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MINNEAPOLIS  
PUBLIC SCHOOLS

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**Request for Proposal (RFP) for  
FARM TO SCHOOL FRESH PRODUCE  
RFP #: 21-10**

**Minneapolis Public Schools - Special School District No. 1**

1250 West Broadway Ave.  
Minneapolis, Minnesota 55411-2533  
Nevonia Rainwater  
Issued: January 19, 2021

**TABLE OF CONTENTS**

**I. Overview**

- A. Project Objective
- B. Schedule of Proposal
- C. **Mandatory** Intention to Submit Proposal Form – Online
- D. **Mandatory** Pre-Bid Conference Call
- E. Submission of Written Questions
- F. Changes to the RFP
- G. Preparation of Proposal
- H. Submission of Proposals
- I. Withdrawal of Proposals
- J. Evaluation and Selection Process
- K. Effective Period of Proposals
- L. Bid Reservations
- M. Notification of Vendors
- N. Negotiations
- O. Award of Goods and Contracts
- P. Agreement and Contract Terms
- Q. Disposition of Proposals
- R. Cost Incurred in Responding
- S. Assignment
- T. Causes for Termination

**II. Scope of Services**

- A. Project Background
- B. Farm to School Program Goals
- C. Culinary & Wellness Services Organization
- D. Description of Expected Services
  - 1. Documentation
  - 2. Food Safety
  - 3. Workshop Participation
  - 4. Site Visit and Follow-Up
  - 5. Insurance Coverage
  - 6. Specifications and Pack Sizes
  - 7. Quality Assurance
  - 8. Traceability
  - 9. Ordering
  - 10. Delivery
  - 11. Invoicing & Payment Requirements
  - 12. Audits
  - 13. Education and Engagement

**III. Appendix Documents**

- 1. Response Cover Page
- 2. Response Form
- 3. Pricing and Availability Form
- 4. Reference Pricing
- 5. Selection Criteria

## SECTION I: OVERVIEW

### A. Project Objective

Minneapolis Public Schools is seeking proposals from organizations and individuals wishing to provide specific Farm to School fresh produce items available locally and seasonally for Summer 2021 and the 2021-2022 school year.

Minneapolis Public Schools (MPS) or Special School District Number 1 (SSD #1) is a school district that is coterminous with the City of Minneapolis, Minnesota. With authority granted by the state legislature, the school board makes policy, selects the superintendent, and oversees the district's budget, curriculum, personnel, and facilities. Students speak ninety different languages at home and most school communications are printed in English, Hmong, Spanish, and Somali. 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 is coordinated by the Culinary & Wellness Services department. The program aims to provide students fresh, high-quality produce and education about local food, nutrition and sustainable agriculture. The District is particularly interested in partnering with small and medium sized farms, farms in which families own or control decision making on the farm, and emerging farmers – including women, people of color, immigrants, young and beginning farmers, Native Americans, and veterans. The District defines "local" as within 250 miles of Minneapolis. More information about Minneapolis Public Schools (MPS) Culinary & Wellness Services and the Farm to School Program can be found online: [https://cws.mpls.k12.mn.us/f2s\\_program](https://cws.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 background information regarding MPS that will be relevant to the proposal of Farm to School Fresh Produce.

**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:	Tuesday, January 19, 2021
2. <u>Mandatory</u> Intention to Submit Form Due	12:00 PM Tuesday, February 2, 2021
3. <u>Mandatory</u> Pre-Bid Conference Call:	2:00 PM Wednesday February 3, 2021
4. Written Questions Due:	4:00 PM Friday, February 5, 2021
5. Responses to Questions Posted:	4:00 PM Monday, February 8, 2021
6. Proposals Due:	2:00 PM Friday, February 12, 2021
7. Finalists Selected & notified:	Friday, February 19, 2021
8. Award Bid – Selection:	Wednesday, February 24, 2021
9. Implementation:	Friday, June 11, 2021

**C. Mandatory Intention to Submit Proposal Form – Online**

In order for your organization to receive updates to this Request for Proposal, including responses to submitted questions from all participating firms, please complete the mandatory **Intention to Submit a Proposal Form** at <https://forms.gle/3a1CAu7W9dNGv1Pj6> by **12:00 PM Tuesday, February 2, 2021**. This will allow the District to provide timely information to interested parties. This form is mandatory. If it is not submitted online by 12:00 PM Tuesday, February 2, 2021, the organization will not be able to participate in the Farm to School Fresh Produce RFP #21-10.

**D. Mandatory Pre-Bid Conference Call**

The District will hold a **mandatory pre-bid conference call on Wednesday, February 3, 2021 at 2:00 PM Central Standard Time**. The District will review the RFP process and answer any questions at this time.

The phone number for the Mandatory Pre-Bid Conference Call will be emailed by 4:00 PM Tuesday February 2, 2021 to all organizations who complete the Mandatory Intention to Submit a Proposal Form. Participants should call the provided number at 2:00 PM Wednesday, February 3, 2021 Central Standard Time for the Mandatory Pre-Bid Conference Call.

**E. Submission of Written Questions**

After the Mandatory Pre-Bid Conference Call, all questions about the RFP shall be submitted by e-mail by **4:00 PM Friday February 5, 2021** to: Nevonía Rainwater, [Nevonia.Rainwater@mpls.k12.mn.us](mailto:Nevonia.Rainwater@mpls.k12.mn.us). The District will post written responses to questions from prospective Proposers no later than 4:00 PM Monday, February 8, 2021 on the MPS Procurement website: [https://procurement.mpls.k12.mn.us/open\\_bids\\_and\\_proposals](https://procurement.mpls.k12.mn.us/open_bids_and_proposals).

**After 4:00 PM Friday February 5, 2021, 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.

**F. Changes to the RFP**

Vendors who are registered with MPS 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 a Proposal 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 proposal.
2. For ease of review, the RFP must be submitted in the appropriate order. **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)
3. Applicants may wish to submit additional supplemental materials to support information provided in the Response Form and Pricing & Availability Form. 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.). **Although there is no page limitation for the Appendix, it should not be excessive in length.**

4. Additional circumstances that may lead to a proposal not being reviewed and/or selected:
  - a. Proposal was received after the deadline, which includes after the deadline date and also after the deadline 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 proposal is missing or incomplete.
  - d. The proposal does not meet length, font, or other formatting requirements.

#### H. Submission of Proposals

**In order to be considered for selection, organizations must submit a response to this solicitation no later than 2:00 PM Friday, February 12, 2021. Responses should include all components listed above in Section 1 G, Preparation of Proposals. Late proposals shall not be accepted. Responses must be submitted in ONE of the way following ways:**

##### 1. To submit a proposal electronically

Electronic proposals (.doc or .pdf) are to be sent to and must be received by MPS at the email addresses below prior to 2:00 PM on Friday, February 12, 2021:

- a. Email proposals to: Nevonía Rainwater: [Nevonia.Rainwater@mpls.k12.mn.us](mailto:Nevonia.Rainwater@mpls.k12.mn.us)
- b. Copy to the following:
  - i. MPS Procurement: [RFX@mpls.k12.mn.us](mailto:RFX@mpls.k12.mn.us)
  - ii. Kate Seybold – MPS Farm to School Coordinator: [kate.seybold@mpls.k12.mn.us](mailto:kate.seybold@mpls.k12.mn.us)
- c. Subject to read: "RFP #21-10 Farm to School Fresh Produce: BID FROM "Company/Organization"
- d. MPS will reply to sender that email was received and that documents (.doc or .pdf) are viewable.

