



REPORTING MANUAL: Certified Local Farm and Fish Program



Prepared by Maryland Department of
Agriculture

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I. Definitions

i. Certified Local Farm and Chesapeake Invasive Species Providers (Certified Provider)

- Certified Local Farm: A farm with a Maryland Department of Agriculture nutrient management plan or meets Maryland’s nutrient management requirement can be eligible to become a Certified Local Farm.
- Certified Local Chesapeake Invasive Species Providers: A seafood dealer licensed as a Tidal Fish Dealer with the Maryland Department of Natural Resources can be eligible to become a Certified Chesapeake Invasive Species Provider.
- You can find the updated list of certified providers in this [Directory](#).

ii. Solicitation

This means public notice of a solicitation for bids, offers, or expressions of interest which contains the nature of the procurement, relevant dates, the availability of solicitation documents, if any, and other pertinent information. The notice may consist of, but is not limited to:

- (a) Legal advertisement;
- (b) Newspaper notice;
- (c) Bid board notice;
- (d) Bid or proposal documents including the invitation for bids or request for proposals; or
- (e) eMaryland Marketplace notice.

II. Program Overview

The State of Maryland created the [Certified Local Farm and Fish Program](#) to encourage state agencies, including public four-year universities, to **achieve an overall goal of purchasing 20 percent** of their food from Certified Local Farm and Chesapeake Invasive Species Provider [Directory](#). Each procurement agency shall structure its food procurement procedures to achieve an overall goal of 20 percent of the unit’s total dollar value of all such procurement contracts made from Certified Local Farm and Chesapeake Invasive Species Providers either through prime vendors, subcontractors or direct. This program was established in 2020 by [House Bill 1488](#), codified in Md. Code Ann. Agriculture Article, §2-103; State Finance and Procurement Article, §§14-701—14-707, Annotated Code of Maryland. In 2023, [House Bill 63](#) changed the program's name to include certified Chesapeake Invasive Species Providers in the overall percentage goal. In 2024, [Senate Bill 290](#) changed the annual deadline for Waiver Reports.

This program is designed to increase economic opportunity and participation of qualified Maryland farms and seafood processors in State government procurement. State agencies and universities shall report on purchasing from providers listed in the Certified Local Farm and Fish Directory and request a waiver if a unit does not achieve the 20 percent goal.

When procuring food, the purchasing agency shall consult the Certified Local Farm and Fish Directory created by Maryland Department of Agriculture to determine the availability of the products needed.

Information is available on this website: [Maryland Certified Local Farm and Fish Program](#).

III. Mandatory Reporting

All Maryland State Agencies/Universities that purchase food are required to submit Reports and Waiver Requests to Maryland Department of Agriculture (MDA) on or before **September 30 of each year**. MDA will submit a compiled Annual Report for publication to the General Assembly On or before December 31 of each year. If your agency does not comply, it is reported to the Board of Public Works as “non-responsive.”

IV. Report Manual

This report manual may be used as a guideline in preparing the Certified Local Farm and Fish Program Report.

The program will provide technical assistance and support for reporting. Contact local.food@maryland.gov if assistance is needed.

Please fill in the blue cell , and the green cell will calculate itself

Enter the data as follows

Table 1: Agency Information

1.1. Agency Reporting: Enter the Agency name.

1.2. Individual Completing Report: Enter the report preparer’s name, email and phone.

1.3. Do you have a food contract before March 14, 2021?: If the Agency\University has a food service\procurement contract before March 14, 2021, please fill in “Yes,” and

if it's after, fill in "No". If "No," you must report all the information in Table 2. If yes, please fill in Table 2 (Columns 2.4, 2.5, and 2.6). See FAQs for more information.

1.4. People/day fed: On average, how many people per day are fed by the agency and/or prime contractor? Enter this average number.

