

**Written Responses to Questions Posed in the Farm to School Pre-Bid Conference Call
February 21, 2017**

1) What on the RFP do we need to fill out and return to you in our proposal?

Your Farm to School proposal will include the following parts: Response Cover Page (Appendix 1), Response Form (Appendix 2), Pricing and Availability Form (Appendix 3) and any additional appendix materials you wish to include (*optional*). For your reference, Appendix 1-3 are pages 14-34 of the RFP document you received.

2) Should we submit references in this RFP if they are the same references we listed on our Farm to School Proposal last year?

All Farm to School proposals should include references. If you have submitted a Farm to School Proposal in the past, you are welcome to use the same references again or list new references—whoever you feel will serve as your best references for your proposal this year. *School, institutional or wholesale buyers are preferred.*

3) Is there a specific font size that you would like us to use when writing our responses?

The RFP document is a fillable PDF form, so you can type your responses directly into the text boxes in the form. It has been formatted with a general font size. As you type in long answers, the font size will adjust to fit in the text box. As this happens, you may notice that the lines in the text box may no longer align with the text, but that's fine! We'll still be able to read everything. If you have additional information that you feel is important to share that for some reason does not fit in any of the provided text boxes, you can include information as an appendix.

4) Can we mail in our Farm to School proposals?

Yes—you are welcome to mail the printed hard copy and electronic copy (on USB flash drive) of your proposal, as long as we receive them no later than 2pm on Monday, February 27th. *Please send me an email if you plan to mail your proposals.*

5) Can our electronic copy of the RFP include all the pages, rather than just isolated response pages?

If you are unable to isolate the response pages, you can save the entire proposal on the USB flash drive. But please only print the response pages (and any optional appendix material you may choose to include) for the physical copy you submit.

6) Has MPS identified its produce vendor for next year and the facility location where farmers will deliver product?

MPS is going out to bid for our produce vendor for the next school year. I will provide our 2017-2018 partner farmers with information regarding our identified produce company as soon as possible. For reference, farmers delivered to Eagan, MN in previous years and partner farmers this year delivered to New Brighton.

7) Have you considered increasing your carrot quantities to entirely replace baby carrots served in schools?

We recently removed baby carrots from schools' produce order guides. We've found that we are no longer carry over carrot inventory from week to week, but our average demand for carrots from week to week is still around 900#. However, on weeks that we serve carrots both on salad bars and as a featured side, we will need to more. That being said, we may be able to take 2,000-3,000 more pounds than the 24,000# originally listed on the RFP. Most weeks' deliveries will be around 900#, with the exception of specific weeks when we'll need more delivered. *If you are bidding on carrots, please make note on your proposal if you can meet this increased quantity.*

We may also be able to take 1200# of yellow potatoes every month, rather than every other month. So again, if you are bidding on yellow potatoes, *please make note on your proposal if you can meet this increased quantity.*