

MNPS Farm to School

Fall 2015

Request for Information- Farm Fresh Produce

General Information

Metro Nashville Public Schools (MNPS) aims to provide fresh, high-quality local produce to our students, and to educate students about food and agriculture by way of the Farm to School initiative.

MNPS' is currently accepting submissions from farmers interested in supplying MNPS with fruits and/or vegetables in the Fall of 2015.

Interested farmers are invited to fill out and submit a **Request for Information (RFI)**. The following RFI will request general information from farmers about their farm, production, and safety practices as well as product availability and pricing.

MNPS will use this information to identify farmers eligible to participate in produce procurement and initiate a purchase contract agreement.

Submissions: Completed Form due by September 11, 2015

To submit Questions: Spencer Taylor, MNPS Executive Director of Nutrition Services spencer.taylor@mnps.org, (615) 859-8472; or Jackie Contreras, Farm to Table Coordinator, Community Food Advocates jackie@communityfoodadvocates.org, 615-385-2286

To submit Responses: Spencer Taylor spencer.taylor@mnps.org & Lexi Morritt lexi@alignmentnashville.org

Selection Process

Submissions are due by September 11, 2015. MNPS will respond with solicitations directly to farmer immediately following that date.

The following are some of the criteria MNPS is looking for in farmer partners:

- Ability to grow and provide high-quality produce
- Demonstration of adequate food safety practices, including documentation of a written farm safety plan
- Willingness and ability to meet MNPS' product specifications and pack sizes
- Ability to communicate with MNPS and CFA staff in an efficient, timely manner
- Ability to make reliable, timely deliveries
- At least \$1 million in liability insurance
- Competitive pricing

Please note that more than one partner may be selected based on the volume needed.

MNPS will respond in email to solicitations by September 18th.

Partner Expectations

Food Safety

Farmer partners are expected to follow Food Safety criteria on the farm and post-harvest handling, including safe planting, fertilizing, pest-control, harvesting, cooling, packing, delivery, etc.

Farmer partners **must provide a written farm safety plan**. This written plan will ensure that farmers have taken adequate steps or planning to ensure proper handling of any potentially hazardous or contaminated products. Please feel free to use the attached farm safety checklist as a starting point for your written safety plan. Written safety plans should include adequate steps of how you best plan to implement the various elements in the checklist.

A step-by-step guide to developing a written farm safety plan can be found at Penn State Extension's website:

<http://extension.psu.edu/food/safety/farm/how-do-i-write-a-food-safety-plan>

Farmer partners are encouraged to undergo training on safe farm practices if they have not done so already.

Insurance/Liability

Farmer Partners must be able to provide proof of product liability insurance coverage of up to \$ 1 million.

Delivery

Farmer Partners might be asked to deliver to multiple sites in the metro Nashville area. Farmers will be asked to indicate their delivery capacity in the attached product availability and pricing form.

- Product must be delivered in clean, new flats and packaged as indicated in the product description.

- Deliveries will be made directly to schools once weekly during contracted period and can occur between 6 am and 1.30 pm.
- Farmers will be encouraged to deliver on Monday through Wednesday to ensure adequate time for cafeteria staff to process and serve the product for the rest of the week.

MNPS encourages all farmers to meet with cafeteria staff at the school where they are delivering. This will allow for farmers to develop rapport with the school staff and also will allow farmers to coordinate potential delivery times and schedules with the school staff.

Invoicing/Payment

Invoices must be submitted with the delivery of product. MNPS will make a payment in full within 30 days of submission of invoice.

In order to conduct business with MNPS, farmers must first register as a Metro Government vendor. This registration is available at <http://www.nashville.gov/Finance/Procurement/Purchasing/How-To-Do-Business-With-Metro/Registration.aspx> and must be completed at least a week in advance of beginning business with MNPS.

