



MINNEAPOLIS
PUBLIC SCHOOLS

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**Request for Proposal (RFP) for
FARM TO SCHOOL FRESH PRODUCE
RFP: 16-2**

Minneapolis Public Schools - Special School District No. 1

812 Plymouth Avenue North
Minneapolis, Minnesota 55411

Farm to School Coordinator: Andrea Northup
Business Manager: Michele Carroll

Issued: February 1, 2016

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SECTION I: OVERVIEW**A. Project Objective**

Minneapolis Public Schools (MPS) is seeking proposals from organizations and individuals wishing to provide specific Farm to School fresh produce items available locally and seasonally for the 2016-2017 school year.

Minneapolis Public Schools or Special School District Number 1 (the District) is a school district that is coterminous with the City of Minneapolis, Minnesota. The District covers over 70 school programs at 65 sites, with approximately 35,000 students and 3,200 teaching staff.

The District's Farm to School program aims to provide fresh, high-quality produce to students and education about local food, nutrition and sustainable agriculture. The District is particularly interested in partnering with small to medium sized farmers, beginning farmers, farms in which families own or control decision making on the farm, and farms owned or operated by minority and/or immigrant farmers. The District defines "local" as within 250 miles of Minneapolis. More information about the Culinary & Nutrition Services Department and Farm to School Program can be found at http://nutritionservices.mpls.k12.mn.us/f2s_program.

The District intends to select multiple individuals or organizations to provide Farm to School fresh produce items. To facilitate the submission and evaluation of proposals, this request for proposals provides additional relevant background information regarding MPS.

RFP Primary Objective 1: To identify vendor partners interested in collaborating with the District to grow its Farm to School program in a way that is mutually beneficial to the District and farmers.

RFP Primary Objective 2: Gain a thorough understanding of the supply available of high quality produce from qualified vendors in order to procure farm to school produce for the next school year or more.

RFP Primary Objective 3: Gain a thorough understanding of the farm to school produce total proposed costs for the next school year.

B. Schedule of Proposal

- | | |
|--|------------------------------------|
| 1. Issue RFP: | Monday February 1, 2016 |
| 2. Mandatory Intention to Submit Form Due: | 12:00 PM Tuesday February 16, 2016 |
| 3. Deadline for Written Questions: | 4:00 PM Friday February 19, 2016 |
| 4. Mandatory Pre-Bid Conference Call: | 10:00 AM Monday, February 22, 2016 |
| 5. Responses to Questions Posted: | 4:00 PM Tuesday, February 23, 2016 |
| 6. Proposals Due: | 4:00 PM Monday, February 29, 2016 |
| 7. Finalists Selected & Notified: | Friday, March 4, 2016 |
| 8. Final Award Bid – Selection: | Friday, March 11, 2016 |
| 9. Implementation: | Monday, August 1, 2016 |

C. Mandatory Intention to Submit Proposals – Online Form

In order for your organization to receive updates to this Request for Proposal, including responses to submitted questions, please complete the Intention to Submit a Proposal Form at <http://goo.gl/forms/fY9oQclo87> by 12:00 PM Tuesday February 16, 2016. This will allow the District to

provide timely information to interested parties. This form is a mandatory form. If this is not submitted 12:00 PM Tuesday February 16, 2016, the organization will not be able to participate in the Farm to School Produce RFP #16-2. Questions about the Intent to Submit a Proposal Form may be directed to Andrea Northup at andrea.northup@mpls.k12.mn.us or 612-668-2854.

D. Submission of Written Questions

All questions about the RFP shall be submitted by e-mail by 4:00 PM Friday February 19, 2016 to: Andrea Northup, andrea.northup@mpls.k12.mn.us. The District will email written responses to questions from prospective Proposers to all registered through Intention to Submit Form and responses will be posted on the Culinary & Nutrition Services website at <http://nutritionservices.mpls.k12.mn.us/farms> no later than 4:00 p.m. Tuesday, February 23, 2016.

There will be an opportunity at the Pre-Bid Conference Call to ask additional questions; however, **after 4:00 PM Friday February 19, 2016 no other questions or inquiries will be allowed.** Any unauthorized contact with any other district official or employee in connection with this RFP is prohibited and shall be cause for disqualification of the proposer.

E. Mandatory Pre-Bid Conference Call

The District will hold a mandatory pre-bid conference call at 10:00 AM Monday, February 22, 2016 Central Standard Time. The District will review responses to any written questions submitted answer any additional follow-up questions at this time.

The Mandatory Pre-Bid Conference Call Number will be: (563) 999-2090 (when prompted, use Access Code 676-699.) Call this number at 10:00 AM Monday, February 22, 2016 Central Standard Time.

F. Changes to the RFP

Vendors who fill out the mandatory Intention to Submit Form for this RFP will be notified by email of any changes in the specifications contained in this RFP. If any changes are issued to this RFP, a good faith attempt will be made to deliver the additional information to those persons or firms who, according to the records of MPS, have previously received a copy of and are registered (on the Intent to Submit form) with the District for this RFP.

G. Preparation of Proposal

1. Careful attention must be paid to all requested items contained in this Request for Proposal. Please read the entire package before bidding. Each proposal shall be prepared simply and economically avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate, and reliable presentation.
2. Some respondents may wish to submit additional supplemental materials to support responses to questions in the Response Form in an Appendix. If an applicant intends to include supplemental materials, separate appendices for each part must be developed. Each appendix should be clearly labeled (e.g., Appendix A: Financial Records, etc.).
3. All appendix materials must be labeled with the name of the organization. Although there is no page limitation for the Appendix, the appendix should not be excessive in length. Applicants should also ensure the appendix items are appropriately described and referenced in the Response Form.
4. **All responses should include the following completed forms submitted in the appropriate order.**
 - a. **Response Cover Page (See Appendix 1)**

- b. Response Form (See Appendix 2)
 - c. Pricing and Availability Form (See Appendix 3)
 - d. Appendix Materials (as needed, optional)
5. Circumstances that may lead to a response not being reviewed and/or selected:
- a. Response was received after the deadline date or time.
 - b. Applicant's previous clients have significant complaints regarding the quality of the Title services, communication issues, or other problems.
 - c. Any section of the RFP is missing or incomplete.
 - d. The response does not meet length, font, or other formatting requirements.

H. Submission of Proposals

In order to be considered for selection, organizations must submit a signed physical and electronic (.pdf) response to this solicitation no later than 4:00 PM Monday, February 29, 2016. Responses should include all components listed in N. 4 above. Late proposals shall not be accepted. One physical copy and two (2) electronic copies on CD-ROM or USB flash drive must be submitted to:

Andrea Northup
Minneapolis Public Schools Culinary & Nutrition Services
812 Plymouth Avenue North
Minneapolis, MN 55411

No other distribution of the proposal shall be made by the organization. It is the sole responsibility of the organization to assure that the proposal is delivered to the designated district office in Item H, above, prior to the deadline. No proposal received after the deadline will be considered. No unsolicited corrected or resubmitted proposals will be accepted after the proposal submission deadline. CD-ROMs and/or USB flash drives will not be returned.

