**(School/District/SU) seeks to purchase: (brief description of products)**

**Our Farm to School and Nutrition Program values**: (these are examples, feel free to use these or your own)

* 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.
* A program that fosters student ownership of healthy eating habits that also develops connections to (and stewardship of) their community, their environment, and their local economy.

**Common Specifications for Local & Values Based Purchasing**

Drafting specifications helps you communicate your desired products and conditions with farmers and producers. The following examples target local without requiring it. These could be used as a product specification in your Farm to School Procurement Inquiry:

* Particular varieties unique to the region
* Freshness (e.g. Delivered within 48 hrs)
* Small or medium-sized farm
* Certified Organic
* Grass Fed
* GMO Free
* Fair labor practices
* Origin labeling
* Able to provide farm visits or class visits

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Product** | **Specifications** | **Quantity** | **Frequency** | **Other Requirements** |
| Examples: beef, dairy, maple, eggs, produce, etc. | Examples: preferred & accepted sizes; grade; variety, etc. | Examples: pounds; cases; etc. | Examples: weekly, monthly, etc. | Examples: delivery; source identification; education opportunities; food safety plan; notification of order changes, etc. |
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**Delivery Required?**

**** Yes | Delivery Location(s) and Time: (Ex: “Town High School & Town Elementary School, weekdays 7:00 AM - 3:00 PM”)  
 No | Specify pick up arrangement: (Ex: “School nutrition van can pick up on Wednesdays”)

**Buy American**: The Buy American provision requires schools to purchase domestically grown and processed foods

to the maximum extent practicable. Domestic products are defined as agricultural commodities that are produced

in the United States.

**Farmer / Producer Information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contact Name** | **Farm Name** | **Farm Address** | **Phone:** | **Email:** |
|  |  |  |  |  |

**Instructions:**

**School/District/SU:** Please copy and paste product info from your Procurement Inquiry Form on the previous page on the highlighted rows.

**Vendor:** Please select which of the vendor criteria you can fulfill and write in your product availability and price in the orange columns.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Product** | **Specifications\*** | **Quantity** | **Frequency** | **Other Requirements** | **Availability** | **Vendor Price** |
| Ex: Beef, Dairy, Maple, Eggs, Produce | Ex: Preferred & accepted sizes; Grade; Variety | Ex: pounds; cases; etc. | Ex: weekly, monthly, etc. | Ex: delivery; source identification; education opportunities; food safety plan; notification of order changes, etc. | Projected Availability by Month or Season | Delivery price included? |
| ***{Insert Product Info}*** |  |  |  |  | **Vendor Response:** | **Vendor Response:** |
| **Vendor Response: Select** | **Vendor Response:**  **Select** | **Vendor Response:**  **Select** | **Vendor Response:**  **Select** | **Vendor Response:**  **Select** |
| ***{Insert Product Info}*** |  |  |  |  | **Vendor Response:** | **Vendor Response:** |
| **Vendor Response: Select** | **Vendor Response:**  **Select** | **Vendor Response:**  **Select** | **Vendor Response:**  **Select** | **Vendor Response:**  **Select** |
| ***{Insert Product Info}*** |  |  |  |  | **Vendor Response:** | **Vendor Response:** |
| **Vendor Response: Select** | **Vendor Response:**  **Select** | **Vendor Response:**  **Select** | **Vendor Response:**  **Select** | **Vendor Response:**  **Select** |
| ***{Insert Product Info}*** |  |  |  |  | **Vendor Response:** | **Vendor Response:** |
| **Vendor Response: Select** | **Vendor Response:**  **Select** | **Vendor Response:**  **Select** | **Vendor Response:**  **Select** | **Vendor Response:**  **Select** |

**Additional Information:**

Payment Terms and Invoice Process: (School/District/SU: Provide your invoicing and payment process here.)

Please respond by: (School/District/SU: insert date vendor should respond by.)

Please submit responses and direct questions to: (School/District/SU: insert your contact information.)

**NOTICE**: Vendors, please be advised that submission of this form is not a guarantee sale. The more requirements and specifications that vendors can meet will increase their chances of being selected.