DOCUMENT GATHERING CHECKLIST FOR COST ANALYSIS FOR PROCESSED FOOD 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 **Processed Food** items and commercially equivalent purchased products. Having everything on hand before you begin spreadsheet entries will assure you have all data required to conduct an accurate analysis.

PROCESSED USDA FOODS INFORMATION

☐ List of USDA Foods bulk/raw items used to divert to processing in your operation
- Include WBSCM # and product descriptions
- Estimate of USDA bulk food value
  - Found in TX-UNPS "Processing Survey" in the FDP module of TX-UNPS

☐ Name of Manufacture(s) you will use for processing items

☐ Processor End Product Codes
- Found on the Processors "Summary End Product Data Schedule"

☐ Product descriptions for processed end products
- Description should include net case weight and number of servings per case

☐ Per case bulk processing costs for each item based on the "value pass through" method awarded through incurred by the CEs contracted warehouse

☐ Fees accrued for storage and delivery as well as Fee for Service pass through incurred by the CEs contracted warehouse

☐ Total pounds of bulk USDA Foods needed per case of finished end product
- Found on the Processors "Summary End Product Data Schedule"

COMMERCIAL PRODUCT INFORMATION

☐ Bid pricing for commercial equivalent products
- 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

☐ Total servings "per case" for commercial products

☐ 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 before beginning data entry

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

☐ Be aware of which columns require data entry and <u>always</u> review entries for accuracy