I. Withdrawal of Proposals

A proposal may be withdrawn by the vendor prior to the date and time for submittal of proposals by means of a written request signed by the vendor or its properly authorized representative. Such written request must be sent to Andrea Northup at andrea.northup@mpls.k12.mn.us or 812 Plymouth Avenue North, Minneapolis, MN 55411. This written request can be either electronic or a hard copy format.

J. Evaluation and Selection Process

1. The Farm to School Produce Evaluation Committee members will include members of the Culinary & Nutrition Services Department and Purchasing Department.
1. Proposals, responses, and references will be included as the Evaluation Committee recommends finalists for the District. Upon approval from the authorized District signer, the District will then proceed with contract discussions with the selected vendor(s). The District has no liability to any vendor participating in this RFP process prior to when the authorized District signer signs a contract to that vendor.
2. The Evaluation Committee shall evaluate all proposals to determine which meet the minimum service/product requirements, without regard to price. This evaluation may, at the Evaluation Committee's discretion, be augmented by verbal or written requests for clarification, or additional information as necessary to determine whether the vendor requirements can be met. The Evaluation Committee can contact references supplied in vendor proposals. Findings from these inquiries will be included in the assessment of products for selecting finalists.

3. The Evaluation Committee will then only consider those proposals that meet the vendor requirements for further evaluation.
4. Proposal selections will be determined by the Evaluation Committee reaching consensus. The Farm to School Produce Evaluation Committee members will use a rubric to evaluate the responses to the questions outlined in this RFP. The rubric will be emailed to those registered (on the Intent to Submit form) by 4:00 PM Tuesday, February 23, 2016.
5. along with the Responses to Questions.
6. Finalists will be informed of specific produce items awarded, and asked which items the finalist would like to move forward with to establish a contract. For example, if a finalist is ranked first for providing cucumbers, green peppers and carrots but is unable to provide all three, the first ranked organization may turn down the carrots and the next ranked organization for carrots will be awarded carrots.

K. Effective Period of Proposals

Proposals must remain in effect until March 31, 2016 or until a contract is finalized, whichever comes first. While the District intends to notify finalists by Friday, March 4, 2016, the District will have until March 31, 2016 to accept or reject the proposal under the terms proposed.

L. Bid Reservations

Notwithstanding any other provisions of this RFP, the District reserves the right to award this contract to the organization(s) that best meet the requirements of the RFP, and not necessarily, to the lowest cost Proposer. Further, the District reserves the right to reject any or all bids, to award in whole or part, and to waive minor immaterial defects in bids. The District may consider, at its sole discretion, any alternative bid.

M. Notifications of Unsuccessful Vendors

The Evaluation Committee through the Culinary & Nutrition Services department shall notify all vendors no later than Friday, March 4, 2016 of the award recommendation and approval to proceed.

N. Contract Negotiations

Negotiations may include all aspects of services and fees and may include further clarification of bid pricing. After a review of the proposals and any necessary follow up requests for information as deemed by the District, the District intends to notify finalists and enter into contract negotiations with the selected organization(s). If an agreement with the selected organization is not finalized within 90 business days, the District reserves the right to open negotiations with the next ranked organization(s).

O. Award of Contract

The District intends to make awards in part (by product) to multiple organizations; however, the District reserves the right to award in part or as a whole, whichever is deemed most advantageous to the District.

The selected organization(s) shall be required to enter into a written contract or contracts with the District in a form approved by legal counsel for the District. A sample contract may be found at http://nutritionservices.mpls.k12.mn.us/uploads/sample_mps_contract.pdf. This RFP and the proposal, or any part thereof, may be incorporated into and made a part of the final contract(s). The District reserves the right to negotiate the terms and conditions of the contract(s) with the selected Proposer(s). Contract specifics will be negotiated with individual vendors and will vary based on the size of the contract, among other factors. Vendors may propose their own contracts and terms subject to approval by legal counsel for the District.

P. Contract Term

It is the intent to award the contract(s) for an initial one year period with the option to renew it for three, additional one-year periods for a possible total contract term of four years. The decision to renew the contract(s) will be at the sole discretion of the District and agreement by both parties.

Proposers must agree to fix contract fees for the first year. If the organization intends to revise its fee schedule after the initial one year period, it must give written notice to the District 90 days in advance of any fee change. Fees may be changed only on the contract expiration date with 90 days notice. These fees are subject to negotiation and approval by the District.

Q. Disposition of Proposals

All materials submitted in response to this RFP will become the property of the District. All information submitted is considered public and may be disclosed to third parties.

R. Cost Incurred in Responding

This solicitation does not commit the District to pay any costs incurred in the preparation and submission of proposals or in making necessary studies for the preparation thereof, nor to procure or contract for services.

S. Assignment

The successful proposer shall not assign, transfer, convey, or otherwise dispose of the contract, or right, title of interest, or power to execute such a contract to any person, firm, or corporation without the previous consent in writing by the District.

T. Causes for Termination

The District intends for contracts to be mutually beneficial to both the organizations and the District, and seeks to keep communication open and collaborative in order to mitigate causes for termination. Causes for termination of the agreement may include any of the following: Failure to promptly and faithfully provide the services required at the prices indicated in the Proposal; violation of any law governing services provided to the District; failure to cooperate upon receiving any reasonable request for information or service; or improper actions of the officers or employees, which in the opinion of the District, would adversely affect its interest, or endanger the structure of the proposing organization such as a spin off or merger which materially affects the terms of this agreement. The District or vendor may terminate the agreement without cause on 90-days notice. The District or vendor may terminate the agreement with cause on 30 days notice.

SECTION II: SCOPE OF SERVICES**A. Project Background**

This section begins with some background information on the District and then discusses the overall expectations for Farm to School produce procurement.

The Minneapolis Public Schools is the third largest K-12 district in Minnesota. Minneapolis, located in Hennepin County, is the largest city in the state of Minnesota, and is the 48th largest in the United States. The District covers 70 school programs at 65 sites, with approximately 35,000 students and 3,200 teaching staff.

Growth projection: Stable
Interim Superintendent: Michael Goar
Chief Financial Officer: Ibrahima Diop
Culinary & Nutrition Services Business Manager: Michele Carroll
Culinary & Nutrition Services Buyer: Laura Anderson
Culinary & Nutrition Services Farm to School Coordinator: Andrea Northup

Current Farm to School Produce Environment

The District's Farm to School program began in 2012 and is centered on a commitment to sourcing sustainably-grown food from small and mid-sized farmers in the region for the District's school meal programs. At the root of the program is the belief that students, farmers and the community benefit from successful Farm to School programs.

The program prides itself on providing high quality fresh produce to students while maintaining strong, mutually beneficial relationships with farmers. Currently the District's Farm to School program is one of the strongest in the country, recognized nationally for how a large, urban school district can partner meaningfully with local farmers and provide educational opportunities for students around food, farming and nutrition. The program has also gained recognition locally among students, parents, staff, media, and partners.

