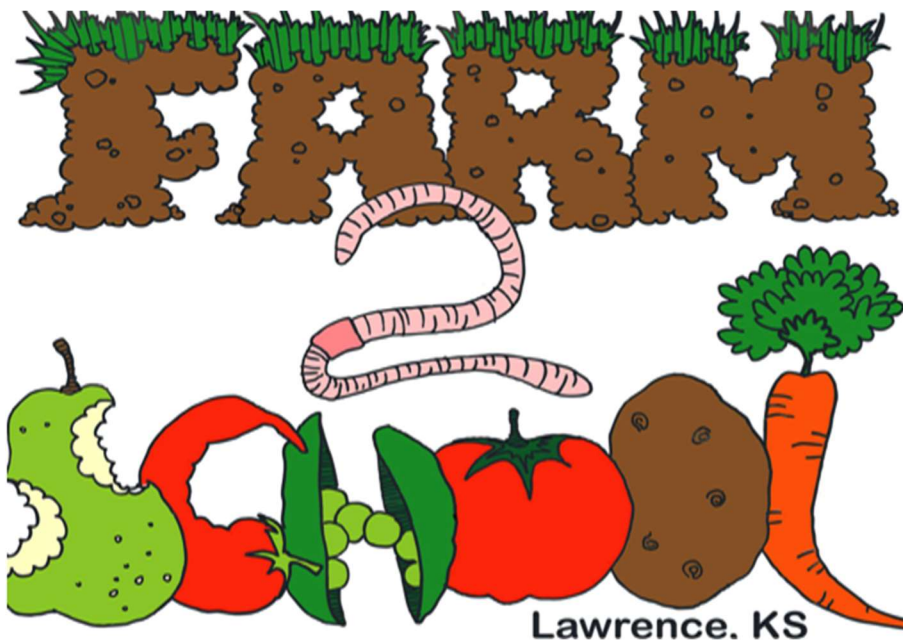


2023-24

Request for Proposals (RFP) For Local Produce and Meat



Primary Contact: Julie Henry, MS Ed.,
Director Nutrition & Wellness
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Phone: 785-832-5000
Website:
<https://www.usd497.org/farm2school>

Background

The purpose of this document is to outline the formal process for procuring local food for use in the USD 497 Nutrition and Wellness department. This Request for Proposals provides interested farmers with a comprehensive overview of the district's purchasing needs and process.

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Section 1: Request for Proposal Overview

A. Project Overview

Lawrence Public Schools (USD 497) is seeking proposals from organizations and individuals wishing to provide fresh and local produce and meat items seasonally for the 2023-2024 school year.

USD 497 is a school district that serves the Lawrence, Kansas area. The District includes 21 sites, with approximately 10,000 students and 1,300 teaching staff.

Superintendent: Dr. Anthony Lewis

Executive Director, Finance: Cynde Frick

Executive Director, District Services: Paula Murrish

Director of Nutrition & Wellness: Julie Henry

Director of Elementary Curriculum: Denise L. Johnson

Experiential Learning Specialist, Farm 2 School Coordinator, Work-Based Learning Coordinator: Pantaleon Florez III

The District intends to select multiple individuals or organizations to provide fresh and local produce and meat. To facilitate the submission and evaluations of proposals, this request for proposals provides additional relevant background information regarding USD 497.

B. Schedule of Proposal

1. Issue RPF:	Thursday, January 12, 2023 @2:00 pm
2. Mandatory Intention to Submit Form Due:	Wednesday, January 18, 2023 @4:00 pm
3. Deadline for Written Questions:	Sunday, January 22, 2023 @11:00 pm
4. Responses to Questions Posted:	Friday, January 27, 2023 @4:00 pm
5. Proposals Due:	Thursday, February 2, 2023 @4:00 pm
6. Finalist Selected & Notified	Thursday, February 9, 2023
7. Final Award Bid – Selection:	Thursday, February 23, 2023
8. Implementation:	Monday, August 21, 2023

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 for at <https://forms.gle/NQbm5eoAWXLgeyww5> by 4:00 PM Wednesday, January 18, 2023. This will allow the District to provide timely information to interested parties. This form is a mandatory form. If this is not submitted by 4:00 PM Wednesday, January 18, 2023, the organization will not be able to participate in the Farm 2 School RFP.

