**Vendor Response Form - Produce with Geographic Preference Template**

**NOTE TO SCHOOL:** only include the evaluation criteria you are interested in—these are only suggestions. Make this form your own, fill in relevant info. and send with the informal solicitation.

For multiple produce items, use the Market Basket Template.

**Vendor Response Form - Produce with Geographic Preference**

Vendors please fill out this form.

Farm/Vendor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendors will be good candidates for our program and the bidding process if they meet ALL the requirements listed below. Bids will be evaluated based on meeting ALL the criteria below and the lowest prices.

The price percentage for geographic preference means that for the purposes of comparison only, prices for product within the tiers will be adjusted according to the outlined discount. The price percentage preference affects the quoted price only for awarding of the quote, not the actual price paid to the producer. (This is an example; tiers are defined by school or district.)

**EXAMPLE ONLY (for other examples see the Geographic Preference Booklet on the FEED website):** A percentage will be used to evaluate the ability of vendors to meet our criteria including geographic preference.

* Tier 1: 10% discount for products from \_\_\_\_\_\_\_\_Vermont
* Tier 2: 5% discount for products from \_\_\_\_\_\_\_\_\_Vermont

These discounts are for the purposes of comparison only.

Please check Yes or No to the questions below. (These are examples)

|  |  |
| --- | --- |
| Are you willing to host student farm visits or participate in school taste tests occasionally? | Yes\_\_  No \_\_ |
| Do you have liability insurance? | Yes\_\_  No \_\_ |
| Diversity of Northeast seasonal fresh fruits and vegetables available? | Yes\_\_  No \_\_ |
| Vendor can indicate farm of origin produce on box and invoice? | Yes\_\_  No \_\_ |
| Vendor has a food safety plan? | Yes\_\_  No \_\_ |
| Vendor provides marketing materials for lunch line. | Yes\_\_  No \_\_ |
| Vendor can deliver products on a weekly basis to each school | Yes\_\_  No \_\_ |
| Vendor can supply products to all accounts (listed in solicitation.) | Yes\_\_  No \_\_ |
| Vendor has on line ordering system. | Yes\_\_  No \_\_ |
| Vendor willing to take orders over the phone if school is not comfortable with on line ordering. | Yes\_\_  No \_\_ |
| Invoices need to be made out to each school's account and will paid following approval at the SU. | Yes\_\_  No \_\_ |
| Vendor has policies in place for returns of products and/or receive credit that is not in compliance with the specifications? | Yes\_\_  No \_\_ |

Please indicate the % of produce you can provide for each tier.

Tier 1\_\_ Tier 2\_\_

**Notification criteria:**

* All vendors will receive a notification letter via email informing them of the (your school or district) award decisions.
* 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:**

**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.