Each year, the program has seen farmers interested in returning as partners, and growth in terms of product varieties & volumes. MPS expects to have procured over 150,000 pounds of fresh produce from small to mid-sized farmers grown using sustainable or certified organic growing practices within 250 miles of Minneapolis during the 2015-2016 school year. A total of 7 farms and organizations representing multiple farms in the region will have provided approximately 22 varieties of fresh produce to the District. The District aims to nearly double this quantity during the 2016-2017 school year.

The District is excited to grow its commitment to fresh, sustainably-grown produce for its students, and fully intends to continue the good relationships with farmers that have made the program successful.

B. Farm to School Goals/Values

The goals and values of the Farm to School program are as follows. These goals and values will also be reflected in the scoring rubric that will be emailed along with the Responses to Questions on Monday 4:00 PM Tuesday, February 23, 2016. They may include, but are not limited to the following:

- Establishing a Farm to School program that is cost-effective for the District and mutually beneficial for both the District and the farmers
- Partnerships with vendors that are respectful and professional, based in open, honest, and timely communication
- Consistent, high-quality produce for students and staff
- Equity and diversity among suppliers and their employees
- Commitment to good stewardship of the land (sustainable or certified organic growing practices)
- Commitment to serving produce grown safely and without the use of chemicals that are harmful to child health
- Reliable, accurate, timely deliveries of products according to the agreed-upon product specifications and pack sizes

C. Culinary & Nutrition Services Structure

- Bertrand Weber is the Director, overseeing all aspects of the Culinary & Nutrition Services department and directing the strategic vision of the department. Mr. Weber's commitment to Farm to School is robust and is a national leader in the movement.
- Michele Carroll is the Business Manager, overseeing all business operations and budget decisions within the department.
- Laura Anderson is the Buyer, coordinating day-to-day purchasing operations by the department.
- Andrea Northup is the Farm to School Coordinator, coordinating all services awarded through this RFP process, farmer relationships, local produce procurement, and marketing/education of Farm to School.

D. Description of Expected Services

MPS expects the highest level of quality, professionalism, and results from the vendor and product and the development and implementation of services provided by them, including, but not limited to the following:

- a. Vendor shall comply with all applicable federal, state, and local statutes, laws, ordinances, rules and regulations, including securing and maintaining in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this agreement.

MPS expects that success of the vendors' performance and product will be determined at the sole discretion of MPS.

1. DOCUMENTATION

Farmers must provide documentation that the following requirements are met. This documentation does not need to be included with the RFP Response, but if awarded, farmers must provide the information to MPS no later than **June 1, 2016**:

- Accurate Food Safety Plan covering on-farm food safety topics covered in Site Visit Checklist (available at http://nutritionservices.mpls.k12.mn.us/uploads/site_visit_checklist_2015.pdf) **OR** certification of passage of a GAP audit or audits for the specific crop(s) awarded.
 - Relevant supporting food safety documentation such as logs or sign-in sheets may be requested by the District at any time during the contract period or one year after the contract period.
- Certificate demonstrating proof of Liability Insurance (at least \$1 million) valid during the contract period.
- Current water test results proving passing results for E. Coli, Listeria, Coliforms, and Nitrates.

2. FOOD SAFETY

In order to assure that the fresh produce provided is safe for District students and staff, vendors are expected to follow good on-farm food safety and post-harvest handling practices. This includes, but is not limited to, safe planting, use of nutrients, pest-control mechanisms, harvesting procedures, cooling, washing, packing, and delivery. The Food Safety Plan that awarded vendors must provide must describe the policies and practices the farm employs to minimize on-farm and post-harvest food safety risks. The food safety plan must be detailed, accurate, and reflective of actual on-farm practices. Relevant logs and documentation associated with good food safety practices must also be detailed and accurate.

The Food Safety Plan must address all of the topics covered in the Site Visit Checklist (available at http://nutritionservices.mpls.k12.mn.us/uploads/site_visit_checklist_2015.pdf) relevant to the farm. Food Safety topics will also be explained in detail during the Food Safety Workshop in Spring 2016 and tools, resources and training will be prior to the Food Safety Plan due date of June 1, 2016. University of Minnesota On-Farm Good Agricultural Practices partners will be available to contracted farmers to provide ongoing food safety technical assistance and respond to food safety questions.

Proof that farmers are using safe, clean water is required, and a current water test with passing results for E. Coli, Listeria, Coliforms, and Nitrates must be provided to the District by awarded vendors before June 1, 2016.

3. WORKSHOP ATTENDANCE

For awarded vendors who have not sold to the District in the past year, the primary farm contact person will be required to attend the following workshops. The two workshops may be combined into one workshop depending on the needs of awarded vendors. Attendance by vendors who have sold to the District in the past year is optional. Vendors who have sold to the District in the past year must participate in a one-on-one call in the Spring of 2016 if they choose not to participate in the workshops.

- Food Safety Workshop – 4 hours, Spring 2016
 - The workshop topics will include, but are not limited to food safety requirements in detail and provide peer-to-peer learning opportunities around specific food safety issues
- Institutional Sales Workshop – 4 hours, Spring 2016
 - The workshop topics will include, but are not limited to product specifications, pack sizes, delivery logistics and timing, quality and crediting expectations, and invoicing/payment specifics

4. SITE VISIT AND FOLLOW-UP

District & UMN staff will conduct a site visit to each awarded vendor to meet the farm staff, observe farm practices, and assure that good food safety practices are being followed as described in the Food Safety Plan. Farmers that provide certification of a successful GAP audit are exempt from a site visit. The site visit will take place during the month of July, approximately. Each farmer will receive a report within 10 business days of the visit outlining any corrective actions that must be taken before the District begins purchasing from the farm. UMN partners will be available to assist farmers with corrective actions and provide technical assistance. If applicable, a follow-up conversation, photo evidence, or additional site visit will confirm that corrective actions have been taken.

In addition to a scheduled site visit in July of 2016, the District reserves the right to conduct site visits to any awarded vendor with 24 hours advance notice.

5. INSURANCE COVERAGE

Farmer must carry product liability insurance of no less than \$1 million. A Liability Insurance Certificate demonstrating proof of coverage must be sent (email, fax or mail) to the District by June 1, 2016.

6. SPECIFICATIONS AND PACK SIZES

All products must be packed and stored under sanitary conditions, kept at proper temperatures, and handled in accordance with good commercial practices. Products delivered must match specifications and pack sizes agreed-upon for each product. Product specifications and pack sizes will be designed to maximize efficiency for the farmer and value for the District.

Product specifications and pack sizes will be described in greater detail at the Institutional Sales Workshop in Spring 2016. The Workshop will walk vendors through pictures and tangible examples of appropriate and inappropriate products/packs, as well as other requirements for ordering, delivery and invoicing.