##### 2. OR, to submit a physical proposal:

Mail one physical copy and one electronic copy on a USB flash drive to:

Nevonía Rainwater  
 Minneapolis Public Schools  
 1250 West Broadway Ave.  
 Minneapolis, MN 55411

**Proposals only need to be submitted in ONE way: electronically via email or mailed in.** 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, 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. 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 delivered to [RFX@mpls.k12.mn.us](mailto:RFX@mpls.k12.mn.us). This written request can be either electronic or a hard copy format.

#### J. Evaluation and Selection Process

1. The Farm to School Fresh Produce Evaluation Committee members will include members of the MPS Culinary & Wellness Services department.
2. 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 agreement or contract discussions (depending on MPS need) 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.
3. Consensus on proposal selection will be determined by the Evaluation Committee reaching consensus on the selection. The Farm to School Fresh Produce Evaluation Committee members will use a rubric to evaluate the responses to the questions posed in this RFP. The rubric is based on the selection criteria outlined in Appendix 5 to RFP.
  4. 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 technical 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.
  5. The Evaluation Committee will then only consider those proposals that meet the minimum service requirements for further evaluation. The Evaluation Committee will evaluate and score the vendor with regard to the selection criteria that the Evaluation Committee outlined in Appendix 5 to RFP.
  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 partnership. 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 April 1, 2021 or until an agreement or contract is finalized, whichever comes first. While the District intends to notify finalists by Friday, February 19, 2021, the District will have until April 1, 2021 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 agreement(s) or contract(s) 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. Notification of Vendors**

The Evaluation Committee through the Director of Business Services, Nevonja Rainwater, shall notify all successful and unsuccessful vendors no later than the award recommendation and approval to proceed on Friday, February 19, 2021.

**N. 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 negotiations with the selected organization(s). If an agreement or contract 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 Goods and Contracts**

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 organizations shall be required to enter into written agreements (Letter of Award) or contracts with the District in a form approved by legal counsel for the District. 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).

**P. Agreement and Contract Terms**

It is the intent to award the agreement or contract of the goods for a one-year period. Proposers must agree to fix good pricing for the full year.

**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 agreement or contract, or right, title of interest, or power to execute such partnership to any person, firm, or corporation without the previous consent in writing by the District.

**T. Causes for Termination**

The District intends for partnerships 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 may terminate the agreement without cause on 90-days' notice. The District 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 Minneapolis Public School 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 34,000 students and 3,200 teaching staff.

70 school programs include:

- ✓ K-5 Schools: 19
- ✓ K-8 Schools: 17
- ✓ Middle Schools (6-8): 5
- ✓ High Schools (9-12): 7

- ✓ Special Education Schools: 2
- ✓ Specialty Schools: 1
- ✓ District Alternative Schools: 4
- ✓ Contract Alternative Schools: 12

Growth projection: Stable  
 Superintendent: Edward Graff  
 Chief Financial Officer: Ibrahima Diop  
 Director, Business Services: Nevon Rainwater  
 Director, Culinary & Wellness Services: Bertrand Weber

#### Current Farm to School 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 farms in the region for the District's school meal programs. At the root of the program is the belief that students, farmers and communities 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 build meaningful partnerships 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.

#### Farm to School Vision

Each year, the program has seen farmers interested in returning as partners, and growth in terms of product varieties and volumes. In the 2019-2020 school year, the District purchased well over 100,000 pounds of fresh produce from small to mid-sized farmers grown using sustainable or certified organic growing practices within 250 miles of Minneapolis. A total of 13 farms and organizations representing multiple farms in the region currently provide nearly 40 varieties of fresh produce to the District. The District increased the volume and variety of Farm to School produce awarded for the current 2020-2021 school year and intends to do so again for the 2021-2022 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 are reflected in the included Selection Criteria (Appendix 5). 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 & Wellness Services Department

Minneapolis Public Schools (MPS) Culinary & Wellness Services (CWS) is committed to providing quality meals to all students. The department serves true food made from whole, real ingredients that are free of artificial colors, preservatives, and additives. They provide students with fresh, flavorful foods every day and make meals from scratch as often as possible. MPS Culinary & Wellness Services supports the regional food system, community, and environment by consciously seeking sustainable food sources, partnering with local farms, and purchasing from local businesses.

Number of MPS Serving Sites: 67

Number of non-MPS Serving Sites: 3

Approximate Breakfasts Daily: 13,000

Approximate Lunches Daily: 22,000

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

### 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 **Tuesday June 1, 2021**:

- Accurate Food Safety Plan covering on-farm food safety topics covered in Site Visit Checklist (available at [https://cws.mpls.k12.mn.us/uploads/site\\_visit\\_checklist\\_2020.pdf](https://cws.mpls.k12.mn.us/uploads/site_visit_checklist_2020.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 partnership period or one year after the partnership period.
- Certificate demonstrating proof of Liability Insurance (at least \$1 million) valid during the partnership period.
- Current water test results proving passing results generic *E. coli*. Other water tests, such as nitrates and nitrites, are optional. Listeria is NOT required.

## 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 non-GAP certified 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 [https://cws.mpls.k12.mn.us/uploads/site\\_visit\\_checklist\\_2020.pdf](https://cws.mpls.k12.mn.us/uploads/site_visit_checklist_2020.pdf)) relevant to the farm. Food Safety topics will also be explained in detail during the Food Safety Phone Review Sessions in Spring 2021 and tools, resources and training will be provided prior to the Food Safety Plan due date of June 1, 2021. A University of Minnesota (UMN) Extension Food Safety Educator will be available to selected 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 generic *E. coli* must be provided to the District by awarded vendors before June 1, 2021.

## 3. Workshop Participation

Awarded vendors will be required to participate in the following events. Attendance by vendors who have sold to the District in the past year is optional.

- Food Safety Phone Review Sessions – 1-2 hours, Spring 2021  
MPS and the UMN Extension will schedule a review call with each individual vendor to review food safety requirements in detail, provide learning opportunities around specific food safety issues, and offer support and feedback for vendors' food safety plans.
- Institutional Sales Workshop – 1-4 hours, Spring 2021  
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

Staff from the District, UMN Extension, and the District's designated Produce Company 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 months of June and 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. A UMN Extension Educator 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 June-July 2021, 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. The District will provide instructions and a due date to all vendors for providing a Liability Insurance Certificate demonstrating proof of coverage.

## 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 2021 and/or via email communications in Summer 2021. The information and resources provided 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 2021 and via email communications in Summer 2021. Good condition will be at the discretion of the District and/or of the Produce Company upon receipt and inspection of, at minimum, 20% of 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 partnership.

## 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 Summer Food Service Program for MPS will begin in mid-June 2021 and ends in mid-August 2021. Farm to School summer orders will likely begin June 11, 2021. The 2021-2022 school year for MPS begins September 7, 2021 and ends June 10, 2022. Farm to School produce orders for the school year will likely begin on September 2, 2021. MPS will communicate with vendors to identify specific delivery dates for all items.