Questions about the Intent to Submit a Proposal Form may be directed to Julie Henry at julie.henry@USD497.org or 785-832-5000. If, after the submission of the Intention to Submit Proposals Online Form, no proposal is submitted for the outlined request, no penalty will be given for this or any future proposals.

D. Submission of Written Questions

All questions about the RFP shall be submitted via e-mail by 11:00 pm, Sunday, January 22, 2023 to: Julie Henry, julie.henry@USD497.org. The District will e-mail written responses to questions from prospective vendors to all registered through Intention to Submit Form and responses will be posted on the Nutrition & Wellness website at <https://www.USD497.org/Domain/49> no later than 4:00 PM Friday, January 27, 2023.

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. This is to ensure all vendors have the same information so they may submit proposals on an equal playing field.

E. Changes to the RFP

Vendors who fill out the mandatory Intention to Submit Form for this RFP will be notified by e-mail of any changes in the specifications and vendor requirements contained in the 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 USD 497, have previously received a copy of and are registered on the Intent to Submit Form with the District for this RFP.

F. Bid Evaluation, Review, and Award Criteria

The USD 497 formal solicitation process for annual crops, meats, and other products happens once a year. This solicitation is for all products vendors wish to sell to USD 497 for a one-year term, from August 21, 2023 – July 31, 2024, including information for products for the 2024 summer feeding program. This is not a single lot award but a line-by-line award opportunity; vendors may provide information for the items they are interested in growing for the district in the table below. Primary and secondary growers will be assigned for each product. USD 497 retains the right to award multiple products to multiple producers. Multiple growers may be awarded a portion of the product bid to better meet the district's needs.

Geographic preference will be applied during the evaluation process to give an advantage to local producers. No exchange of information will occur regarding the status of any bid before the bid is awarded. During the bid term, USD 497 will monitor and keep documentation on producer service, product quality, price, and compliance with these guidelines to ensure we continue to work with the most responsive and responsible producers.

G. Corrections

All information must be written in ink or typed, do not use pencil. Errors may be crossed out and corrections printed in ink next to the error. Corrections should be initiated by the person completing the form.

H. Cancellation

Either party may cancel this agreement (withdraw from bidding process) with a written notice of seven (7) days. Written requests must be sent to Julie Henry. USD 497 reserves the right to cancel this agreement without notice if any of the following applies:

- a. Producer is found in violation of the law;
- b. Producer is found to be in violation of Department of Health Standards.

I. Definition of Local and Geographic Preference

USD 497 defines local as products that are grown:

- i. Within Douglas County, KS (tier 1)
- ii. Within 50 miles of Lawrence High School (tier 2)
- iii. Within the state of Kansas (tier 3)
- iv. Within the region, defined as neighboring states Colorado, Missouri, Nebraska, and Oklahoma (tier 4)

As allowed under federal law, USD 497 will provide a price percentage preference during evaluation of quotes to “locally grown products” purchased for school food procurement as defined under this geographic preference. The price percentage is as follows:

- i. If a product is grown and packaged or processed in Douglas County, KS, a 10% weighted preference will be applied
- ii. If a product is grown and packaged or processed within 50 miles of Lawrence High School, a 7% weighted preference will be applied
- iii. If a product is grown and packaged or processed within the state of Kansas, a 5% weighted preference will be applied
- iv. If a product is grown and packaged or processed within the region, as defined as neighboring states Colorado, Missouri, Nebraska, or Oklahoma, a 3% weighted preference will be applied.

The price percentage preference means that for the purposes of comparison, prices for product grown in Douglas County, KS will be adjusted to a price 10% lower than the price quoted by the producer, within 50 miles of Lawrence High School will be adjusted to a price 7% lower, 6% lower for product grown within Kansas, and 3% lower for product grown in the region. The price percentage preference affects the quoted price only for awarding of the bid, not the actual price paid to the producer.

USD 497 is required by the Buy American Act to purchase American made products. Suppliers must certify the percentage of US content of their products in Appendix 2. USD 497 cannot make a purchase if vendors are unable or unwilling to provide this information.

Section 2: Service Guidelines

A. Description of Expected Services

USD 497 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:

- i. 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.

USD 497 expects that the success of the vendors' performance and product will be determined at the sole discretion of USD 497.

B. Site Visit

District staff may conduct a site visit to each awarded vendor to meet the farm staff, observe farm practices, and/or to take photographs for marketing purposes. District staff will work with the farmer to determine a time for the visit and no visit shall be spontaneous or unscheduled. Farmers are welcome to schedule site visits to schools to see their food served in school meals.