The Pricing and Availability Form allows vendors to bid on standard produce industry pack sizes and bulk pack sizes.

7. QUALITY ASSURANCE

All fresh produce delivered must meet agreed-upon product quality standards. Products must be delivered in good condition, free of mold, decay, excessive dirt, or spoilage. Quality expectations will be communicated at the Institutional Sales Workshop in Spring 2016. Good condition will be at the discretion of the District and/or of the product company upon receipt of the product. Products that do not meet product-specific specifications, pack sizes, or quality standards will be rejected at the point of delivery or discovery and farmer will provide credit as applicable.

Failure to supply products according to agreed-upon specifications and standards may result in request for credit, communication to avoid future occurrences, and the cancellation of the contract.

8. TRACEABILITY

Each case of product delivered must be labeled with farm name, product, date harvested, and date packed. The District reserves the right to request documentation that verifies the traceability information provided on each case, and the farmer must provide documentation within 24 hours of the request.

9. ORDERING

The 2016-2017 school year for MPS begins August 29, 2016 and ends June 9, 2017. Orders and deliveries will start the week school begins, in most cases, which is the week of August 29, 2016.

Farmers must designate a primary contact person to work with the District in a timely manner to communicate availability and order logistics, as well as a secondary contact (for instances when primary contact is unavailable). This person is expected to be responsive to District inquiries regarding availability and orders via phone and email and respond in a timely manner.

The quantities and timelines in the Pricing and Availability form describe what and when the District plans to purchase from awarded vendors. The District will be in close communication with awarded farmers to refine quantities as the school year draws near, and then will be in weekly communication regarding exact purchase quantities. MPS will put forth a good faith effort to assure that quantities ordered are similar to what is described in the Pricing and Availability Form and will employ good communication to make sure any unexpected changes in demand are communicated as soon as possible.

Awarded farmers must be in good communication with the District regarding product availability and must strive in good faith to provide the produce desired by the District. Reliability is important to MPS, but we understand that farms may face unexpected supply issues due to weather or other circumstances out of the vendor's control. If awarded vendors, in spite of good planning and good faith efforts, cannot provide the desired quantities for a specific order or orders, the District reserves the right to instead purchase the item(s) from other sources. Substitutions may be suggested and negotiated at the sole discretion of the District.

Specific Purchase Orders (PO's) for deliveries will be emailed to farmers with product need dates and quantities by the produce company approximately one week before the delivery date. Deviations to the specified quantities or delivery dates should be avoided, but rare, necessary changes must be communicated to the District as soon as possible.

10. DELIVERY

Awarded farmers must deliver products in clean, new boxes/bags or other mutually agreed-upon containers using clean, sanitary delivery vehicles. Bulk boxes or re-usable bins may be negotiated on a case by case basis. While refrigerated trucks are not required, product temperatures will be checked upon delivery for appropriate ranges for food safety.

Farmers are expected to bring copies of Purchase Orders with each delivery. Deliveries will be made to the produce company (one location). On rare occasion, some deliveries may come to the District's Culinary and Nutrition Services Culinary Center, and this will be specified through advanced communications.

Prices quoted are for delivered products. Farmers may not charge additional delivery fees. Vendors will be able to aggregate deliveries into large orders when possible if desired to reduce delivery costs, depending on product perishability and advance communication. The District will communicate with vendors to, whenever possible, assure that deliveries are comprised of enough products to make it worth the vendor's efforts to deliver, but small deliveries may be required.

The District or produce company will have the right to refuse products that do not match agreed-upon product specifications, pack sizes, quantities, temperatures or delivery times.

11. INVOICING & PAYMENT REQUIREMENTS

Farmers must provide invoices to the produce company within 5 business days of delivery via email.

Invoices will be paid by the produce company within 30 days of receipt of invoice. Awarded products that are delivered according to all specified requirements will be paid for according to the awarded price per pound. The price per case will be calculated using the average weight of each case multiplied by the price per pound established in the contract. Average case weights may be audited by the District at any time.

12. AUDITS

Audits of the vendor's records will be made at the discretion of District officials at any time. Awarded farmers must agree to make available to the District or its agent any and all information including food

safety documentation or chemical application records. The District will give the vendor 30 days' notice of an audit to allow the vendor to gather and assemble records.

13. EDUCATION AND ENGAGEMENT

The District believes it's important for students to know where their food comes from. On the first Thursday of every month, the District features an entirely locally-sourced meal called Minnesota Thursdays. Minnesota Thursdays and the Farm to School program are promoted on the District' website, local media channels, print marketing materials, and more.

The District values direct connections between farmers and our students. Participants in the District' Farm to School program are encouraged (but not required) to visit schools and talk with students and school staff about growing food for school meals. As feasible, the District hopes to coordinate staff and student visits to farms. The District understands the busy nature of farm life, so educational opportunities may be tailored to the interest level and capacity of each farmer.

Learn more about the District' Farm to School education and promotion at http://nutritionservices.mpls.k12.mn.us/f2s_program.

SECTION III: MPS Appendix Documents

1. Response Cover Page
2. Response Form
3. Pricing and Availability Form
4. Reference Pricing

APPENDIX 1: RESPONSE COVER PAGE

Farm/Organization Information
Name of Farm/Organization:
RFP Contact Person's Full Name and Title:
RFP Contact Person's Email Address:
RFP Contact Person's Phone Number:
Physical Office Address:
Date (Month/Year) the organization was formed:

APPENDIX 2: RESPONSE FORM

SECTION 1: FARM/ORGANIZATION INFORMATION

1. Farm/Organization Name: _____
2. Website (if you have one): _____
3. Primary Contact Name: _____
Expected to communicate by phone/email in a timely manner regarding availability and orders.
4. Primary Contact Title: _____
5. Work Phone: _____ Cell Phone (if different): _____
6. Email: _____
7. Secondary Contact Name: _____
When Primary Contact is unavailable.
8. Secondary Contact Title: _____
9. Work Phone: _____ Cell Phone (if different): _____
10. Email: _____
11. Who is responsible for invoicing and payment? Primary Contact Secondary Contact Other:
Name: _____ Phone Number: _____
Email address: _____
12. Farm/Organization Physical Address: _____

13. Mailing Address (if different): _____

14. Type of organization (circle one): LLC 501c3 Other: _____
15. Is farm/organization able to handle payments remitted to one central location? Yes No
16. Number of seasons farm/organization has been selling produce (not including 2016): _____

17. Farm/organization’s total gross fresh produce sales (in dollar value) for:

2014 growing season: _____ 2015 growing season: _____

19. What is the ideal, approximate dollar value of produce farm/organization would like to sell to MPS during the 2016-2017 school year? _____

20. Describe the delivery vehicle that will make most or all deliveries to MPS.

21. Does farm/organization have any existing or potential conflict of interest, direct or indirect, with MPS? If yes, please state the potential conflict of interest.

22. How many farms intend to provide produce to MPS as part of this proposal? One Two or more
If the answer is one, please skip Section 2 and continue with Section 3: Response Questions.