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 summer and school year draw near, and then will be in weekly communication regarding exact purchase quantities. The District's ability to purchase items is dependent on food service operations, which have been impacted by the COVID-19 pandemic. The

extent to which COVID-19 will continue to affect operations for the 2021-2022 school year is unclear. MPS will put forth a good faith effort to fulfill commitments with awarded vendors and order produce quantities similar to what is described in the Pricing and Availability Form. The District 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 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. Depending on agreement or contract, deliveries will be made to the Produce Company or the District's Culinary Center. 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, whenever possible, to 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 or District, depending on agreement or contract, within 5 business days of delivery via email. Invoices will be paid by the Produce Company or the District 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 identified in the bid. 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 is important for students to know where their food comes from. On the first Thursday of every month during the school year, the District features an entirely locally sourced meal called Minnesota Thursdays. Minnesota Thursdays and the Farm to School program are promoted on the District's website, local media channels, print marketing materials, and more.

The District values direct connections between farmers and our students. Participants in the District's 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's Farm to School education and promotion at [http://cws.mpls.k12.mn.us/f2s\\_program](http://cws.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
5. Selection Criteria

## APPENDIX 1: RESPONSE COVER PAGE

<b>MPS 2021-2022 Farm to School Fresh Produce Proposal</b>
<b>Name of Farm/Organization:</b> Click or tap here to enter text.
<b>RFP Contact Person's Full Name and Title:</b> Click or tap here to enter text.
<b>RFP Contact Person's Email Address:</b> Click or tap here to enter text.
<b>RFP Contact Person's Phone Number:</b> Click or tap here to enter text.
<b>Physical Office Address:</b> Click or tap here to enter text.
<b>Date (Month/Year) the organization was formed:</b> Click or tap here to enter text.

*For printed, physical copy only:*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## APPENDIX 2: RESPONSE FORM

### SECTION 1: CONTACT INFORMATION

1. **Farm/Organization Name:** Click or tap here to enter text.
2. **Website (if you have one):** Click or tap here to enter text.
3. **Primary Contact Name:** Click or tap here to enter text.  
*Expected to communicate by phone/email in a timely manner regarding availability and orders.*
4. **Primary Contact Title:** Click or tap here to enter text.
5. **Work Phone:** Click or tap here to enter text.
6. **Cell Phone (if different):** Click or tap here to enter text.
7. **Email:** Click here to enter text.
8. **Secondary Contact Name:** Click or tap here to enter text.  
*When Primary Contact is unavailable.*
9. **Secondary Contact Title:** Click or tap here to enter text.
10. **Work Phone:** Click or tap here to enter text.
11. **Cell Phone (if different):** Click or tap here to enter text.
12. **Email:** Click or tap here to enter text.
13. **Who is responsible for invoicing and payment?**  
Check one:  Primary Contact  Secondary Contact  Other (fill in below):  
**Name:** Click or tap here to enter text.  
**Phone Number:** Click or tap here to enter text.  
**Email address:** Click or tap here to enter text.
14. **Farm/Organization Physical Address:** Click or tap here to enter text.
15. **Mailing Address (if different):** Click or tap here to enter text.
16. **Type of organization (check one):**  LLC  501c3  Other: Click or tap here to enter text.
17. **Is farm/organization able to handle payments remitted to one central location (check one)?**  Yes  No
18. **How many farms intend to sell 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: Farm Information response questions.*

**SECTION 2: ORGANIZATIONS REPRESENTING MULTIPLE FARMS**

- a. **Please describe the services the organization provides to the farmers it represents.**  
Click or tap here to enter text.
2. **Projected number of Full Time Equivalent (FTE) employees at organization (peak 2021 season):**  
Click or tap here to enter text.
3. **Projected number of farms (total) represented by/belonging to organization (2021 season):**  
Click or tap here to enter text.
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
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

**SECTION 3: 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. **Number of seasons farm/organization has been selling produce (not including 2021):**  
Click or tap here to enter text.
2. **Farm/organization’s total gross fresh produce sales (in dollar value) for:**  
 2019 growing season: Click or tap here to enter text.  
 2020 growing season: Click or tap here to enter text.
4. **What is the ideal, approximate dollar value of produce farm/organization would like to sell to MPS during the 2021-2022 school year?**  
Click or tap here to enter text.
5. **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.**  
Click or tap here to enter text.
6. **Does farm have any certifications related to on-farm sustainability practices? Check all that apply.**  
 Certified Naturally Grown   
  Certified Organic   
  Other: Click or tap here to enter text.



7. Did farm(s) have third-party approved GAP audit valid during the 2020 growing season?  Yes  No

*If yes, please list specific GAP certified produce items and skip to Section 4: Experience & References.*

Click or tap here to enter text.

8. 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.*

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

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

*Please note if truck is refrigerated.*

Click or tap here to enter text.

11. Has farm had a water test performed in the past year with passing results for generic E. coli?

Yes  No  Other: Click or tap here to enter text.

12. Will farm have product liability insurance coverage of at least \$1 million by June 1, 2021?  Yes  No

**SECTION 4: EXPERIENCE & REFERENCES**

1. Has the 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)?
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

2. Has the 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)?
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

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: Click or tap here to enter text.

Name of contact most familiar with farm/organization: Click or tap here to enter text.

Contact's Role/Position: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

**Reference 2:**

Organization Name: Click or tap here to enter text.

Name of contact most familiar with farm/organization: Click or tap here to enter text.

Contact's Role/Position: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

**SECTION 5: RESPONSE QUESTIONS**

**1. What is the farm/organization's mission?**

Click or tap here to enter text.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

**4. Describe the farm/organization's traceability process. How will you be able to identify and trace all produce provided to MPS?**

Click or tap here to enter text.

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

Click or tap here to enter text.

6. 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?

[Click or tap here to enter text.](#)

7. The COVID-19 pandemic has significantly impacted our food system and industry – including food production, distribution, and operations. How has your farm/organization been affected during this time, and how have you responded?

[Click or tap here to enter text.](#)

8. *For new farms/organizations only:* Please describe the farm/organization staff structure that will be in place for the 2021 season as it pertains to the provision of services to MPS. Consider including an organizational chart to illustrate (add as Appendix attachment if necessary).

[Click or tap here to enter text.](#)

9. *For farms/organizations that have previously sold to MPS only:* Please describe plans for 2021 as they pertain to sustaining or improving customer service, quality of product, and/or ability to consistently fill orders.

[Click or tap here to enter text.](#)

10. 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

Farm field trips

Visits to classrooms/cafeterias

Special educational events

**SECTION 6: ADDITIONAL INFORMATION**

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

[Click or tap here to enter text.](#)

## APPENDIX 3: PRICING & AVAILABILITY FORM

**Please read all of this information before filling out the Pricing & Availability Form below.**

Indicated in the Pricing & Availability Form below are the quantities of specific produce items available locally and seasonally that MPS intends to procure during: 1) Summer 2021 and 2) the 2021-2022 school year. **The produce quantities listed 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 – particularly due to the COVID-19 pandemic. The District’s ability to purchase items is dependent on food service operations. **Some items on the Pricing & Availability Form are labeled as POTENTIAL ITEMS.** These are items that the District anticipates will be *more* dependent on COVID-19 and 2021-2022 school food service operations, compared to other items. For all items awarded, MPS will put forth a good faith effort to keep quantities ordered similar to what is listed in the Forms 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 produce orders will be communicated weekly via Purchase Orders as describe in Section II D.9, Ordering.