Please contact us with any and all questions about this registration process, as we will gladly assist you throughout this process. **To submit Questions: Spencer Taylor, MNPS Executive Director of Nutrition Services** spencer.taylor@mnps.org, (615) 859-8472; or **Jackie Contreras, Farm to Table Coordinator, Community Food Advocates** jackie@communityfoodadvocates.org, 615-385-2286

Invoices must be completely filled out to ensure proper processing through Metro and to ensure on-time payment. Completed invoices can be included with the delivered product to ensure timely processing.

Timeline

This specific fall produce procurement is to take place in throughout September, October, and November. MNPS is flexible and sensitive to the needs of the farmers and the growing season, and will communicate with partners regarding specific delivery periods once contracts have been awarded.

Site visit

MNPS and the F2S Committee may conduct a site visit to meet farm staff, observe farm practices, and assure that good food safety practices are being followed.

Traceability

Each case delivered must be labeled with farm name, product, date harvested, and date packed.

A completed application will include:

- Proof of liability insurance coverage of up to \$1 million
- Written food safety plan, GAP certification, or equivalent documentation
- Proof of registration as a Metro vendor
- Notarized document from Agriculture Extension Office certifying that you are a farmer
- Information of delivery vehicle with proof of insurance

Please See Product Availability and Pricing Form

Pre-Harvest Risk Assessment	Inspection date (mm/dd/yr) : _____		
	Conducted by: _____		
	Yes*	Correction Actions if Necessary	Yes (after correction made)
* A check mark in the Yes column means that each of the items below is under control and therefore does not represent a threat to the safety of the harvested crop. All risks must be checked Yes before harvesting can begin.			
Harvesters and Handlers			
Workers have been trained on personal hygiene and practices that can contribute to contamination			
Workers have been checked for compliance with hygiene policies.			
Field and Perimeter			
There are no farm animals or wildlife present in the field.			
There are no signs of animal droppings or other recent animal activity in the field			
There are no signs of recent flooding from nearby creeks, streams, and rivers or overflowing manure storage tanks and septic systems.			
Hand Washing and Toilet Facilities			
Toilet facilities are available, accessible, and adequate in number.			
Toilet facilities are clean and equipped with hand washing stations.			
Hand washing stations are adequately supplied.			
Portable toilet facilities are located far enough away from production areas that they cannot become a source of contamination.			
Grey water from portable hand washing stations is diverted away from production areas.			
Produce Contact Containers, Packing Materials, Equipment, and Tools			
Harvest containers were stored in a manner that prevents contamination prior to use.			
Harvest containers have been cleaned according to the policy stated in the food safety plan.			
Harvest containers have been inspected to be free from splinters, exposed nails, or signs of contamination.			
Equipment and tools have been cleaned according to the policy stated in the food safety plan.			

Note: This is only an example of a pre-harvest risk assessment for educational purposes. Risks vary in each farm. You should write your own check-list based on your situation.

MNPS Farm to School: Request for Information
Product Availability and Pricing Form

Please fill out the table below indicating the farm's capacity to provide the product.

Instructions:

Farm may be considered for none, one, or multiple produce items listed below. If farm can only provide some of the approximate quantity, indicate that in the "Quantity Farm Can Supply" column. "Quantity Farm Can Supply" MUST be specified in terms of pack sizes listed in "Pack Size" column. "Price" column should indicate the price the farm proposed to charge for the product for Fall 2015.

Produce Item	Product Description	Pack Size	Pack Description	Please Estimate Approximate Delivery Periods	Approximate Quantity Needed	Quantity Farm Can Supply	Variety (or varieties)	GMO seed/Start? (Y/N)	Price
Round Tomato	To be served fresh. US Combination, All Around	10 lb, OR 5 x 6 ct 20lb, OR 6 x 7 ct 25 lb	Free of debris	Dates:	Flexible				
Cherry Tomato	To be served fresh. US Combination	12 one-pint baskets per flat	Free of debris	Dates:	Flexible				
Apples	To be served fresh. US Fancy	125 ct	Free of debris	Dates:	Flexible				
Mustard Greens	US #1 Washed, chopped	5 lb bags	Washed, chopped, free of debris	Dates:	Flexible				