SECTION 2: ORGANIZATIONS REPRESENTING MULTIPLE FARMS

1. Please describe the services organization provides to the farmers it represents.

2. Projected number of Full Time Equivalent (FTE) employees at organization (peak 2016 season): _____

3. Projected number of farms total (total) represented by/belonging to organization (2016 season): _____

4. Please fill out the following about the farms represented by/belonging to organization intending to sell to MPS as part of this proposal. Attach additional information if necessary.

Farm Name	Farm Owner/Operator	Farm Physical Address

SECTION 3: RESPONSE QUESTIONS

1. What is the farm/organization’s mission?

2. Why is the farm/organization interested in selling produce to the District?

3. Please describe the farm/organization’s commitment to sustainable growing practices in detail.

4. Please describe the farm/organization staff structure that will be in place for the 2016 season as it pertains to the provision of services to MPS. Consider including an organizational chart to illustrate (add as Appendix attachment if necessary).

5. Describe the organization’s traceability process. How will the organization be able to source identify produce provided to MPS?

6. The District values equity and diversity. How does farm or organization support/demonstrate Supplier Diversity (where you procure supplies) and Employee Diversity (employees/owners)?

7. The District's key objective is to get the best overall value for our students, taking into account quality, cost, service, diversity, community involvement, sustainability and other relevant values, for the products and services we intend to acquire. Because one of our objectives is to reduce our cost of doing business, how will you help us accomplish this objective without compromising these values?

8. Is a representative from the farm/organization interested in partnering with the District to educate students about farming and local food? Check all that apply.

- Pen pals with a classroom Visits to classrooms/cafeterias
 Farm field trips Special educational events

SECTION 4: FARM INFORMATION

Please fill out the following information for the farm(s) that intend(s) to provide produce to MPS through this proposal. Organizations representing multiple, unique farms are encouraged to provide clarification and additional information as needed regarding specific farms as an attached Appendix.

1. Does farm have any certifications related to on-farm sustainability practices? Check all that apply.

- Certified Naturally Grown Certified Organic Other: _____

2. Did farm(s) have third-party approved GAP audit valid during the 2015 growing season? Yes No
If yes, please list specific GAP certified produce items and skip to Section 3 - Experience & References.

3. Does farm have a draft of a Food Safety Plan? Yes No
Farms are strongly encouraged, but not required, to include a draft Food Safety Plan in the Appendix.

4. Does farm keep logs or documentation of food safety related information? Yes No

5. Will farm have product liability insurance coverage of at least \$1 million by June 1, 2016? Yes No

6. Has farm had a water test performed in the past year, with passing results for E. Coli, Listeria, Coliforms, and Nitrates? Yes No Other: _____

SECTION 3: EXPERIENCE & REFERENCES

1. Has farm/organization sold produce to a school/school district (excluding MPS) in the past two seasons? If so, please fill out the following:

Name of School/District	When did you sell to them?	Which item(s) did you provide?	Average order size (dollar value)?

2. Has farm/organization sold produce to large institutional or wholesale buyers, such as colleges, grocery stores, restaurant chains, hospitals or produce companies in the past 2 years? If so, please fill out the following:

Organization	When did you sell to them?	Which item(s) did you provide?	Average order size (dollar value)?

Please list contact information for two references representing customers from within the past two seasons who are familiar with your farm/organization. School, institutional or wholesale buyers are preferred.

Reference 1: Organization Name: _____

Name of contact most familiar with farm/organization: _____

Contact's Role/Position: _____

Phone: _____ Email: _____

Reference 2: Organization Name: _____

Name of contact most familiar with farm/organization: _____

Contact's Role/Position: _____

Phone: _____ Email: _____

Is there any further information pertinent to this RFP that you wish to add?

APPENDIX 4: PRICING & AVAILABILITY FORM

Please read all of this information before filling out the Form below.

Indicated in the Form below are the quantities of specific produce items available locally and seasonally that MPS intends to procure during the 2016/2017 school year. **The quantities below are approximate.** MPS has put forth its best effort to estimate the expected frequency of orders and the total overall produce needs of specific items available locally. Just as farms face unexpected supply issues due to weather or other circumstances, MPS may face unexpected changes in demand. MPS will put forth a good faith effort to keep quantities ordered similar to what is listed in the Form below, and employ good communication to make sure any changes in demand are communicated as soon as possible. Farmers are expected to do the same. Exact quantities for specific produce orders will be communicated weekly via Purchase Orders as describe in Section D-11, Ordering.

The 2016-2017 school year for MPS runs from August 29, 2016 through June 9, 2017. Orders and deliveries will start the week school begins in most cases – the week of August 29, 2016. Farms are encouraged to be clear about the proposed expected duration of availability throughout the season in the Notes section.

Reference pricing is listed below the Form from a variety of local, non-local, organic, sustainable and conventional produce sources.

Each item has a section for notes. You are strongly encouraged to add notes to clarify or add information that will help MPS make a decision about the product, including but not limited to:

- *If you intend to source produce from more than one farm, indicate farm source for each produce item that you are bidding on.*
- Specific variety or varieties of produce farm intends to grow
- Any cosmetic or size descriptions that will save money and keep yields high
- Features of that variety that impact quality, flavor, storage capacity, sustainability, etc.
- Whether the item is a high priority item they'd like to grow for MPS (and why)
- Whether or not item is grown using a GMO seed/start

Additional notes for filling out the Form:

- You may fill out information for one, some or all of the produce items listed in the Form.
- You may be awarded none, one or multiple produce items listed in the Form.
- Filling in the price for standard and bulk pack (if applicable) of the item indicates that farm is proposing to provide that item for MPS. You will have a chance to turn down awarded items if you are finalists for more items than you can handle.
- If you can only provide only a portion of the desired quantity, indicate so.
- You may indicate the availability of additional items not listed in the space below the form.

Please contact Andrea Northup at andrea.northup@mpls.k12.mn.us with any questions about this RFP. After 4:00 PM Friday February 19, 2016 no questions or inquiries will be allowed.

Estimate of how much MPS will use for the duration of the **average** seasonal availability/storage based on delivery quantities/frequencies expressed. This is dependent on the growing season and conditions in 2016. If farm/organization proposes a longer or shorter availability season due to greenhouse, hoop house, storage or other capacity, please indicate so in the Expected Months Available section (**this is encouraged**). Sometimes total quantity might not match delivery x frequency because both are approximate.

Farm/organization may propose the delivered price for the produce item per unit expressed in the quantity (for example, per pound or per head). This price is for **bulk pack**, such as a 500 pound tote or pumpkin bin (if applicable).

Fruit or vegetable MPS is looking for

How the product should be washed and packed for delivery.