The Summer Food Service Program for MPS will run mid-June 2021 through mid-August 2021. Farm to School summer orders could begin as soon as June 11, 2021. The 2021-2022 school year for MPS begins September 7, 2021 and ends June 10, 2022. Farm to School produce orders for the school year will likely begin September 2, 2021. **Farms are encouraged to be clear about the proposed expected duration of availability throughout the season in the Notes section of each bid.**

**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 about Pricing & Availability Form:**

- There are two parts to the Pricing & Availability Form:
  1. SUMMER, June 2021-August 2021 (pages 25-27)
  2. SCHOOL YEAR, September 2021-May 2022 (pages 28-39)
- 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 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 a finalist for more items than you can handle.
- You may still bid on items if you are unable to supply the desired quantity or provide product for the requested duration. Please indicate in your bid the quantity you are able to provide, and how long it is available for delivery.
- You may indicate the availability of additional items not listed in the space below the form.
- Reference pricing from a variety of local, organic, sustainable produce sources is provided after the Pricing & Availability Form.

**Questions about this RFP can be emailed to Nevonja Rainwater at [RFX@mpls.k12.mn.us](mailto:RFX@mpls.k12.mn.us) through 4:00 PM Friday, February 5, 2021. No questions will be accepted via phone calls. After 4:00 PM Friday February 5, 2021 no questions or inquiries will be allowed.**

**Procurement Information Provided on Pricing & Availability Form:**

Fruit or vegetable MPS is seeking	How MPS will ultimately use the product with notes about sizing, product specifications, and ranges of cosmetic imperfection	How the product should be washed and packed for delivery	Description of <b>estimated</b> frequency and size of deliveries MPS expects during the season	Any additional notes or information MPS may add to assist farmers in filling out their responses
Produce Item	Product Description/Usage	Wash/Pack Description	Order Size & Delivery Frequency	Additional Notes
Beet	For dicing and roasting as a hot side dish. Large sizes preferred (i.e. baseball sized or larger). Some misshape ok.	Rinsed, free of debris/soil. Trimmed, bulk, no leaves, minimal stems.	300-400# per month, Oct thru March	2,000# total N/A

↑  
Potential Items are clearly labeled:  
“POTENTIAL ITEM: Chioggia Beet”

↑  
**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 2021, as well as COVID-19. 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.

**How to Fill Out Pricing & Availability Form:**

Below each item on the Pricing & Availability Form is a **BID BOX** (see below). Fill in the **highlighted sections** in the BID BOX for each item for which you wish to submit a bid.

<b>BID</b>	Price, typical pack size (i.e. 25# sacks): Enter price here
	Bulk Price, per pound (if applicable): Enter bulk price here, if applicable
	Quantity & Months Available: Enter total quantity and months available
	Notes: Enter produce notes here, if applicable

- 1. Price, typical pack size:** 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.
- 2. Bulk Price, per pound (if applicable):** Farm/organization may propose the delivered price for the produce item for **bulk pack**, such as a 500 pound tote or pumpkin bin.
- 3. Quantity & Months Available:** Farm/organization indicates total quantity they can provide and expected months (including storage) that the product will be available to MPS.
- 4. Notes:** Farm/organization may provide additional information such as (but not limited to): variety, size descriptions, if the item is a high priority, farm source(s) if organization sources from multiple farms, etc.

## SUMMER: June 2021-August 2021

Produce Item	Product Description/Usage	Wash/Pack Description	Order Size & Delivery Frequency	Total Summer 2021 Quantity	Additional Notes
Broccoli	Florets served raw as grab-and-go item. Larger crowns preferred (>4"). Some discoloration ok.	Free of debris/soil. Packed in 18# box.	One 500# delivery, June - early/mid August	500#	Please specify expected month(s) available and ideal timing for delivery.

**BID** **Price, per pound:** Click or tap here to enter text.  
**Quantity & Months Available:** Click or tap here to enter text.  
**Notes:** Click or tap here to enter text.

Carrot, Orange	Orange carrots for coins and sticks, served raw as grab-and-go item. 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. Packed in 25# or 50# sacks.	One 500# delivery, June - early/mid August	500#	Please specify expected month(s) available and ideal timing for delivery.
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**BID** **Price, per pound:** Click or tap here to enter text.  
**Quantity & Months Available:** Click or tap here to enter text.  
**Notes:** Click or tap here to enter text.

Cucumber	Sliced and served raw as grab-and-go item. Sweet, burpless varieties preferred. Long and relatively straight in shape. Some cosmetic issues or yellow color ok, but not hard/woody. 1"-2" diameter.	Rinsed, free from debris/soil. Packed in 40# box.	One 500# delivery, June - early/mid August	500#	Please specify expected month(s) available and ideal timing for delivery.
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**BID** **Price, per pound:** Click or tap here to enter text.  
**Quantity & Months Available:** Click or tap here to enter text.  
**Notes:** Click or tap here to enter text.

Green Bean	Interested in green, yellow, or multicolored sweet beans for eating raw. Trimmed and served as grab-and-go item. Minimal blemish ok.	Unwashed, untrimmed, minimal soil/debris. Packed in 25# box.	One 500# delivery, June - early/mid August	500#	Please specify expected month(s) available and ideal timing for delivery.
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**BID** **Price, per pound:** Click or tap here to enter text.  
**Quantity & Months Available:** Click or tap here to enter text.  
**Notes:** Click or tap here to enter text.

## SUMMER: June 2021-August 2021

Produce Item	Product Description/Usage	Wash/Pack Description	Order Size & Delivery Frequency	Total Summer 2021 Quantity	Additional Notes
Kohlrabi	Cut into sticks and served as raw, grab-and-go item. Large varieties preferred. Cosmetic defects ok.	Rinsed and free of debris/soil. Trimmed, bulk. Packed in 40# box.	One 500# delivery, June - early/mid August	500#	Please specify expected month(s) available and ideal timing for delivery.

**BID** Price, per pound: [Click or tap here to enter text.](#)  
Quantity & Months Available: [Click or tap here to enter text.](#)  
Notes: [Click or tap here to enter text.](#)

Pepper, Bell Green	Sliced into strips and served raw as grab-and-go item. Large size (not woody) preferred. Cosmetic issues or slightly misshapen ok.	Free of soil/debris. Packed in 25# box.	One 500# delivery, June - early/mid August	500#	Please specify expected month(s) available and ideal timing for delivery.
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**BID** Price, per pound: [Click or tap here to enter text.](#)  
Quantity & Months Available: [Click or tap here to enter text.](#)  
Notes: [Click or tap here to enter text.](#)

Radish, Red	Sliced, quartered, or served whole as grab-and-go item (raw). Open to long or large varieties for better yields. Minimal scarring.	Rinsed and free of debris/soil. Trimmed (no leaves/ stems). Packed in 25# sack.	One 500# delivery, June - early/mid August	500#	Please specify expected month(s) available and ideal timing for delivery.
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**BID** Price, per pound: [Click or tap here to enter text.](#)  
Quantity & Months Available: [Click or tap here to enter text.](#)  
Notes: [Click or tap here to enter text.](#)

Snap Peas	Served raw as grab-and-go item. Minimal cosmetic imperfections.	Free of soil/debris, untrimmed. Packed in bushel + 1/9.	One 500# delivery, June - early/mid August	500#	Please specify expected month(s) available and ideal timing for delivery.
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**BID** Price, per pound: [Click or tap here to enter text.](#)  
Quantity & Months Available: [Click or tap here to enter text.](#)  
Notes: [Click or tap here to enter text.](#)

## SUMMER: June 2021-August 2021

Produce Item	Product Description/Usage	Wash/Pack Description	Order Size & Delivery Frequency	Total Summer 2021 Quantity	Additional Notes
Squash, Yellow Summer	Sliced and served raw as grab-and-go item. Slight misshapen and minimal cosmetic imperfections ok.	Rinsed, free from debris/soil. Packed in 35# box.	One 500# delivery, June - early/mid August	500# total	Please specify expected month(s) available and ideal timing for delivery.