1.5. Meals/day: How many meals per day does the agency provide? Enter this number and select the type of meals.

1.6. Value of the food purchased (\$): This is the total value of food purchased by the agency/university (\$), and it will calculate itself after you fill in Table 2, column 2.6.

1.7. Payments to the Certified Local Providers (\$): This is the total payments to the Certified Local Farm and Chesapeake Invasive Species Providers (\$), and it will be calculated after you fill in Table 2, column 2.1. You can find an explanation of this term in "Definitions".

1.8. Participation (%): This number will calculate itself after you fill in Table 2, columns 2.1 and 2.6. If this is less than 20 percent, please fill out the waiver in the tab "Waiver Request"

Table 2: Food procurement by the Agency\University

2.1. Payments to the Certified Local Providers (\$): This is the total payments to the Certified Local Farm and Chesapeake Invasive Species Providers (\$). Enter the amount paid to each Certified Local Farm or Chesapeake Invasive Species Provider for the fiscal period 2024 (from July 1, 2023, to June 30, 2024) either directly by the agency or indirectly through the Prime Contractor or sub-contractor.

2.2. Name and certification #: This is the name and certification number of the Certified Local Farm and Chesapeake Invasive Species Provider. List the name of each Certified Local provider that the agency buys directly or indirectly. Write the certification number for each provider listed. You can find the certification number [here](#).

2.3. Products: Please list the products purchased from the Certified Local Farm and Chesapeake Invasive Species Provider. E.g Produce, Milk, Eggs, Meat, Poultry, Fish, Other (Please specify)

2.4. Prime Contractor: Please list the name of all food Prime Contractor/Vendors that the agency uses to feed the people mentioned in point 1.4 (Table 1), even if your agency doesn't pay for the food.

2.5. Contract details: Code/ID, Title, Effective and Expiration date (See the figure below for reference). If there is no contract, specify the type of transaction: credit card, BPO, cash, check, Other (Please specify).

Code	Contract Title	Vendor	Contract Type	Effective Date	Expiration Date	Publish Date	Public Solicitation ID
CTR004051	Produce for WMHC for 3/31/21 Delivery	GREENSBURG FARM MARKET	Individual	8/30/2021	8/30/2021	9/8/2021	BPM025561
CTR003468	WMHC Fresh Produce for 5/18/21	GREENSBURG FARM MARKET	Individual	5/17/2021	5/17/2021	6/4/2021	BPM024168
CTR002393	Bottled Water & Hot/Cold Dispensers	LIFE SOURCE WATER SERVICE	Individual	10/14/2020	6/30/2022	10/14/2020	BPM020780
CTR001237	MWE-813-20- SANDWICH ASSEMBLY SERVICES	COASTAL SUNBELT PRODUCE LLC	Individual	4/15/2020	8/31/2020	5/22/2020	

Public Contract: CTR003468 - WMHC Fresh Produce for 5/18/21

Contract Title: WMHC Fresh Produce for 5/18/21

Vendor: GREENSBURG FARM MARKET **2.6**

Contract Type: Individual

Contract Amount: 600.00 **2.8** USD

Procurement Officer / Buyer: Cynthia SHAFFER

Email: cynthia.shaffer@maryla...

Effective Date: 5/16/2021 **2.6**

Expiration Date: 5/16/2021 **2.6**

Contract ID: CTR003468 **2.7**

Linked Solicitation:

- Organizations:** WMHC-WESTERN MD HOSPITAL CENTER PURCHASING
- Commodities:** Fresh fruits, Fresh vegetables

Login: eMaryland Marketplace Advantage (eMMA)

2.6. Value of the food purchased (\$): This is the total value of food purchased by the Agency/University. Please enter the total value paid for food to each Prime Contractor

for the fiscal period 2024 (from July 1, 2023, to June 30, 2024). Includes ONLY food items; non-food items (e.g., plates, trays, salaries, etc.) should not be reported.