Produce Item	Product Description/Usage	Wash/Pack Description	Delivery Quantity/Frequency	Total 2016-17 Quantity	Additional Notes	Price, typical pack size	Price, bulk pack (e.g. 500# tote)	Expected Months Available
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How MPS will ultimately use the product, with some notes about sizing, product specifications, and ranges of cosmetic imperfection

Description of approximately how frequent and how large MPS expects deliveries will be during the season

Any additional notes or information MPS may add to assist farmers in filling out their responses

Farm/organization indicates the delivered price for the produce item per unit expressed in the quantity (for example, per pound or per head). This price is for a **standard pack** in a clean, new box.

Farm/organization indicates the expected months (including storage) that the product will be available to MPS.

MPS FARM TO SCHOOL RFP # XXX

Produce Item	Product Description/Usage	Wash/Pack Description	Delivery Quantity/Frequency	Total 2016-17 Quantity	Additional Notes	Price, typical pack size	Price, bulk pack (e.g. 500# tote)	Expected Months Available
Apples - Eating	Small apple (125-138ct) in good shape cosmetically for picky student eaters. Sweet, crisp, tart, unique varieties preferred.	Fully washed, ready to eat, 40# case	175 - 40# cs deliveries once per month from Sep thru May. Two instances of 125 - 40# cs deliveries.	1,700 cs total	Farmers encouraged to specify varieties, months available, and case counts.	\$_____ per 40# case	N/A	
Apples – Eating Notes:								
Apples - Baking	Large baking apple (bigger the better) hard and flavorful. Will peel and cut for Apple Crisp or other baked recipes. Cosmetic imperfections are fine since we will peel and cook.	Fully washed 40# case	80 - 40# cs delivered once in Nov and once in Feb	160 cs total	Farmers encouraged to specify varieties, months available, and case counts.	\$_____ per 40# case	\$_____ per pound	
Apples – Baking Notes:								
Beet	For dicing and roasting as a hot side dish. The bigger the better (larger than baseball sized).	Rinsed and free of debris/soil. Trimmed, bulk, no leaves, minimal stems.	700# per month from Sep thru Feb	5,000# total		\$_____ per pound (packed in 25# sacks)	\$_____ per pound (bulk pack)	
Beet Notes:								

MPS FARM TO SCHOOL RFP # XXX

Produce Item	Product Description/Usage	Wash/Pack Description	Delivery Quantity/Frequency	Total 2016-17 Quantity	Additional Notes	Price, typical pack size	Price, bulk pack (e.g. 500# tote)	Expected Months Available
Broccoli	For florets raw in salad bars or roasted/cooked. The bigger the crowns the better.	Free of debris/soil knocked off.	1,250# every two weeks from Sep thru Nov	7,600# total	Specify whether price is with stems or crown cut.	\$_____ per pound (packed in bushel 1/9)	\$_____ per pound (bulk pack)	
Broccoli Notes:								
Brussels Sprouts	Roasted as hot side dish, shredded in cold salad/slaw. 1-2" in diameter, trimmed, no browning.	Free of soil/debris.	One 300# delivery and one 250# delivery in Oct or Nov	550# total		\$_____ per pound (packed in 25# carton)	\$_____ per pound (bulk pack)	
Brussels Sprouts Notes:								
Cabbage, Green	Shredded in coleslaw. Tight, firm, large heads are best.	Outside 1-2 wrapper leaves removed, unwashed.	500# deliveries every other month from Sep thru Jan	1500# total		\$_____ per pound (packed in 45# bin)	\$_____ per pound (bulk pack)	
Green Cabbage Notes:								
Carrot	For coins, sticks, matchstick used raw or cooked. Large, long carrots with wide, relatively uniform diameter >1" preferred. Ideally for use un-peeled. Some cosmetic defects okay as long as yield is good.	Rinsed, free of excess soil/debris.	900# deliveries every week from Sep thru mid April (could combine for bi-weekly deliveries)	24,000# total		\$_____ per pound (packed in 25# or 50# sacks)	\$_____ per pound (bulk pack)	
Carrot Notes:								

MPS FARM TO SCHOOL RFP # XXX

Produce Item	Product Description/Usage	Wash/Pack Description	Delivery Quantity/Frequency	Total 2016-17 Quantity	Additional Notes	Price, typical pack size	Price, bulk pack (e.g. 500# tote)	Expected Months Available
Carrot, Rainbow	Blend of yellow, purple, and orange carrots for coins. Large, long carrots with wide, relatively uniform diameter >3/4" preferred. Ideally for use un-peeled. Some cosmetic defects okay as long as yield is good.	Rinsed, free of excess soil/debris.	Four 1,000# deliveries during Oct-Dec	4,000# total		\$_____ per pound (packed in 25# or 50# sacks)	\$_____ per pound (bulk pack)	
Rainbow Carrot Notes:								
Cauliflower, Multicolor	For florets raw in salad bars or roasted/cooked. Blend of purple, orange and/or white cauliflower. The bigger the better (9ct). Hardy varieties (to minimize flowering or browning) preferred.	Free of debris/soil knocked off.	1,050# deliveries every other week from Sep thru mid Nov	5,200# total		\$_____ per pound (packed in cauliflower box)	\$_____ per pound (bulk pack)	
Cauliflower, Multicolor Notes:								
Corn, Sweet	Ears that will be husked, halved, and served as hot vegetable option.	48 ears/bushel, with husks	210 bushels delivered twice in September	420 bushels total		\$_____ per bushel	N/A	
Sweet Corn Notes:								

MPS FARM TO SCHOOL RFP # XXX

Produce Item	Product Description/Usage	Wash/Pack Description	Delivery Quantity/Frequency	Total 2016-17 Quantity	Additional Notes	Price, typical pack size	Price, bulk pack (e.g. 500# tote)	Expected Months Available
Cucumber	Sliced on salad bars or diced in salads. Large, long, sweet, relatively straight burpless varieties preferred. Cosmetic issues are ok (not hard/woody).	Fully washed.	625# delivered weekly in September	2,500# total		\$_____ per pound (packed in bushel+1/9)	N/A	
Cucumber Notes:								
Green Bean	Fresh on salad bars, steamed or roasted as hot vegetable option. Interested in green, yellow, or multicolored sweet beans for eating raw.	Unwashed, untrimmed, minimal soil/debris.	1,200# delivered three times in September	3,500#		\$_____ per pound (packed in ½ bushel box)	\$_____ per pound (bulk pack)	
Green Bean Notes:								
Herb, Basil	Used in recipes and as garnish.	Free of soil/debris. Bunched.	750 bunches total in September, deliveries weekly	750 bunches total	If you can provide herbs longer than just September, indicate in Notes.	\$_____ per bunch (packed in ½ bushel box)	N/A	
Basil Notes:								
Herb, Cilantro	Used as condiment, in recipes, or as garnish.	Free of soil/debris. Bunched.	1,600 bunches total in September, deliveries weekly	1,600 bunches total	If you can provide herbs longer than just September, indicate in Notes.	\$_____ per bunch (packed in ½ bushel box)	N/A	
Cilantro Notes:								

