**Informal Solicitation Bid - Beef with Geographic Preference Template**

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

**Informal Solicitation Bid - Beef with Geographic Preference**

For any meat that has no additives (such as beans or breadcrumbs), you may assert geographic preference measures, but this is not required.

**The (School) is inviting you to participate in the following bid for the purchase of beef.**

*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.

Because of our Farm to School Program we prefer local and regional foods. Therefore, our bid evaluation will assert Geographic Preference[[1]](#footnote-1) Bids will be evaluated based on meeting the criteria below, geographic preference and the lowest prices in the following tiers:

(This is an example-see the Geographic Preference Booklet on the FEED website for other examples)

**Tier one:** Beef cattle raised in XX in (specific county(ies)) (10% price preference\*\* on quoted price)

**Tier two:** Beef cattle raised in XX outside of the (specific county(ies)) listed above (5% price preference on quoted price)

 *\*NOTE: The price preference will be applied when evaluating bids, but will not change the actual quoted and paid price for the beef.*

**Our program specifications:**

(Ex: number of students served and grades, number of schools, days of operation)

**Specifications for Products:**(These are examples, use what you want.)

* Quantity to purchase
* Delivery requirements and frequency
* Fresh or frozen
* Cattle: Humanely Raised and Processed[[2]](#footnote-2), Antibiotic Free, and Growth Hormone Free, identification of farm.
* All beef to be slaughtered and processed in a State or USDA inspected facility in YOUR STATE

School reserves the right to refuse delivery of products which show evidence of time temperature abuse or other damage.

**Additional vendor requirements**

(These are suggestions that can be put on your *vendor response sheet*):

* Food safety plan required.
* The price will be inclusive of all fees, tests, transportation, and processing. Pricing will be set for the entire term of the bid.
* Willing to participate in periodic school/district farm to school educational events (for example, farmer will come to the school for a taste test or could provide a farm visit for some of our students)
* Quality customer service: good communication and responsive to questions and concerns by school personnel.
* Provide an invoice at time of delivery showing the actual weight delivered, price per pound and total price should accompany the order.

**Additional Consideration: Responsive Bidder**

If a producer can’t meet all of the requirements stated above, a list of what requirements can’t be met must be provided with the submission of the bid.

**Evaluation and Notification:** *(see vendor recording sheet)*

* We reserve the right to award multiple bids.
* Vendors will be good candidates for our program and the bidding process if they meet ALL the requirements listed on the vendor response form.
* The contract will be awarded to the lowest priced responsive and responsible vendor.

**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.

1. **Definition of local and geographic preference**: Under federal law, (our district), as a purchasing institution, has the authority to apply a “local” geographic preference to minimally processed foods and to determine what is “local” for the purposes of the United States Department of Agriculture (USDA) programs such as the National School Lunch Program, The School Breakfast Program, The Fresh Fruit and Vegetable Program, The School Supper Program and the Summer Food Service Program. OCSU defines locally grown products eligible for geographic preference for the purposes of informal bidding as agriculture products that are raw or minimally processed. [↑](#footnote-ref-1)
2. **HUMANELY RAISED:** Raise animalswithout the use of routine, non-therapeutic antibiotics or added hormones and allow them to engage in natural behaviors with sufficient space, shelter, and appropriate handling to limit stress. Animal production methods keep the welfare of the farm animal in mind. [↑](#footnote-ref-2)