**BID** Price, per pound: Click or tap here to enter text.  
 Quantity & Months Available: Click or tap here to enter text.  
 Notes: Click or tap here to enter text.

Squash, Zucchini	Sliced and served raw as grab-and-go item. Slight misshapen and minimal cosmetic imperfections ok.	Rinsed, free from debris/soil. Packed in 35# box.	One 500# delivery, June - early/mid August	500# total	Please specify expected month(s) available and ideal timing for delivery.
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**BID** Price, per pound: Click or tap here to enter text.  
 Quantity & Months Available: Click or tap here to enter text.  
 Notes: Click or tap here to enter text.

Tomato, Grape	Served raw as grab-and-go item. Tomatoes in good cosmetic shape.	Free of soil/debris. Packed in 10# box.	One 500# delivery, June - early/mid August	500# total	Please specify expected month(s) available and ideal timing for delivery.
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**BID** Price, per pint: Click or tap here to enter text.  
 Quantity & Months Available: Click or tap here to enter text.  
 Notes: Click or tap here to enter text.

Please note any additional SUMMER items you think MPS might be interested in, including availability and price (if available):

Click or tap here to enter text.



## SCHOOL YEAR: September 2021-May 2022

Produce Item	Product Description/Usage	Wash/Pack Description	Order Size & Delivery Frequency	Total 21-22 Quantity	Additional Notes
Apples, Small	Small apple (125ct-138ct) in good shape cosmetically for picky student eaters. Sweet, crisp, tart, unique varieties preferred.	Fully washed, 40# case	Monthly deliveries of 250 - 40# cs, Sept - May	2250 cs total	Please specify varieties, months available, and case counts in notes.

**BID** **Price, per 40# case:** Click or tap here to enter text.  
**Quantity & Months Available:** Click or tap here to enter text.  
**Notes:** Click or tap here to enter text.

<b>POTENTIAL ITEM:</b> Asparagus	For steaming or roasting. Some size variation ok. Minimal blemish ok.	Rinsed, free of debris/soil. 1# bunches, packed in 11# or 28# cases.	Up to 400# delivery in May	Up to 400# total	
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**BID** **Price, per pound:** Click or tap here to enter text.  
**Quantity & Months Available:** Click or tap here to enter text.  
**Notes:** Click or tap here to enter text.

<b>POTENTIAL ITEM:</b> Beet, Chioggia	For dicing and roasting. Large sizes preferred (i.e. baseball sized or larger). Some misshape ok.	Rinsed, free of debris/soil. Trimmed, bulk, no leaves, minimal stems. Packed in 25# sacks.	One or two deliveries, Oct-Feb	Up to 600# total	
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**BID** **Price, per pound:** Click or tap here to enter text.  
**Quantity & Months Available:** Click or tap here to enter text.  
**Notes:** Click or tap here to enter text.

<b>POTENTIAL ITEM:</b> Beet, Golden	For dicing and roasting. Large sizes preferred (i.e. baseball sized or larger). Some misshape ok.	Rinsed, free of debris/soil. Trimmed, bulk, no leaves, minimal stems. Packed in 25# sacks.	One or two deliveries, Oct-Feb	Up to 600# total	
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**BID** **Price, per pound:** Click or tap here to enter text.  
**Quantity & Months Available:** Click or tap here to enter text.  
**Notes:** Click or tap here to enter text.

## SCHOOL YEAR: September 2021-May 2022

Produce Item	Product Description/Usage	Wash/Pack Description	Order Size & Delivery Frequency	Total 21-22 Quantity	Additional Notes
Beet, Red	For dicing and roasting/cooking. Large sizes preferred (i.e. baseball sized or larger). Some misshape ok.	Rinsed, free of debris/soil. Trimmed, bulk, no leaves, minimal stems. Packed in 25# sacks.	300#-400# deliveries, Oct-March	2,500# total	

**BID** **Price, per pound:** Click or tap here to enter text.  
**Quantity & Months Available:** Click or tap here to enter text.  
**Notes:** Click or tap here to enter text.

Broccoli	Florets served raw or roasted/cooked. Larger crowns preferred (>4"). Some discoloration ok.	Free of debris/soil. Packed in 18# box.	Two-four deliveries, Sep-Oct	3,800# total	Please specify whether price is with stems or crown cut in notes.
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**BID** **Price, per pound:** Click or tap here to enter text.  
**Quantity & Months Available:** Click or tap here to enter text.  
**Notes:** Click or tap here to enter text.

Brussels Sprouts	Roasted (whole or halved), or shredded for salad/slaw. 1-2" in diameter, trimmed, no browning.	Free of soil/debris. Packed in 25# carton.	Two 600# deliveries, Oct & Nov	1200# total	
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**BID** **Price, per pound:** Click or tap here to enter text.  
**Quantity & Months Available:** Click or tap here to enter text.  
**Notes:** Click or tap here to enter text.

<b>POTENTIAL ITEM:</b> Cabbage, Green	Shredded in coleslaw. Tight, firm, large heads are preferred.	Outside 1-2 wrapper leaves removed, unwashed. Packed in 40# or 45# box, or bulk bin.	Monthly 500# deliveries, Sep-Feb	Up to 2,000# total	
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**BID** **Price, per pound:** Click or tap here to enter text.  
**Bulk Price, per pound (if applicable):** Click or tap here to enter text.  
**Quantity & Months Available:** Click or tap here to enter text.  
**Notes:** Click or tap here to enter text.

## SCHOOL YEAR: September 2021-May 2022

Produce Item	Product Description/Usage	Wash/Pack Description	Order Size & Delivery Frequency	Total 21-22 Quantity	Additional Notes
POTENTIAL ITEM: Cabbage, Purple	Shredded in coleslaw. Tight, firm, large heads are preferred.	Outside 1-2 wrapper leaves removed, unwashed. Packed in 40# or 45# box, or bulk bin.	Two 500# deliveries, Sep-Feb	Up to 1,000# total	

**BID** Price, per pound: Click or tap here to enter text.  
**Bulk Price, per pound (if applicable):** Click or tap here to enter text.  
**Quantity & Months Available:** Click or tap here to enter text.  
**Notes:** Click or tap here to enter text.

Carrot, Orange	Orange carrots for coins, sticks, dicing, and matchstick. 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. Packed in 25# or 50# sacks.	Weekly 900# (or higher) deliveries, Sep-April	34,000# total	
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**BID** Price, per pound: Click or tap here to enter text.  
**Quantity & Months Available:** Click or tap here to enter text.  
**Notes:** Click or tap here to enter text.

Carrot, Rainbow	Blend of multicolored 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. Packed in 25# or 50# sacks.	Three to six deliveries, Sep-March	7,000# total	Please specify carrot colors included in the blend in notes.
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**BID** Price, per pound: Click or tap here to enter text.  
**Quantity & Months Available:** Click or tap here to enter text.  
**Notes:** Click or tap here to enter text.