C. 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 following information to USD 497 no later than June 1, 2023:

- i. USD 497 Food Safety Checklist

The health and safety of our students and their meals is a top priority of USD 497. We work with K-State Research & Extension of Douglas County to ensure that the farmers we buy from adhere to proper on- farm food safety practices and post-harvest handling, from field through delivery.

We must receive a completed food safety checklist form from every farmer selling to USD 497. This document has been created with K-State Research & Extension partners to determine if proper precautions are taking place to minimize on-farm and post-harvest food safety risks. USD 497 reserves the right to conduct visits to any farm with which it has a purchasing relationship to verify food safety practices. At least 24 hours' notice will be given before visits.

In addition, it is requested that each farmer report the food safety training received in the past three years, from Extension, the Great Plains Growers Conference, Growing Growers, or other credible technical assistance resources.

- ii. Vendor Letter Addressing Traceability

The Kansas State Department of Education, Child Nutrition & Wellness Team, requires that "A vendor letter should be kept in the school Food Safety (HACCP) Plan to ensure traceability of the local products."

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In adherence with this statewide policy, USD 497 requires Appendix 2, including questions regarding traceability, be filled out completely in order to be considered for awarding.

iii. Required Business Forms

Newly awarded farmers will receive a new vendor packet from the USD 497 Business Office. This packet includes all required forms the school must have on file in order to purchase from a vendor, including a W9 Taxpayer form, Vendor Information Form, and KS Sales Tax Exemption Form. Entities who have sold to the District previously are not required to fill out new vendor forms each year.

iv. Demonstration of Minimum Liability Insurance

USD 497 requires the farmers and local food vendors it purchases from to hold a minimum product liability insurance of \$1,000,000 to cover those items being sold to the District. Before USD 497 signs a distribution agreement with a farmer, it must receive proof of insurance via email, fax, or mail.

D. Delivery Process

Awarded organizations must adhere to the following requirements.

i. Adhere to Product Specifications

Product specifications are described in Appendix 3. For information regarding grading standards, farmers should review the USDA grading standards at: <http://www.ams.usda.gov/grades-standards>

ii. Maintain Product Traceability

Every case and delivery to USD 497 must be able to be traced by:

1. Name of farmer
2. Name of farm
3. Farm address
4. Field harvested from (if more than one)
5. Date harvested
6. Date packed

iii. Follow USD 497 Ordering Procedures

After signing a farmer distribution agreement, USD 497 will send more detailed purchase orders to farmers no later than one week in advance of expected delivery.

To best accommodate the variability of weather and crop production timelines, USD 497 expects that its partner farmers will remain in consistent communication via e-mail or telephone throughout the season about anticipated crop harvest dates, in order to ensure proper menu planning and enable the district to place orders from the mainline distributor in the case that a

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crop fails or is not ready as planned. A primary and secondary point of contact may be listed on the response form to ensure the vendor can communicate in a timely manner.

USD 497 will, in good faith, work with farmers to address any issue with respect to service or product concerns. USD 497 reserves the right to terminate a contract at any time should it experience unsatisfactory service in the delivery or fulfilling of orders.

iv. Follow USD 497 Delivery Procedures

Deliveries must occur in a professional, sanitary, and efficient manner. To assist farmers selling to USD 497, the district may provide washable yellow bins for use throughout the season, if requested by the farmer. The yellow bins will be washed and sanitized by USD 497 employees. Upon completion of the growing season and that year's farmer distribution agreement, USD 497 will withhold final payment until all bins are retrieved.

If another product vessel will be used, it must be approved by USD 497 in advance. USD 497 prioritizes use of new cardboard boxes or washable/reusable bins.

USD 497 will inspect all deliveries and reserves the right to refuse delivery of unacceptable products (based on quality, quantity, specifications, size, and temperature) or improper delivery procedures, for credit. USD 497 will contact farmers as soon as possible to address the issue, no later than within 3-5 days if it would like to seek a credit.

Tobacco or e-cigarettes shall not be used at any time in or on district grounds.