MPS FARM TO SCHOOL RFP # XXX

Produce Item	Product Description/Usage	Wash/Pack Description	Delivery Quantity/Frequency	Total 2016-17 Quantity	Additional Notes	Price, typical pack size	Price, bulk pack (e.g. 500# tote)	Expected Months Available
Herb, Dill	Used in recipes and as garnish.	Free of soil/debris.	200 bunches total in September, deliveries every other week	200 bunches total	If you can provide herbs longer than just September, indicate in Notes.	\$_____ per bunch (packed in ½ bushel box)	N/A	
Dill Notes:								
Herb, Parsley	Used in recipes and as garnish. Flat leaf Italian variety.	Free of soil/debris. Bunched.	250 bunches total in September, deliveries every other week	250 bunches total	If you can provide herbs longer than just September, indicate in Notes.	\$_____ per bunch (packed in ½ bushel box)	N/A	
Parsley Notes:								
Kale	Shredded for use in salad bar lettuce blend and specialty salads (raw). Hardy, curly leaf green and/or purple varieties preferred for best yield and season extension capacity.	Free of soil/debris.	65-24ct cases per week from Sep thru Dec	1,000-24ct cases total		\$_____ per bunch (packed in 24ct box)	\$_____ per bunch (bulk pack)	
Kale Notes:								
Kohlrabi	Raw served as "sticks" for snack or on salad bar. The bigger the better, cosmetic defects are fine.	Rinsed and free of debris/soil. Trimmed, bulk.	730# every other week from Sep thru Dec	5,850# total		\$_____ per pound (packed in bushel+1/9)	\$_____ per pound (bulk pack)	
Kohlrabi Notes:								

MPS FARM TO SCHOOL RFP # XXX

Produce Item	Product Description/Usage	Wash/Pack Description	Delivery Quantity/Frequency	Total 2016-17 Quantity	Additional Notes	Price, typical pack size	Price, bulk pack (e.g. 500# tote)	Expected Months Available
Romaine	Served chopped in salads. Large heads preferred.	Free of soil/debris.	10,500 heads per month from Sep thru May	94,250 heads total		\$_____ per head (packed in 24ct box)	N/A	
Romaine Notes:								
Melon, Cantaloupe	For salad bars, cubed or wedges (with skin-on). Large varieties are better (for better yields).	Free of soil/debris.	1,000# per week in September	4,000# total	Specify average weight per melon of the variety proposed.	\$_____ per pound (packed in flat melon box)	\$_____ per pound (bulk pack)	
Cantaloupe Notes:								
Melon, Honeydew	For salad bars, cubed or wedges (with skin-on). Large varieties are better (for better yields).	Free of soil/debris.	750# per week in September	3,000# total	Specify average weight per melon of the variety proposed.	\$_____ per pound (packed in 30# case)	\$_____ per pound (bulk pack)	
Honeydew Notes:								

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Produce Item	Product Description/Usage	Wash/Pack Description	Delivery Quantity/Frequency	Total 2016-17 Quantity	Additional Notes	Price, typical pack size	Price, bulk pack (e.g. 500# tote)	Expected Months Available
Melon, Watermelon	For salad bars, wedges (with skin-on). Large watermelon are best (for better yield). Seedless preferred.	Free of soil/debris.	875# per week in September	3,500# total	Specify average weight per melon of the variety proposed. Specify seeded or seedless variety.	\$_____ per pound (packed in 50-60# carton)	\$_____ per pound (bulk pack)	
Watermelon Notes:								
Pepper, Jalapeño	Used in recipes and as condiment diced. Large size okay (but not woody). Cosmetic issues, turning red, or misshapen peppers are okay.	Free of soil/debris.	30# per week in Sep & Oct	250# total		\$_____ per pound (packed in 10# case)	\$_____ per pound (bulk pack)	
Jalapeno Notes:								
Pepper, Red	Used diced in recipes or strips on salad bars. Large size (but not woody) and slightly misshapen is okay. Cosmetic issues or some green coloring is ok.	Free of soil/debris.	625# per week in Sep & Oct	5,000# total		\$_____ per pound (packed in bushel+1/9)	N/A	
Red Pepper Notes:								
Potato, Red	Large (Grade A) red skinned potato for dicing and roasting or dicing in potato salad (with skin on). The bigger the better. Cosmetic imperfections okay.	Rinsed, free of soil/debris.	3,200# per month from Sep thru Apr, weekly or bi-weekly deliveries	25,600# total		\$_____ per pound (packed in 50# case)	\$_____ per pound (bulk pack)	
Red Potato Notes:								

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Produce Item	Product Description/Usage	Wash/Pack Description	Delivery Quantity/Frequency	Total 2016-17 Quantity	Additional Notes	Price, typical pack size	Price, bulk pack (e.g. 50# tote)	Expected Months Available
Potato, Russet Small	Uniformly sized small (Grade B) russet potato to use for wedged roasted potatoes with skin on. Some cosmetic imperfections are okay.	Rinsed, free of soil/debris.	1,700# once per month from Sep thru Apr	13,600# total		\$_____ per pound (packed in 50# case)	N/A	
Small Russet Potato Notes:								
Potato, Russet Large	Uniformly sized large (Grade A) russet potato to use for baked potatoes and mashed potatoes. Should be #1 product with minimal imperfections.	Rinsed, free of soil/debris.	500# every other week from Sep thru Apr	8,500# total		\$_____ per pound (packed in 50# case)	N/A	
Large Russet Potato Notes:								
Potato, Small	Uniformly small (Grade C) potatoes for roasting whole or halved. Multicolor, unique, or regular varieties okay (specify in notes).	Rinsed, free of soil/debris.	900# deliveries every month from Sep thru Feb	5,400# total		\$_____ per pound (packed in 50# case)	N/A	
Small Potato Notes:								
Potato, Sweet or Yam	Large (Grade A) orange flesh sweet potato or yam to use as roasted wedges or roasted diced (with skin on). Cosmetic imperfections okay but not too curvy/knobby so we get a good yield when dicing.	Rinsed, free of soil/debris.	900# deliveries every other week from Sep thru Feb	10,800# total	Describe variety in notes.	\$_____ per pound (packed in bushel+1/9)	N/A	
Sweet Potato/Yam Notes:								