Cauliflower, Purple, Yellow or Multicolor	Florets served raw or roasted/cooked. Purple, yellow, and/or blended with white. The bigger the better (9ct). Hardy varieties (to minimize flowering or browning) preferred. <i>Minimal</i> browning ok.	Free of debris/soil knocked off. Packed in 9ct box.	One or two deliveries, Sep-Oct	1,200# total	Please specify cauliflower color(s) in notes.
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**BID** Price, per pound: Click or tap here to enter text.  
**Quantity & Months Available:** Click or tap here to enter text.  
**Notes:** Click or tap here to enter text.

## SCHOOL YEAR: September 2021-May 2022

Produce Item	Product Description/Usage	Wash/Pack Description	Order Size & Delivery Frequency	Total 21-22 Quantity	Additional Notes
Cauliflower, White	Florets served raw or roasted/cooked. The bigger the better (9ct). Hardy varieties (to minimize flowering or browning) preferred. <i>Minimal</i> browning ok.	Free of debris/soil knocked off. Packed in 9ct box.	One or two deliveries, Sep-Oct	1,200# total	

**BID** Price, per pound: Click or tap here to enter text.  
Quantity & Months Available: Click or tap here to enter text.  
Notes: Click or tap here to enter text.

Cucumber	Sliced on salad bars or diced in salads. Sweet, burpless varieties preferred. Long and relatively straight in shape. Some cosmetic issues or yellow color ok, but not hard/woody. 1"-2" diameter.	Rinsed, free from debris/soil. Packed in 40# box.	Two 800# deliveries in Sep	1,600# total	
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**BID** Price, per pound: Click or tap here to enter text.  
Quantity & Months Available: Click or tap here to enter text.  
Notes: Click or tap here to enter text.

Green Bean	Interested in green, yellow, or multicolored sweet beans for eating raw. Served fresh on salad bars, steamed or roasted. Minimal blemish ok.	Unwashed, untrimmed, minimal soil/debris. Packed in 25# box.	One 600# delivery in early-mid Sep	600# total	Please specify colors/varieties in notes.
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**BID** Price, per pound: Click or tap here to enter text.  
Quantity & Months Available: Click or tap here to enter text.  
Notes: Click or tap here to enter text.

<b>POTENTIAL ITEM:</b> Greens, Mixed	Served fresh on salad bars. Interested in unique and flavorful blends. Must be able to sit on salad bar for 3 hours.	Free of soil/debris.	Monthly deliveries of 300# (or higher), Dec-May	Up to 1800# total	Please specify varieties in notes.
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**BID** Price, per pound: Click or tap here to enter text.  
Quantity & Months Available: Click or tap here to enter text.  
Notes: Click or tap here to enter text.

## SCHOOL YEAR: September 2021-May 2022

Produce Item	Product Description/Usage	Wash/Pack Description	Order Size & Delivery Frequency	Total 21-22 Quantity	Additional Notes
<b>POTENTIAL ITEM:</b> 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. Bunched (24ct). Packed in 24ct or 14# box.	Up to 30 cases per week, Sept-Dec	Up to 360-24ct cases total	Please specify varieties in notes.

**BID** Price, per pound: [Click or tap here to enter text.](#)  
Quantity & Months Available: [Click or tap here to enter text.](#)  
Notes: [Click or tap here to enter text.](#)

Kohlrabi	Raw served as sticks or matchsticks. Large varieties preferred. Cosmetic defects ok.	Rinsed and free of debris/soil. Trimmed, bulk. Packed in 40# box.	Two-four deliveries, Oct-Nov	5,500# total	
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**BID** Price, per pound: [Click or tap here to enter text.](#)  
Quantity & Months Available: [Click or tap here to enter text.](#)  
Notes: [Click or tap here to enter text.](#)

Melon, Cantaloupe	For salad bars, cubed or wedges (with rind on). Large varieties preferred for better yields. Some scarring ok. Minimum melon weight of three pounds. Melons need to be able to store for one week.	Free of soil/debris. Packed in 35# box or bulk bin.	One 6,000# delivery in Sep	6,000# total	Please specify average weight per melon of the proposed variety.
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**BID** Price, per pound: [Click or tap here to enter text.](#)  
Bulk Price, per pound (*if applicable*): [Click or tap here to enter text.](#)  
Quantity & Months Available: [Click or tap here to enter text.](#)  
Notes: [Click or tap here to enter text.](#)

Melon, Honeydew	For salad bars, cubed or wedges (with rind on). Large varieties are better for better yields. Some scarring ok. Minimum melon weight of three pounds. Melons need to be able to store for one week.	Free of soil/debris. Packed in 35# box or bulk bin.	Two 6000# deliveries, Sep & Oct	12,000# total	Please specify average weight per melon of the proposed variety.
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**BID** Price, per pound: [Click or tap here to enter text.](#)  
Bulk Price, per pound (*if applicable*): [Click or tap here to enter text.](#)  
Quantity & Months Available: [Click or tap here to enter text.](#)  
Notes: [Click or tap here to enter text.](#)

## SCHOOL YEAR: September 2021-May 2022

Produce Item	Product Description/Usage	Wash/Pack Description	Order Size & Delivery Frequency	Total 21-22 Quantity	Additional Notes
Melon, Watermelon	For salad bars, wedges (with rind on). Large, seedless varieties preferred for better yield. Some cosmetic damage ok. Minimum melon weight of six pounds. Melons need to be able to store for at least one week.	Free of soil/debris. Packed in 35# box or bulk bin.	Two 8000# deliveries, Sep & Oct	16,000# total	Please specify average weight per melon of the variety proposed.

**BID** **Price, per pound:** Click or tap here to enter text.  
**Bulk Price, per pound:** Click or tap here to enter text.  
**Quantity & Months Available:** Click or tap here to enter text.  
**Notes:** Click or tap here to enter text.

Parsnips	Served cooked/roasted as coins or diced. Large and long in size, with relatively uniform diameter >1" preferred. Some cosmetic defects ok if yield is good.	Rinsed, free of soil/debris. Packed in 25# or 50# sacks.	Two 500# deliveries, Nov-Feb	1000# total	
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**BID** **Price, per pound:** Click or tap here to enter text.  
**Quantity & Months Available:** Click or tap here to enter text.  
**Notes:** Click or tap here to enter text.

Pepper, Bell Green	Used diced in recipes, or sliced into strips to serve raw. Large size (not woody) preferred. Cosmetic issues or slightly misshapen ok.	Free of soil/debris. Packed in 25# box.	Two-four deliveries, Sep-Oct	2,000# total	
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**BID** **Price, per pound:** Click or tap here to enter text.  
**Quantity & Months Available:** Click or tap here to enter text.  
**Notes:** Click or tap here to enter text.

Pepper, Bell Red	Used diced in recipes, sliced into strips to serve raw. Large size (not woody) preferred. Cosmetic issues or slightly misshapen ok.	Free of soil/debris. Packed in 25# box.	Two-four deliveries, Sep-Oct	2,000# total	
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**BID** **Price, per pound:** Click or tap here to enter text.  
**Quantity & Months Available:** Click or tap here to enter text.  
**Notes:** Click or tap here to enter text.

