DOCUMENT GATHERING CHECKLIST FOR COST ANALYSIS DOD FRESH FRUIT AND VEGETABLE ITEMS

Use this checklist as a guide for the documents/data you will need to complete this cost analysis tool for calculating the comparison of **DoD Fresh Fruit and Vegetable (DoD FFVP)** items and commercially equivalent fresh purchased products. Having everything on hand before you begin spreadsheet entries will assure you have all data required to conduct an accurate analysis.

DOD FRESH FRUITS AND VEGETABLES PROGRAM INFORMATION

☐ List of fresh fruits and vegetables available from the Fresh Fruit and Vegetables Ordering and Receipting system (FFAVORS)
- Identify number of servings per case of products you will utilize in your menu
- Note case price for any products identified for use
  - FFAVORS webpage:
  - https://www.fns.usda.gov/usda-foods/fresh-fruits-and-vegetables-order-receipt-system-ffavors
  - Click on FFAVORS Login

☐ Note: There are no "out-of-pocket" costs incurred when ordering DoD FFV produce. USDA pays all item and delivery costs

COMMERCIAL PRODUCE INFORMATION

☐ Commercial equivalent produce descriptions

☐ Total servings "per case" for commercial equivalent produce

☐ Bid pricing for commercial equivalent produce
- This pricing should include all distribution fees currently assessed for the products
- Past delivery invoices are the best source for this information
- Bid quotes are another source for this information

☐ The estimated number of servings needed for the cost comparison.
- Users can enter comparisons for singular purchases or input servings needed on an annual basis.

BEST PRACTICES

☐ Gathering data needed before beginning work in spreadsheet decreases the need to access multiple data points while doing entry work

☐ Set aside enough time to complete your data entry without interruptions

☐ Reference usage reports to determine accurate case counts needed for service of each individual item

☐ Assure pricing used is accurate and up to date

☐ Calculate any delivery and service fees for commercial produce before beginning data entry
- **This is critical for DoD FFV calculations since there are NO delivery fees associated with the produce received from the DoD FFV program**

☐ Compare products that have the same menu uses and component contributions

☐ Be aware of which columns require data entry

☐ Review entries for accuracy

☐ Utilize the "instructions" tabs of the worksheet to cross check data needed