Delivery location shall be determined based upon USD 497 needs and each farmer's ability and preferred delivery logistics. In general, however, deliveries are preferred from 6am to 10am Monday through Thursday. Select storage crops, such as apples, may be able to have alternative arrangements.

v. Follow USD 497 Invoicing Procedures

Farmers must include two copies of each invoice upon delivery, for the receiving district employee to sign off on. Electronic copies can additionally be sent to Julie Henry at julie.henry@USD497.org, but are not required.

Invoices must include the following information:

1. Name
2. Physical Address
3. Business Name (if different than farm or personal name)
4. Product type, quantity, total

As a public purchaser, all sales to USD 497 are exempt from tax. Farmers will receive the district's tax exempt information when an approved vendor packet is completed and accepted by USD 497.

In general, USD 497 processes invoices on the first and third Monday of the month, following the public School Board Meetings. Farmers should expect electronic payment within two weeks to a month following delivery.

vi. Participate in USD 497 Farm 2 School Promotion and Education Opportunities

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For USD 497, Farm 2 School means linking the classroom, garden, and lunchroom to foster a comprehensive and enriching experience for our students that supports health and learning. We welcome the opportunity to work with the farmers we buy from to enhance the food, farming, and nutritional education of our students.

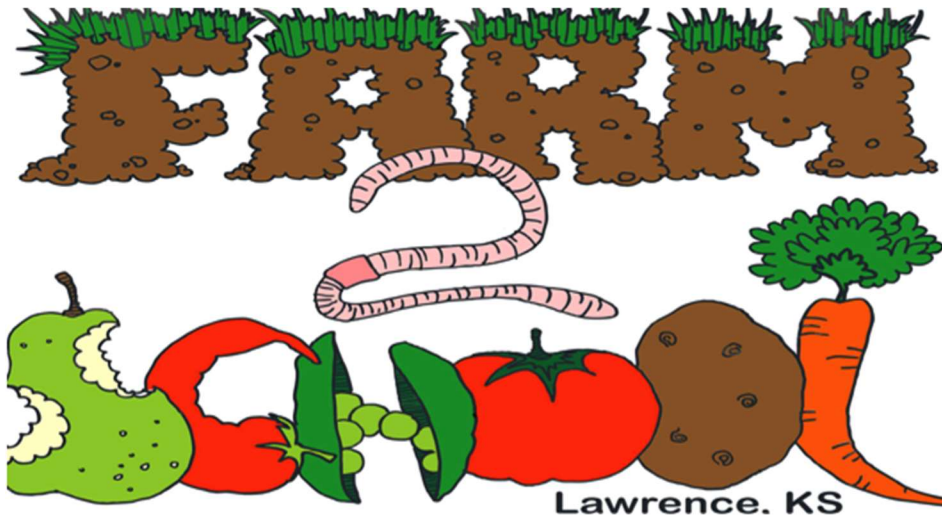
USD 497 may use your likeness (photographs, video recordings, or electronic images) for marketing, educational programming, or publication purposes after consenting approval. For example, the District may include the name and a logo or photo on the serving line for students to see or mention farmers in a press release—including outputs from partnering organizations like LiveWell Lawrence.

We hope to engage with our farmers in more ways than just purchasing products. This could include field trips to visit farms, in-school visits, creation of lessons or cafeteria posters/signs, etc. The Response Form offers farmers the chance to indicate if they would like to fulfill one of these supplemental roles.

You can learn more about Farm to School educational programming at USD 497 here: www.USD497.org/farm2school

E.

Request for Proposals (RFP) Appendices



Appendix 1: Response Cover Page
Appendix 2: Vendor Form
Appendix 3: Pricing and Availability
Form
Appendix 4: Farm Food Safety

Appendix 1: Cover Page (Required)

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: Vendor Response Form (Required)

Please complete this form to be considered as a potential vendor with USD 497 for the coming growing season. We must receive your information by 4:00 pm, Thursday, February 2, 2023 for consideration during the 2023-2024 school year. Organizations representing multiple farmers will be required to file information about each farm

Business Name:

Website (if you have one):

Name of Farm Manager:

Physical Farm Address:

Mailing Address (if different):

Type of organization (circle one):

Sole Proprietor

LLC

501c3

Other:

Contacts

(Primary Contact is expected to communicate by phone and email in a timely manner. Secondary Contact is expected to communicate by phone and email in a timely manner when primary contact is unavailable or unreachable).