## SCHOOL YEAR: September 2021-May 2022

Produce Item	Product Description/Usage	Wash/Pack Description	Order Size & Delivery Frequency	Total 21-22 Quantity	Additional Notes
<b>POTENTIAL ITEM:</b> 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. Packed in 50# cases.	3000# per month, Sep-May	Up to 24,000# total	

**BID** **Price, per pound:** Click or tap here to enter text.  
**Quantity & Months Available:** Click or tap here to enter text.  
**Notes:** Click or tap here to enter text.

<b>POTENTIAL ITEM:</b> Potato, Russet Large	Uniformly sized large (Grade A) russet potato to use for baked potatoes. Should be #1 product with minimal imperfections.	Rinsed, free of soil/debris. Packed in 50# cases.	800# deliveries, Sep-May	Up to 4,000# total	
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**BID** **Price, per pound:** Click or tap here to enter text.  
**Quantity & Months Available:** Click or tap here to enter text.  
**Notes:** Click or tap here to enter text.

<b>POTENTIAL ITEM:</b> 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. Packed in 50# cases.	1000#-2000# per month, Sep-May	Up to 14,000# total	
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**BID** **Price, per pound:** Click or tap here to enter text.  
**Quantity & Months Available:** Click or tap here to enter text.  
**Notes:** Click or tap here to enter text.

<b>POTENTIAL ITEM:</b> Potato, Small Blend	Uniformly small (Grade C) potatoes for roasting whole or halved. Multicolor, unique, or regular varieties okay (specify in notes).	Rinsed, free of soil/debris. Packed in 50# cases.	One delivery, Sep-Feb	Up to 1,500# total	Please specify varieties in notes.
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**BID** **Price, per pound:** Click or tap here to enter text.  
**Quantity & Months Available:** Click or tap here to enter text.  
**Notes:** Click or tap here to enter text.

## SCHOOL YEAR: September 2021-May 2022

Produce Item	Product Description/Usage	Wash/Pack Description	Order Size & Delivery Frequency	Total 21-22 Quantity	Additional Notes
<b>POTENTIAL ITEM:</b> Potato, Sweet or Yam	Large (Grade A) orange flesh sweet potatoes or yams for roasting as wedge or diced, skin on. Cosmetic imperfections ok. Limited curves/knobs preferred for processing.	Rinsed, free of soil/debris. Packed in 40# box.	Monthly deliveries, Oct-Feb	Up to 7,000# total	Please specify variety in notes.

**BID** **Price, per pound:** Click or tap here to enter text.  
**Quantity & Months Available:** Click or tap here to enter text.  
**Notes:** Click or tap here to enter text.

<b>POTENTIAL ITEM:</b> 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. Packed in 50# cases.	1000#-2000# deliveries, Sep-May	Up 7,000# total	
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**BID** **Price, per pound:** Click or tap here to enter text.  
**Quantity & Months Available:** Click or tap here to enter text.  
**Notes:** Click or tap here to enter text.

Radish, Beauty Heart	Sliced (unpeeled) and serve raw on salad bars or grab-and-go items. Large size ok (but not woody). Some cosmetic imperfections ok.	Rinsed, free of soil/debris. Trimmed, bulk. Packed in 25# sacks.	Three or four deliveries, Oct-Feb	6,500# total	
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**BID** **Price, per pound:** Click or tap here to enter text.  
**Quantity & Months Available:** Click or tap here to enter text.  
**Notes:** Click or tap here to enter text.

Radish, Purple Daikon	Sliced (unpeeled) and serve raw on salad bars or grab-and-go items. Large size ok (but not woody). Some cosmetic imperfections ok.	Rinsed, free of soil/debris. Trimmed, bulk. Packed in 25# sacks.	Three or four deliveries, Oct-March	6,500# total	
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**BID** **Price, per pound:** Click or tap here to enter text.  
**Quantity & Months Available:** Click or tap here to enter text.  
**Notes:** Click or tap here to enter text.



## SCHOOL YEAR: September 2021-May 2022

Produce Item	Product Description/Usage	Wash/Pack Description	Order Size & Delivery Frequency	Total 21-22 Quantity	Additional Notes
Radish, Red	Quartered or sliced for salad bars, raw. Open to long or large varieties for better yields. Minimal scarring.	Rinsed and free of debris/soil. Trimmed (no leaves/ stems). Packed in 25# sack.	Three deliveries, Sep-Oct	1300# total	

**BID** Price, per pound: Click or tap here to enter text.  
 Quantity & Months Available: Click or tap here to enter text.  
 Notes: Click or tap here to enter text.

POTENTIAL ITEM: Romaine	Served chopped in salads. Large, hearty varieties preferred. Good color, minimal bruising, no wilt.	Free of soil/debris. Packed in 24ct box.	Up to 2500 heads per week, Sep-Oct	Up to 17,500 heads total	
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**BID** Price, per head: Click or tap here to enter text.  
 Quantity & Months Available: Click or tap here to enter text.  
 Notes: Click or tap here to enter text.

Rutabaga	For dicing and roasting. The bigger the better! Cosmetic imperfections ok.	Rinsed, free of soil/debris. Packed in 25# or 50# sacks.	Two 500# deliveries, Oct-Feb	1000# total	
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**BID** Price, per pound: Click or tap here to enter text.  
 Quantity & Months Available: Click or tap here to enter text.  
 Notes: Click or tap here to enter text.

Squash, Butternut	For dicing and roasting. The bigger the better! Cosmetic imperfections ok. <i>Minimal</i> soft spots and decay.	Wiped free of soil/debris. Packed in 40# box or bulk bin.	Three 1000# deliveries, Sep-Dec	3500# total	
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**BID** Price, per pound: Click or tap here to enter text.  
 Bulk Price, per pound (if applicable): Click or tap here to enter text.  
 Quantity & Months Available: Click or tap here to enter text.  
 Notes: Click or tap here to enter text.

## SCHOOL YEAR: September 2021-May 2022

Produce Item	Product Description/Usage	Wash/Pack Description	Order Size & Delivery Frequency	Total 21-22 Quantity	Additional Notes
Squash, Delicata	For cutting and roasting with skin-on. Should be relatively uniform size (longer than 6"). Minimal cosmetic imperfections ok.	Wiped free of soil/debris. Packed in 40# box.	Three 800# deliveries, Oct & Nov	2400# total	

**BID** Price, per pound: Click or tap here to enter text.  
 Quantity & Months Available: Click or tap here to enter text.  
 Notes: Click or tap here to enter text.

POTENTIAL ITEM: Squash, Spaghetti	For halving and roasting. Misshapen and cosmetic imperfections ok. Large varieties preferred. <i>Minimal</i> soft spots and decay.	Wiped free of soil/debris. Packed in 40# box.	One to two deliveries, Oct & Nov	Up to 1400# total	
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**BID** Price, per pound: Click or tap here to enter text.  
 Quantity & Months Available: Click or tap here to enter text.  
 Notes: Click or tap here to enter text.

Squash, Yellow Summer	For slicing or dicing, to be served raw or cooked. Slight misshapen and minimal cosmetic imperfections ok.	Rinsed, free from debris/soil. Packed in 35# box.	Two 250# deliveries in Sep	500# total	
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**BID** Price, per pound: Click or tap here to enter text.  
 Quantity & Months Available: Click or tap here to enter text.  
 Notes: Click or tap here to enter text.

