**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_** *VENDOR: Please use the Vendor Response Sheet to submit a bid.*

**Bid must be returned 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)

* 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.

**Our program specifications:**(Ex: number of students served and grades, number of schools, days of operation)

**Specifications for program use and time periods:**(Ex**:** frequency of use, school year September–June)

**Specifications for products:**

(Ex: variety of sizes acceptable, prefer medium size, any changes in products or quantity need to be called in as soon as possible (preferably 24 hours prior to delivery) Note: if you are willing to adjust any of these criteria, state that flexibility)

**Vendor requirements:** (these are examples that can be put on your *vendor response sheet*):

(Ex**:** farm of origin identification, willingness to host farm field trips, proof of farm or food safety plan, quality customer service, including rapid return policy and responsiveness to inquiries in a timely fashion, communicate in a timely manner via e-mail or telephone, any changes in products or quantity need to be called in as soon as possible, (preferably 24 hours prior to delivery))

**Payment Terms and Process:**

(Provide your invoicing and payment process here or on the vendor response form)

School: Provide a list of products and a vendor response form with your requirements and with this solicitation

**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.

**Product Solicitation Bid for Vendor**

**Name:**

**Farm name and address:**

**Contact information:**

Vendors 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** (School: include those from the specifications for product and vendor requirements listed in your solicitation document) | **Yes/No** |
|  |  |
|  |  |
|  |  |
|  |  |
| Price (includes delivery costs). NOTE to school-use this only if there is one item. For multiple items create a list of products with descriptions | **$** |

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

**Notification criteria:**

* All vendors will receive a notification letter via email informing them of the school or district award decisions. This letter will contain the name of the vendors awarded the bid.
* In some instances, multiple vendors may be awarded a portion of the product bid to better meet the school/district needs.
* 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:**