Primary Contact Name:

Primary Contact Title:

Work Phone:

Cell Phone (if different):

Email:

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Secondary Contact Name:

Secondary Contact Title:

Work Phone:

Cell Phone (if different):

Email:

General Farm Information

What type(s) of capacity/facilities does your farm have? Check all that apply.

- ☐ Greenhouse(s) ☐ Hoop house(s) ☐ Mechanized harvest equipment ☐ Cold storage
☐ Indoor wash/pack facility ☐ Outdoor wash/pack capacity ☐ Cool storage (i.e. root cellar)

Does farm fall under any of the following categories? Check all that apply.

- ☐ Farm owned/operated by beginning farmer(s) (within the past 5 years)
☐ Farm is family operation (more than one family member owns and/or works on farm)
☐ Farm is in Douglas County
☐ Registered farm tourism business
☐ Broker for other entities
(Note: brokered produce will be considered a 2nd, 3rd, or 4th tier option, depending on source)

Projected acreage of fruit/vegetable production for 2020 growing season:

Marketing

What is the farm/organization's mission and/or growing philosophy? This could be a bio or a history of our farm. Your response may be used in marketing and promotion in our cafeterias and through other school media.

Can you provide a logo for your farm?

☐ Yes ☐ No

May we use your likeness (photographs, video recordings, or electronic images) for marketing, educational programming, or publication purposes?

☐ Yes ☐ No

May we use images of your farm (photographs, video recordings, or electronic images) for marketing, educational programming, or publication purposes?

☐ Yes ☐ No

Is a farmer or farm representative interested in collaborating with USD 497 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

☐ Student interns or other youth employment opportunities

☐ Other: _____

☐ Act as an advisor in a school garden

Food Safety

Does the farm have a written food safety plan?

☐ Yes ☐ No

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Does the farm keep logs or documentation (like a journal) of food safety related information?

☐ Yes ☐ No

Does the farm have any of the following? Check all that apply.

☐ GAP Audit ☐ Food safety training (but no official GAP audit) ☐ Certified Naturally Grown

☐ Certified Organic ☐ Sustainable growing practices (but no certification)

☐ Produce Safety Alliance Grower Training ☐ Other: _____

Does the farm have at least \$1,000,000 product liability insurance?

☐ Yes ☐ No

Buy American

The Buy American Provision requires sponsors to purchase American made products whenever feasible. This provision applies to all items purchased for Child Nutrition Programs regardless of the funding source (e.g., federal, state or local).

☐ I certify that products sold to USD 497 from _____ have at least
(Vendor/Farm Name)
_____ % U.S. Content.

Farmer References

Please list two references for wholesale accounts you sold to in the previous season. Schools, institutions, restaurants, and grocery stores are preferred. If you do not have references to list, please note if this will be your first wholesale engagement. If you have previously sold to USD 497, this section is not required.

Reference One

Organization Name:

Name of Contact:

Contact's Position:

Phone:

Email:

Reference Two

Organization Name:

Name of Contact:

Contact's Position:

Phone:

Email:

Attestation

I certify that the information provided above is accurate to the best of my knowledge

Signature:

Date:

Appendix 3: Pricing and Availability Form (Required)

The form below shows approximate produce varieties and quantities that USD 497 intends to procure from Farm 2 School partners during the 2023-2024 school year. We understand that unexpected weather-related or other events may lead to reduced supply. Similarly, USD 497 may face unexpected changes in demand or last-minute menu changes. Therefore, we want to stress that the quantities below are approximate. Exact produce orders will be communicated prior to delivery.

Each item has a section for notes. You are strongly encouraged to add notes to clarify or add information that will help USD 497 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 you'd like to grow for USD 497, and why.

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 USD 497. 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 a portion of the desired quantity, indicate so.
- You may indicate the availability of additional items not listed in the space below the form. Smaller quantities of one-time specialty items like Chioggia beets or purple potatoes, for example, will be considered.

Please contact Julie Henry at julie.henry@USD497.org with any questions about this RFP. After 11:00 pm, Sunday, January 22, 2023 no questions or inquiries will be allowed.