Squash, Zucchini	For slicing or dicing, to be served raw or cooked. Slight misshapen and minimal cosmetic imperfections ok.	Rinsed, free from debris/soil. Packed in 35# box.	Two 250# deliveries in Sep	500# total	
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**BID** Price, per pound: Click or tap here to enter text.  
 Quantity & Months Available: Click or tap here to enter text.  
 Notes: Click or tap here to enter text.

## SCHOOL YEAR: September 2021-May 2022

Produce Item	Product Description/Usage	Wash/Pack Description	Order Size & Delivery Frequency	Total 21-22 Quantity	Additional Notes
Strawberry	Served whole or halved on salad bar. <i>Minimal</i> cosmetic imperfections.	Rinsed, free of soil and debris. 1-2# clamshell, 8# case.	One 600# delivery in May	600# total	

**BID** Price, per pound: Click or tap here to enter text.  
 Quantity & Months Available: Click or tap here to enter text.  
 Notes: Click or tap here to enter text.

<b>POTENTIAL ITEM:</b> Sweet Corn	Ears will be husked, halved, and steamed. Minimum ear length of 6 inches. Ears in good shape cosmetically with large, full kernels.	48-60 ears/bushel, with husks.	One or two deliveries in Sept, up to 180 bushels per delivery	Up to 360 bushels total	
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**BID** Price, per bushel: Click or tap here to enter text.  
 Quantity & Months Available: Click or tap here to enter text.  
 Notes: Click or tap here to enter text.

Tomato, Grape	For serving as salad bar option or in pre-made salads. Tomatoes in good cosmetic shape.	Free of soil/debris. Packed in 10# box.	Two 800# deliveries, Sep	1,600# total	
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**BID** Price, per pint: Click or tap here to enter text.  
 Quantity & Months Available: Click or tap here to enter text.  
 Notes: Click or tap here to enter text.

<b>POTENTIAL ITEM:</b> 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). Minimal cosmetic imperfections are okay.	Free of debris/soil. Packed in 20# box.	Up to 200# per week, Sep	Up to 600# total	
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**BID** Price, per pound: Click or tap here to enter text.  
 Quantity & Months Available: Click or tap here to enter text.  
 Notes: Click or tap here to enter text.

**SCHOOL YEAR: September 2021-May 2022**

**Please note any additional SCHOOL YEAR items you think MPS might be interested in, including availability and price (if available):**

Click or tap here to enter text.

## APPENDIX 4: REFERENCE PRICING

The following table shows reference pricing for early fall (September or October) 2020 pricing from local produce sources for local, organic/sustainably grown products. Any non-local items included are indicated in **BOLD**.

Item	Quantity	MPS Farm to School Program – <i>prices paid to partner farmers</i> == certified organic or sustainably grown, some seconds	Coop Partners Warehouse  == certified organic	Organic Valley  == certified organic
Apples, Small	Per case	\$35.00		
Beet, Chioggia	Per pound	\$1.10	\$1.35	
Beet, Golden	Per pound	\$0.95	\$1.28	\$0.98
Beet, Red	Per pound	\$0.80	\$1.29	\$0.90
Broccoli	Per pound	\$1.65	\$2.05	
Brussels Sprouts	Per pound	\$2.80	\$3.94	\$2.85
Cabbage, Green	Per pound	\$0.55	\$0.72	\$0.57
Carrot, Orange	Per pound	\$0.90	\$1.40	
Carrot, Rainbow	Per pound			
Cauliflower, White	Per pound	\$2.00	\$1.94	
Cauliflower, Multicolored	Per pound			
Celeriac	Per pound	\$1.00	\$1.86	
Cucumber	Per pound	\$0.90	\$2.00	
Green Bean	Per pound	\$2.00	\$2.08	
Kale	Per pound	\$1.64	\$32.50, 24ct	\$24.50, 24ct
Kohlrabi	Per pound	\$1.20	\$1.38	

MPS FARM TO SCHOOL RFP # 21-10

Item	Quantity	MPS Farm to School Program == certified organic <i>or</i> sustainably grown, some seconds	Coop Partners Warehouse == certified organic	Organic Valley == certified organic
Melon, Cantaloupe	Per pound	\$0.70		
Melon, Honeydew	Per pound	\$0.75		
Melon, Watermelon <i>seedless</i>	Per pound	\$0.70	\$0.71	
Parsnip	Per pound	\$1.25	\$1.98	
Pepper, Green Bell	Per pound	\$1.05	\$1.75	
Pepper, Red Bell	Per pound	\$1.20	\$1.25	
Potato, Red	Per pound	\$0.32		
Potato, Russet Small	Per pound	\$0.32		
Potato, Russet Large	Per pound	\$0.56	\$1.37	
Potato, Sweet or Yam	Per pound	\$1.25		
Potato, Yellow	Per pound	\$0.32		
Radish, Red	Per pound	\$0.83		
Radish, Beauty Heart	Per pound	\$1.04	\$1.44	
Radish, Purple Daikon	Per pound	\$1.00		
Romaine	Per head	\$1.45		
Rutabaga	Per pound	\$0.90	\$1.39	\$1.00
Snap Peas	Per pound			
Squash, Butternut	Per pound	\$0.65	\$0.83	\$0.64
Squash, Delicata	Per pound	\$0.80	\$0.96	\$0.76
Squash, Spaghetti	Per pound	\$0.60	\$0.83	\$0.65
Squash, Summer	Per pound	\$1.25		
Squash, Zucchini	Per pound	\$1.25		
Sweet Corn	Per bushel	\$24.00		
Tomato, Grape	Per pound	\$1.75		
Tomato, Vine Ripe	Per pound	\$1.50		

## APPENDIX 5: SELECTION CRITERIA

The following criteria may be used by the selection committee to assign a vendor score. These criteria are subject to change and additional criteria may be added. The descriptions are not necessarily requirements but rather items that the committee will consider based on the RFP responses.

1. 20% - High quality produce
  - a. Geographic preference (local)
  - b. Product physical quality
  - c. Ability to meet product specifications and pack sizes
2. 20% - Food Safety
  - a. Delivery vehicle
  - b. Traceability
  - c. Food Safety Plan or GAP certification
  - d. Food safety logs/documents
  - e. Liability insurance
  - f. Water test
3. 15% - Customer Service
  - a. Proven customer service track record
  - b. Dedicated responsive point of contact
  - c. Reliability/accuracy in filling orders
4. 15% - Sustainability
  - a. Commitment to sustainability
  - b. Use of chemical pesticides, fertilizers, etc.
  - c. Farm size
  - d. Farm ownership
5. 10% - Equity & Diversity
  - a. Preference for organizations that are Disadvantaged, GLBT, Veteran, Woman, Minority, Non-Profit owned/controlled
6. 10% - Organizational capacity
  - a. Have sold produce in seasons past
  - b. Confidence in scale
  - c. Seasons selling to MPS
  - d. Strong organizational structure
7. 10% - Community Connection, Values Alignment
  - a. Demonstrated interest in MPS sales
  - b. Good value for dollar response
  - c. Interested in Education/Engagement

The following criteria may be used by the selection committee to assign a product score. These criteria are subject to change and additional criteria may be added.

1. Price – preference for competitive pricing
2. Alignment – preference for items meet the requirements as described (based on notes)
3. Availability – slight preference for growers who can provide all of specific product requested (for long duration, if storage product)

Specific product selections will be made based on the vendor score and the product score by the selection committee.