies purchasing in FY23-25 contract (bid released early 2022).	DCAS	By December 2021

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

		Staff Responsible	Timeline
Actions	Develop and implement strategies to pursue extra points identified for priority.	DCAS/HRA	By June 2022
	Expand purchases from local and MWBE suppliers.	DCAS/HRA	By June 2022

ENVIRONMENTAL SUSTAINABILITY

FY22 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.

		Staff Responsible	Timeline
<i>Actions</i>	Based on chosen strategy, identify potential wins/strategies within existing contracts and purchasing opportunities.	DCAS	By December 2021
	Continue developing and finalize specifications for FY23-25 bid. Include specs to achieve additional baseline requirements: <ul style="list-style-type: none"> 25% of animal products are raised without routine use of antibiotics No seafood is rated "Avoid" by Seafood Watch 	DCAS/HRA	By December 2021

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

		Staff Responsible	Timeline
<i>Actions</i>	Develop and implement strategies to pursue extra points identified for priority.	DCAS/HRA	By June 2022

VALUED WORKFORCE

FY22 Goal

Maintain baseline.

STRATEGY Maintain baseline requirements and expand qualifying purchasing.

Actions

Determine if purchases with qualifying suppliers can be expanded within current constraints; expand purchasing if so.

Follow citywide strategy for labor violations outreach (to be led/coordinated by MOFP).

*Staff
Responsible*

DCAS

MOFP

Timeline

By June 2022

By June 2022

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

Actions

Develop and implement strategies to pursue extra points identified for priority.

*Staff
Responsible*

DCAS/HRA

Timeline

By June 2022

ANIMAL WELFARE

FY22 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.

		<i>Staff Responsible</i>	<i>Timeline</i>
<i>Actions</i>	Based on chosen strategy, identify potential wins/strategies within existing contracts and purchasing opportunities.	DCAS/HRA	By December 2021
	Continue developing and finalize specifications for FY23-25 bid.	DCAS/HRA	By December 2021

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

		<i>Staff Responsible</i>	<i>Timeline</i>
<i>Actions</i>	Develop and implement strategies to pursue extra points identified for priority.	DCAS/HRA	By June 2022

NUTRITION

FY22 Goal

Maintain baseline.

- Stretch goal: 33% or more whole/minimally processed
- 15% or less Red/Processed Meat

STRATEGY Protect baseline status and identify opportunities for improvement.

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

STRATEGY Maintain extra points; pursue additional extra points identified for priority in FY21.

		Staff Responsible	Timeline
Actions	Review previously scored extra points; develop strategies as needed to protect those extra points.	DACS/HRA	By December 2021
	Pursue additional extra points.	DCAS/HRA	By June 2022

YEAR 3: FY23
2022-2023

GENERAL: Data Collection & Procurement Process

FY23 Goal

Achieve 100% data completion.

STRATEGY Work with DCAS to increase data completion.

		Staff Responsible	Timeline
Actions	Work with DCAS and vendors to achieve improved data completion for FY22 assessment.	DCAS/HRA	July – Sept. 2022
	Ensure vendor compliance with new data reporting requirements, effective in new FY23-25 contract.	DCAS	Ongoing

STRATEGY Continue learning about GFPP best practices and opportunities.

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

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

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

LOCAL ECONOMIES

FY23 Goal

Demonstrate progress toward baseline;
Maintain or expand 3% MWBE spend.

STRATEGY Build on Local Economies successes from past purchasing.

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

STRATEGY Plan for maintained or expanded Local Economies purchasing in future bids.

		Staff Responsible	Timeline
Actions	With transition to new FY23-25 contract, track and document successes and challenges, and consider ways to expand successes within the contract.	DCAS/HRAD	By December 2022
	Begin to identify and consider potential improvements for next contract (likely FY26-28, specs submitted to DCAS late 2025).	DCAS/HRA	Ongoing

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

		Staff Responsible	Timeline
Actions	Develop and implement strategies to pursue extra points identified for priority.	DCAS/HRA	By June 2023
	Expand micro purchases from local and MWBE suppliers; report out to other agencies.	DCAS/HRA	By June 2023

ENVIRONMENTAL SUSTAINABILITY

FY23 Goal

Demonstrate progress toward baseline.

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

Actions

Based on chosen strategy, identify potential wins/strategies within existing contracts and purchasing opportunities.

*Staff
Responsible*

DCAS

Timeline

By December
2022

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

Actions

Continue to implement strategies to pursue extra points.

*Staff
Responsible*

DCAS/HRA

Timeline

By June 2023

VALUED WORKFORCE

FY23 Goal

Maintain baseline.

STRATEGY Maintain baseline requirements and protect or expand qualifying purchasing.

Actions

Determine if purchases with qualifying suppliers can be expanded within current constraints; expand purchasing if so.

Follow citywide strategy for labor violations outreach (to be led/coordinated by MOFP).

*Staff
Responsible*

DCAS

MOFP

Timeline

By June 2023

By June 2023

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

Actions

Continue to implement strategies to pursue extra points identified for priority.

*Staff
Responsible*

DCAS/HRA

Timeline

By June 2023

ANIMAL WELFARE

FY23 Goal

Demonstrate progress toward baseline.

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

Actions

Based on chosen strategy, identify potential wins/strategies within existing contracts and purchasing opportunities.

*Staff
Responsible*

DCAS

Timeline

By December
2022

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

Actions

Continue to implement strategies to pursue extra points identified for priority.

*Staff
Responsible*

DCAS/HRA

Timeline

By June 2023

NUTRITION

FY23 Goal

Maintain baseline.

- Stretch goal: 38% Whole/Minimally Processed
- 15% Red/Processed Meat

STRATEGY Protect baseline status and identify opportunities for improvement.

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

STRATEGY Maintain and expand extra points.

		Staff Responsible	Timeline
Actions	Review previously scored extra points; develop strategies as needed to protect those extra points until maximum points are scored (5).	DCAS/HRA	By December 2022