**Informal Solicitation Bid - General Template**

**NOTE TO SCHOOL:** Please use your letterhead and whatever parts of this template meets your needs.

**Informal General Solicitation Bid**

**The (School) is inviting you to participate in the following bid for the purchase of \_\_\_\_\_\_\_\_\_\_\_\_\_\_** *Please see the Vendor Response Sheet to submit a bid.*

**Bid must be returned electronically by:**

**Please direct any and all questions to:**

(Your contact information)

**Our Farm to School Program–values statement and purchasing goals are as follows:**

(This is important so that producers know more about you and your school food program)

**The (your program) is a Farm to School and Nutrition Program that believes the following:**

(These are examples, use what you want.)

* Access to nutritious, safe, healthy and delicious food is paramount for the success of students.
* We honor the work of our farmers and value the importance of connecting to local farms and agriculture.
* Providing health and nutrition educational opportunities for students is part of the overall educational experience.
* Supporting local and regional producers benefits everyone.

**Specifics about our program**(Ex: number of students served and grades, number of schools, days of operation)

**Specifications for products:**

(Ex: Note if you are willing to adjust any of these criteria, state that flexibility)

**Additional vendor requirements:**

(Ex: Willing to visit classrooms or do an occasional taste test; carries liability insurance, source of the product, identified at time of purchase, delivery schedule and locations, return policy)

**Payment Terms and Process:**

(Provide your invoicing and payment process)

**Buy American:** The Buy American provision requirements. Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 (Public Law 105-336) added a provision, Section 12(n) to the NSLA (42 USC 1760(n)), requiring school food authorities (SFAs) to purchase, to the maximum extent practicable, domestic commodity or product.

*Please complete and return the bid page via email to submit your bid.*

**Product Solicitation Bid**

**Name:**

**Farm name and address:**

**Contact information:**

Producers will be good candidates for our program and the bidding process if they meet ALL the requirements listed below. If all requirements are met, the lowest price will win the bid.

|  |  |
| --- | --- |
| **Instructions:** Please indicate which of the vendor criteria you can fulfill, and fill in your price. | |
| **Criteria** (include those from the specifications for product and vendor requirements listed in the solicitation) | **Yes/No** |
|  |  |
|  |  |
|  |  |
|  |  |
| Price (includes delivery costs). | **$** |

**The award will go to the vendor who is able to meet all the criteria above and gives the lowest bid.**

**Notification criteria:**

* All producers will receive a notification letter via email informing them of the school or district award decisions.
* This letter will contain the name of the producers awarded the bid.
* A general outline of the ordering and delivery process and duration of the awarded bid will also be included.

**Timeline:**

Quote submissions are due:

Decisions made by and communicated by:

Orders may be placed as early as:

**Please return bids to:**