Produce Item	Product Description	Pack Size	Pack Description	Please Estimate Approximate Delivery Periods	Approximate Quantity Needed	Quantity Farm Can Supply	Variety (or varieties)	GMO seed/Start? (Y/N)	Price
Sweet Potato	US Extra No. 1, chunked and washed	5lb bags	chunked, washed	Dates:	Flexible				
Bell Pepper	US No. 1 (minimum diameter 2.5 in.; minimum length 2.5 in)	25 lb case OR 5 lb bushel carton/crate	N/A	Dates:	Flexible				
Collard Greens	US #1 Washed, chopped	5 lb bags	Washed, chopped, free of debris	Dates:	Flexible				
Turnip Greens	US #1 Washed, chopped	5 lb bags	Washed, chopped, free of debris	Dates:	Flexible				
Romaine Lettuce	To be served fresh. US #1 Chopped	6/ 2 lb bags	Washed, chopped, free of debris	Dates: _____	Flexible				
Spinach	To be served fresh. US Extra #1	4/ 2.5 lb packages	Free of debris		Flexible				

Description of Produce Specifications requested from MNPS

Round Tomato Specifications

Packed: Round: 10 lb US combination, OR 5 x 6 ct 20 lb, OR 6 x 7 ct 25 lb

Quality: US Combination, consists of a combination of US No. 1 and US No. 2 tomatoes, provided that at least 60 percent, by count, meet the requirements of US No. 1 grade.

Acceptable size: All Around

Cherry Tomato Specifications

Packed: 12 one-pint baskets per flat

Quality: US Combination

Acceptable size: N/A

Apple Specifications

Packed: 125ct

Quality: US Fancy

Acceptable size: N/A

Sweet Potato Specifications

Packed: 5lb bags chunked, washed

Quality: US Extra No.1

Acceptable size: N/A

Bell Pepper Specifications

Packed: 25 lb case and 5 lbs bushel cartons or crates

Quality: US No. 1 (min. diameter 2.5 in.; min length 2.5 in)

Acceptable Size: N/A

Collard/ Turnip/ Mustard Greens Specifications

Packed: 5lb bags, chopped, washed and free of debris

Quality: US #1

Acceptable size: N/A

Romaine Lettuce Specifications

Packed: Chopped 6/2 lb bags

Quality: US No. 1

Acceptable Size: N/A

Spinach Specifications

Packed: 4/2 ½ lb packages

Quality: US Extra No.1

Acceptable Size: N/A

**MNPS Farm to School
Partner Response Form**

Application Checklist

Please include the following documentation

- Completed Partner Response Form
- Completed Product Availability and Pricing Form
- Proof of liability insurance coverage of up to \$1 million
- Written food safety plan, GAP certification, or equivalent documentation
- Completed Safety Checklist (See Appendix)
- Proof of registration as a Metro vendor
- Notarized document from Agriculture Extension Office certifying that you are a farmer
- Information of delivery vehicle with proof of insurance

General Information:

Farm/organization name: _____

Farm Address: _____

Website: _____

Primary contact

Name: _____

Phone: _____

Email: _____

Secondary contact

Name: _____

Phone: _____

Email: _____

References

Reference 1:

Contact name _____

Organization affiliation _____

Phone _____

Email _____

Reference 2:

Contact name _____

Organization affiliation _____

Phone _____

Email _____

Please answer the following questions:

	Yes	No
Does the farm have a written food safety plan?		
Does farm keep logs or documentation of food safety related information?		
Does the farm have any of the following certifications? (GAP, Naturally Grown, Organic, is there a TN food safety training course?, etc)		
Does the farm have at least \$1 million product liability insurance?		
Is farmer or farm representative interested in partnering with MNPS to educate students about farming and local food by participating in a café visit or classroom visit?		