V. Waiver Information

The Agency/University shall submit to local.food@maryland.gov a waiver request if a unit fails to achieve the 20% goal on a procurement contract for food. State Finance and Procurement Article, §§14-703. (e) (1) (i) ([House Bill 63](#) and [Senate Bill 290](#)). To obtain the Waiver, please fill out Table 3: Efforts made to utilize, contact, and negotiate with Certified Local Farms in the report spreadsheet under the "2024 Waiver Request." Waiver requests will be reported to the Board of Public Works by October 31, 2024. **Deadline to submit waiver request to MDA: September 30, 2024.**

Instructions to fill out the Waiver Request Worksheet:

<p>Table 3: Efforts made to utilize, contact, and negotiate with Certified Local Farms and Seafood Providers</p>

Please use Table 3 to detail the efforts made by the Agency/University or its Prime Contractor/Vendor or Sub-Contractor in using Certified Local Farm and Chesapeake Invasive Species Provider to achieve 20% Local purchases.

3.1. Name and certification #: Please list the name and certification number of the Certified Local Farm and Chesapeake Invasive Species Provider contacted by the Agency, Prime, or Sub-Contractor to inform about your solicitation. You can find the names and certification number [here](#).

3.2. Did the Certified Provider respond to your solicitation?: If you tried to contact the Certified Provider by telephone and email and did not receive a response, select "No." If you were able to contact the provider by any means, answer "Yes".

3.3. Dates contacted: Write the dates you contacted each Certified Provider.

3.4. Phone Number and/or email: Write the telephone number and/or email of the Certified Provider contacted.

3.5. Information provided to the provider: Describe the information provided to the Certified Local Farm and Chesapeake Invasive Species Providers contacted regarding your solicitation.

3.6. Limitations found: Why couldn't the agency, prime, or subcontractor purchase from a certified supplier? Write the appropriate option(s) in the cell. You can use the following possibilities as a guide or write others more representative of your case.

- Volume
- Supply frequency
- Quality
- Price
- Payment method or time
- Food safety
- Insurance
- Other (Please specify)

VI. FAQ's

My agency uses a Foodservice Management Company and doesn't directly buy food. Do I still need to report?

Yes, your prime contractor and subcontractors would need to either fill out the report or send the information to the state agency procurement officer to report out. MDA can also offer contract language if the contract needs to be revised.

There are no Certified Local Farm and Chesapeake Invasive Species Providers listed in my area, what should I do?

Search for local farmers in your area that are convenient for you and encourage them to get the certification. It's easy, free and takes only 5-10 minutes to fill [this form](#).

I can't find farmers in my county, what should I do?

Expand your search to the entire state of Maryland. Some producers distribute their products more than an hour away from their farm. Or, ask your distributor to buy from the Certified Local Farms and Chesapeake Invasive Species Provider Directory.

My business model doesn't permit me to buy directly from the farmer and I use foodservice distribution companies, what should I do?

Talk with your distribution company, ask them to buy from Certified Local Farm and Chesapeake Invasive Species Providers.

Our agency or prime/subcontractor is already buying from farmers in Maryland but they aren't Certified, what should I do?

Talk with the farmers and encourage them to get the certification. It's easy, free and takes only 5-10 minutes to fill [this form](#).

I already have a signed contract with my food supplier and it was signed before March 14, 2021. Do we need to fill out the report? March 14, 2021, is the effective date for this law. Yes, the Agency/University must complete Tables 1 and 2 (Columns 2.4, 2.5 and 2.6). The rest of the information is optional. We can also provide language to include the law's goal when renewing the contract.

I already have a signed contract with my food supplier and it was signed after March 14, 2021. Am I outside the scope of this law? No, the new goal indicated by law can be added in the existing contract. We can provide language to include CLFE in the current contract.

VII. Contact Emails

Completed Annual Reports should be emailed to Maryland Department of Agriculture by **September 30, 2024** at local.food@maryland.gov

General questions about the program or reporting should be directed via email at local.food@maryland.gov

Telephone: (410) 841-5770