MPS FARM TO SCHOOL RFP # XXX

Produce Item	Product Description/Usage	Wash/Pack Description	Delivery Quantity/Frequency	Total 2016-17 Quantity	Additional Notes	Price, typical pack size	Price, bulk pack (e.g. 500# tote)	Expected Months Available
Potato, Yellow	Large (Grade A) light skinned yellow flesh potato for dicing and roasting with skin on. The bigger the better. Cosmetic imperfections okay.	Rinsed, free of soil/debris.	1,200# deliveries every other month Sep thru Apr	4,800# total		\$ _____ per pound (packed in 50# case)	N/A	
Yellow Potato Notes:								
Radish, Red	Red radishes for quartering or slicing for salad bars (raw). Open to long or large varieties for better yields when cutting/slicing.	Rinsed and free of debris/soil. Trimmed (no leaves/ stems).	300# deliveries each week Sep thru Oct	2,250# total		\$ _____ per pound (packed in 25# sack)	N/A	
Red Radish Notes:								
Radish, Beauty Heart	Used for slicing on salad bars (raw, unpeeled). Sizes can vary.	Rinsed, free of soil/debris. Trimmed, bulk.	1,080# per month from Sep thru Jan	5,400# total		\$ _____ per pound (packed in 25# sack)	\$ _____ per pound (bulk pack)	
Beauty Heart Radish Notes:								
Snap Peas	Used raw as fresh veggie option.	Free of soil/debris, untrimmed.	175# per week in September	750# total		\$ _____ per pound (packed in bushel+1/9)	N/A	
Snap Pea Notes:								

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Produce Item	Product Description/Usage	Wash/Pack Description	Delivery Quantity/Frequency	Total 2016-17 Quantity	Additional Notes	Price, typical pack size	Price, bulk pack (e.g. 500# tote)	Expected Months Available
Squash, Butternut	For dicing and roasting. The bigger the better! Cosmetic imperfections okay.	Free of soil/debris.	1080# delivered once per month from Oct thru Mar	6,500# total		\$_____ per pound (packed in bushel+1/9)	\$_____ per pound (bulk pack)	
Butternut Squash Notes:								
Squash, Delicata	For cutting and roasting with skin-on as hot vegetable side on-time feature. Should be relatively uniform size and larger than 6" long.	Free of soil/debris.	800# delivered once in December or January	800# total		\$_____ per pound (packed in bushel+1/9)	\$_____ per pound (bulk pack)	
Delicata Squash Notes:								
Squash, Spaghetti	For halving and roasting as a hot vegetable side one-time feature.	Free of soil/debris.	800# delivered once in December or January	800# total		\$_____ per pound (packed in bushel+1/9)	\$_____ per pound (bulk pack)	
Spaghetti Squash Notes:								
Tomato, Grape	For serving as salad bar option or in pre-made salads.	Free of soil/debris. In pints or bulk clamshells.	440# delivered weekly in September	1,750# total		\$_____ per pint (packed in 12/1pt box)	\$_____ per pint (bulk pack)	
Grape Tomato Notes:								

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Produce Item	Product Description/Usage	Wash/Pack Description	Delivery Quantity/Frequency	Total 2016-17 Quantity	Additional Notes	Price, typical pack size	Price, bulk pack (e.g. 500# tote)	Expected Months Available
Tomato, Vine Ripe	Red, flavorful, vine-ripened large tomato for slicing, wedging or dicing (used in multiple fresh applications such as on salad bars, sandwich station lines, or fresh salsa). Cosmetic imperfections are okay.	Free of debris/soil.	1,750# per month Sep thru May	15,750# total		\$_____ per pound (packed in ½ Bu or 11# boxes)	N/A	
Vine Ripe Tomato Notes:								

Note any additional items you think MPS might be interested in here:

APPENDIX 5: REFERENCE PRICING

The following table shows reference pricing for early fall (September or October) 2015 pricing from a variety local, non-local, organic, sustainable and conventional produce sources. Indicated in **BOLD** are local items.

Item	Quantity	MPS Farm to School 2015 pricing, some seconds, mix of organic and sustainably grown	Chicago Terminal Market seasonal average (USDA AMS) – Conventional	USDA Chicago Terminal Market seasonal average (USDA AMS) – Organic	Coop Partners Price List, all certified organic	Organic Valley, #1 Product, certified organic
Beet	Per pound	\$0.80	\$0.57	\$1.04	\$1.39	\$0.83
Broccoli	Per pound	\$1.50 (just crowns)	\$0.95 (just crowns)	\$1.67	\$1.71	\$1.20
Brussels Sprouts	Per pound	\$2.50			\$5.49	
Cabbage, Green	Per pound	\$0.60	\$0.39	\$0.81	\$1.41	\$0.49
Carrot	Per pound	\$0.90	\$0.43	\$0.62	\$1.39	
Carrot, Rainbow	Per pound					
Cauliflower, Multicolored	Per pound	\$1.50	\$0.86	\$1.43	\$1.48	
Sweet Corn	Per bushel		\$19.36			
Cucumber	Per pound	\$0.50	\$0.40	\$0.78	\$2.28	\$1.05
Green Bean	Per pound		\$0.59	\$0.68	\$2.24	\$0.76
Herb, Basil	Per pound		\$4.96		\$10.50	
Herb, Cilantro	Bunch		\$0.58	\$0.92	\$1.17	
Herb, Dill	Bunch		\$0.91	\$1.27	\$1.43	
Herb, Parsley	Bunch			\$1.00	\$1.17	
Kale	24ct case	\$22.00	\$13.13	\$24.50	\$32.40	\$23.50
Kohlrabi	Per pound	\$1.50	\$27.25/24 bunches			
Romaine	24ct case		\$19.08	\$29.50	\$45.75	
Melon, Cantaloupe	Per pound	\$0.60	\$0.36 (9s)	\$0.53 (12s)	\$0.80	
Melon, Honeydew	Per pound	\$0.60	\$0.35 (9s)	\$0.60		

MPS FARM TO SCHOOL RFP # XXX

Item	Quantity	MPS Farm to School 2015 pricing, some seconds, mix of organic and sustainably grown	Chicago Terminal Market seasonal average (USDA AMS) – Conventional	USDA Chicago Terminal Market seasonal average (USDA AMS) – Organic	Coop Partners Price List, all certified organic	Organic Valley, #1 Product, certified organic
Melon, Watermelon	Per pound	\$0.60	\$0.30	\$0.37		
Pepper, Jalapeño	Per pound	\$2.00	\$0.58	\$3.00	\$3.10	
Pepper, Red	Per pound		\$1.00	\$1.52		
Potato, Red	Per pound	\$0.32	\$0.42	\$0.25	\$0.44	
Potato, Russet Small	Per pound	\$0.32				
Potato, Russet Large	Per pound		\$0.26		\$0.70	\$0.68
Potato, Sweet or Yam	Per pound		\$0.50	\$1.36	\$1.35	
Potato, Yellow	Per pound	\$0.32	\$0.41		\$0.54	\$0.75
Radish, Red	Per bunch		\$0.52		\$1.46	
Radish, Beauty Heart	Per pound	\$0.90			\$1.44	
Snap Peas	Per pound		\$3.00			
Squash, Butternut	Per pound	\$0.51	\$0.37	\$0.73	\$0.66	\$0.56
Squash, Delicata	Per pound		\$0.40		\$1.06	\$0.71
Squash, Spaghetti	Per pound		\$0.37	\$0.63	\$0.85	\$0.71
Tomato, Grape	Per 12ct		\$12.71	\$18.95	\$28.05	
Tomato, Vine Ripe	Per pound	\$0.98	\$0.70	\$1.23	\$2.50	