**FORMAL LOCAL FOODS REQUEST FOR PROPOSAL (adopted 6/15/2020))**

**Nutrition Program Instructions for Customizing**

Page 1

Print this on your district letterhead, fill in your official department name.

All procurement documents must have the date span - starting and ending dates.

Include your district enrollment so vendors know your scale and promote your program.

Let the vendors know where and when to send back the documents t.

Also give a contact number or email for questions.

Consider expanding this for a formal, written question period.

Districts can add their Farm to School Values statement.

Include your local purchases as a percentage of your total food budget.

Local/total food x 100% = X%

Give the vendors a sense of your commitment to local.

Paragraph 5

Pick what school and address that you will measure mileage from to the vendors.

Adjust these definitions to match your district.

Paragraph 6

Describe the programs of your department.

Table 1

Enter your data

Be specific on Delivery locations so vendors know how many sites they will deliver to and what the times. Addresses are supplied later.

Page 2

Assumptions

Know your District Code of Conduct, many include it in the appendix

Decide and edit the last assumption: if you still want to get a price list from a vendor who does not win the RFP, let them know how often you want to hear from them. It is a good way to do informal, small and micro purchases.

Evaluation of RFP

Set your time period to analyze and award the RFP.

Page 3

Paragraph 1

The district may adjust the ratio of Vendor Qualifications to Adjusted Price. The system is set for Qualifications at 35%, Price at 65%. Price should not be lower than 51%.

Additional work and proofreading would be required to the workbook to change this ratio.

Paragraph 2

Remedy and Termination clause is required but can be replaced by your districts version.

Paragraph 3

Vendor Mandatory Requirements - These are items the vendors need to return for evaluation.

Districts should include their specific product liability insurance requirement.

Page 4

Computerized invoicing is a district’s choice to require - it may reduce the number of vendor’s able to respond.

Page 5

Evaluation of Price

How prices will be adjusted to account for geographic preference and the number of varieties supplied.

Both can be adjusted to meet a district's needs. Additional work and proofreading would be required to the workbook to change this

Page 6

Vendor Qualifications Instructions - To help vendors complete the questionnaire.

Vendor Qualifications - Vendors complete the questionnaire and return it.

Page 7

Product Specification (for each product requested)

Edit for same date range

Specification

Edit for apple size desired

Edit packaging to acceptable methods

Set your inspection tolerance

Case volume is ESTIMATED - orders come later.

Add school with address for each delivery site.

Add number of cases at your desired pack size

Add number of weeks you wish for deliveries

Vendor will respond with a price per case.

Vendor will respond with a list of varieties for you to evaluate: Mac, Cortland, Granny Smith, etc

Page 9

Provide school contact information

Return with vendor information

Addendum

Each year, the district should review which clauses must be included with the RFP according to the Maine DOE Child Nutrition Program and your own district/town requirements.

For a formal RFP a debarment sign off is required and included.

**This work was funded by a USDA Farm to School Implementation grant 2018-2020 with a partnership with Auburn Schools, Lewiston Schools, Saint Mary’s Nutrition Center and the Maine Farm and Sea Cooperative.  Additional financial support was provided by the EB Sewall Foundation and a Maine Farm to Institution  mini-grant to fund finalizing the Local Foods RFP.  That partnership includes MeFTI, Portland and Falmouth Schools, Cultivating Community, Somali Bantu Community Association and Maine Department of Education, Child Nutrition Program.**