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Produce Item	Product Description/Usage	Wash/Pack Description	SY 23-24 Procurement Projection	Additional Notes	Price, Typical Pack Size	Price, Bulk Pack	Expected Months of Delivery
Apples - Eating	Small apple (125-138 ct) in good shape cosmetically for picky student eaters. Sweet crisp, tart, unique varieties preferred	Fully washed, ready to eat, 40# case	270 Cases	Farmers encouraged to specify varieties, months available, and case counts	\$_____ per 40# case	N/A	
<p>Producer Notes (Apples - Eating):</p>							
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	477 units	N/A	\$_____ per pound	\$_____ per pound (packed in bushed +1/9)	
<p>Producer Notes (Cucumber):</p>							

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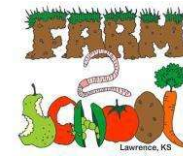
Produce Item	Product Description/Usage	Wash/Pack Description	SY 23-24 Procurement Projection	Additional Notes	Price, Typical Pack Size	Price, Bulk Pack	Expected Months of Delivery
Lettuce, Romaine		Served chopped in salads. Large heads preferred/. Free of soil/debris.	2400 Heads		\$_____ per head (packed in 24ct box)	\$_____ per pound (bulk pack)	
Producer Notes (Romaine):							
Lettuce, Mixed Greens		Served chopped on salad bar or in pre-made salads. Free of soil/debris.	150 cases		\$_____ per pkg (packed in 5# cases)	\$_____ per pound (bulk pack)	
Producer Notes (Mixed Greens):							
Melon, Cantaloupe	For salad bars, cubed or wedges (with skin on). Large Varieties are better (for better yields)	Free of soil/debris.	1,080 pounds	Specify average weight per melon of variety proposed	\$_____ per bunch (packed in 30# case)	\$_____ per pound (bulk pack)	
Producer Notes (Cantaloupe):							

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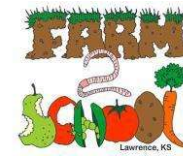
Produce Item	Product Description/Usage	Wash/Pack Description	SY 23-24 Procurement Projection	Additional Notes	Price, Typical Pack Size	Price, Bulk Pack	Expected Months of Delivery
Melon, Watermelon	For salad bars, cubed or wedges (with skin on). Large Varieties are better (for better yields). Seedless preferred.	Free of soil/debris.	7,140 pounds	Specify average weight per melon of variety. Specify seeded or seedless variety	\$_____ per pound (packed in 50-60# case)	\$_____ per pound (bulk pack)	
Producer Notes (Watermelon):							
Pears	Small pear (125-138ct) in good shape cosmetically for picky student eaters. Sweet crisp, tart, unique varieties preferred	Fully washed, ready to eat, 40# case	2,181 pounds	Farmers encouraged to specify varieties, months available, and case counts	\$_____ per 40# case	N/A	
Producer Notes (Pears):							
Peas, Edible Pod	Used on salad bar	Free of soil/debris	100 pounds		\$_____ per pound		
Producer Notes (Peas):							

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Produce Item	Product Description/Usage	Wash/Pack Description	SY 23-24 Procurement Projection	Additional Notes	Price, Typical Pack Size	Price, Bulk Pack	Expected Months of Delivery
Pepper, Bell (red, green, orange and/or purple varieties)	Used diced in recipes or strips on salad bars. At least US No. 1 (<2.5") standard. Slightly misshapen okay. Cosmetic issues okay.	Free of soil/debris.	50 cartons		\$_____ per carton (30-40 peppers)		
Producer Notes (Bell Pepper):							
Pepper, Jalapeno	Used in recipes and as condiment diced. Large size oaky (not woody). Cosmetic issues, turning red, or misshapen peppers are okay.	Free of soil/debris.	82.5 pounds		\$_____ per pound (packed in 10# box)	\$_____ per pound (bulk pack)	
Producer Notes (Jalapeno Pepper):							
Pepper, Snacking	For use on salad bars, served whole. Red, orange, or yellow varieties okay.	Free of soil/debris.	155 pounds		\$_____ per pound (packed in 10# box)	\$_____ per pound (bulk pack)	
Producer Notes (Snacking Pepper):							

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Produce Item	Product Description/Usage	Wash/Pack Description	SY 23-24 Procurement Projection	Additional Notes	Price, Typical Pack Size	Price, Bulk Pack	Expected Months of Delivery
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 soil/debris. Trimmed, no leaves/stems	50 bunches	N/A	\$_____ per bunch	N/A	
Producer Notes (Radish):							
Tomato, Cherry	For serving as salad bar option or in pre-made salads. Red or multi-colored varieties okay.	Free of soil/debris. In pints or bulk bins.	459 Pints	N/A	\$_____ per pound (packed in 12/1pt box)	\$_____ per pound (bulk pack)	
Producer Notes (Cherry Tomato):							
Tomato, Grape	For serving as salad bar option or in pre-made salads. Red, yellow, orange varieties okay.	Free of soil/debris. In pints or bulk bins.	332 Pounds	N/A	\$_____ per pound (packed in 12/1pt box)	\$_____ per pound (bulk pack)	
Producer Notes (Grape Tomato):							

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Produce Item	Product Description/Usage	Wash/Pack Description	SY 23-24 Procurement Projection	Additional Notes	Price, Typical Pack Size	Price, Bulk Pack	Expected Months of Delivery
Tomato, Slicer	Red, flavorful, vine-ripened large tomato for slicing, wedging, or dicing (used on salad bars for or fresh salsa). Cosmetic imperfections okay.	Free of soil/debris.	1,425 Pounds	N/A	\$_____ per pound (packed in ½ Bu or 11# boxes)	N/A	
Producer Notes (Slicer Tomato):							

Note any additional items your think USD 497 might be interested in here:



Appendix 4: Farm Food Safety Checklist (To be completed after award, no later than June 1, 2023)

The following checklist is meant to facilitate communication between farmers and the school food service department, and give USD 497 background knowledge of the farms they may be purchasing from. This is the start of the conversation, giving USD 497 a jumping off place from which to ask questions and learn more about your farm. After the application review we may arrange for a farm tour.

Production Practices	Yes	No	N/A
If irrigation is used, what is its source? Well Stream Pond Municipal_ Other			
Are regular water tests conducted			
Is raw manure incorporated at least 2 weeks prior to planting and or at least 90 days prior to harvest of vegetables whose edible parts do NOT touch the ground? or 120 days prior to harvest of vegetables whose edible parts DO touch the ground?			
Is the manure application schedule documented with a copy kept on file?			
Is the field exposed to runoff from animal confinement or grazing areas?			
Is land that is frequently flooded used to grow field crops?			
Is there a plan in place to keep wild animals and livestock out of the growing areas?			
What types of manure are used? Raw manure_ Composted Aged_			
Product Handling	Yes	No	N/A
Are storage and packaging facilities separated from growing areas?			
Is there a risk of contamination with manure?			
Are harvesting baskets, totes or other food contact containers kept covered and cleaned/sanitized before use and stored in areas protected from pets, livestock, wild animals and other contaminants?			
Is harvesting equipment/machinery that comes in contact with products kept as clean as possible?			
Are both food and non-food containers available and clearly marked?			
Is dirt, mud, and other debris removed from product before packaging?			



Are harvest traceability logs being kept? Including the following: <ul style="list-style-type: none"> • Crop name/variety • Lbs. harvested • Date • Time • field #/location, • name/s of individual/s responsible for harvest 			
Transportation	Yes	No	N/A
Is product loaded and stored to minimize physical damage and risk of contamination?			
Is transport vehicle well maintained and clean?			
Are there designated areas in the transport vehicle for both food and non-food products?			
Are products kept at an appropriate temperature during transport?			
Is the vehicle used to transport animals or animal product?			

Facilities	Yes	No	N/A
Is potable water/well tested at least once per year and results kept on file?			
Is product covered as it travels from field to packing facility?			
Are packing areas kept enclosed?			
Are surfaces that come in contact with food regularly washed, rinsed with potable water and sanitized?			
Are appropriate packaging materials used?			
Do workers have access to toilets and hand washing stations with proper supplies?			
Are toilets and hand washing stations regularly serviced?			
Worker Health and Hygiene	Yes	No	N/A
Are workers trained about hygiene practices and sanitation?			
Are workers and visitors following good hygiene and sanitation practices?			
Are smoking and eating confined to designated areas separate from product handling?			
Are workers instructed not to work if they exhibit signs of infection (i.e., fever, diarrhea, etc?)			
Do workers practice good hygiene by:			

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-wearing clean clothing and shoes as appropriate for conditions?			
-changing aprons and gloves as needed?			
-washing hands as required?			
-covering open wounds with clean bandages?			
Other	Yes	No	N/A
Are pesticides used? If yes, please elaborate:			
Are herbicides used? If yes, please elaborate:			

Have you, the farm manager or other farm employees received food safety training in the past three years? If yes please list individual's name, trainings attended and certification obtained if applicable.			
Other notes/comments/explanations:			