

## Request for Information Application

### Form Instructions

Please complete this form to be considered as a potential vendor with USD 497 for the coming growing season. We must receive your information **Feb 1 of 2016 for consideration during 2016-2017 season.**

**Organizations representing multiple farmers will be required to file information about each farm.**

### Form Questions

**Primary Contact Name:** \_\_\_\_\_

*Primary Contact is expected to communicate by phone and email in a timely manner.*

Primary Contact Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone (if different): \_\_\_\_\_

Email: \_\_\_\_\_

**Secondary Contact Name:** \_\_\_\_\_

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

Secondary Contact Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone (if different): \_\_\_\_\_

Email: \_\_\_\_\_

Name of Farm Manager: \_\_\_\_\_

Physical Farm Address:

\_\_\_\_\_  
\_\_\_\_\_

Mailing Address (if different):

\_\_\_\_\_  
\_\_\_\_\_

Type of organization (circle one):

Sole Proprietor

LLC

501c3

Other: \_\_\_\_\_

Projected acreage of fruit/vegetable production for 2016 growing season: \_\_\_\_\_

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

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Can you provide a logo for your farm?

- Yes
- No

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

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

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

Does farm have a written food safety plan?  Yes  No

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

- Yes
- No

Does 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)

Does farm have at least \$500,000 product liability insurance?  Yes  No

Is a farmer or farm representative interested in partnering with USD497 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
- Act as an advisor in a school garden

Has farm sold produce to other schools, restaurants, grocery stores, etc.? If so, please fill out the following:

Name & Phone number	When / for how long did you sell to them?	Which item(s) did you sell?	Approximate quantity of each order?

## [Publish Date]Farmer References

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

### **Reference One**

Organization Name: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Contact's Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### **Reference Two**

Organization Name: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Contact's Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Produce Availability and Pricing Form

The table below describes approximate produce varieties and quantities that USD 497 intends to procure from farm to school partners during the 2016/2017 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.

Additional notes for filling out the Form:

- *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.*
- *"Price" column should indicate the price farm proposes to charge for the product for the duration of 2016/2017 school year.*
- *Bulk packs and larger drops (primarily for storage items) can be negotiated.*

- *Farmers may indicate the availability of additional items such as: smaller quantities of one-time specialty items, like purple carrots, Chioggia beets, or purple potatoes.*
- *Pricing provided should include delivery.*

**Approximate** case size/weight conversions:

Items	Avg. lbs/week	Annual Pounds		Pack Size	Range of Prices Paid 2015	Proposed Price for 2016
Apples	1,760	40,920	40 weeks	113 Ct, 40#	\$0.65- \$1.00/ pound	
Cantaloupe	2,100	10,500	5 weeks	15-18, 30#	\$0.60/ pound	
Cucumbers	625	19,500	31 weeks	24 ea,	\$0.80- \$1.30/ pound	
Lettuce, Romaine	708	22,000	31 weeks	12 heads	\$1.50-\$1.67/ head	
Pears	440	5,280	12 weeks	20#	\$0.85- \$1.00/ pound	
Peppers, Bell Green	85	2,635	31 weeks	5#	\$0.90-\$1.42/ pound	
Peppers, Bell Red	35	1,085	31 weeks	Each	\$1.10- \$1.35 each	
Tomatoes, cherry	100	2,000	20 weeks	Pint	\$1.80 - \$2.88/pint	
Tomatoes, slicers	420	13,000	31 weeks	5 x 6, 30#	\$1.75-\$1.82/ pound	
Watermelon	134	2,700	20 weeks	2 ct, 20#	\$0.40/ pound	

Please contact Lindsey Morgan at [LMorgan@usd497.org](mailto:LMorgan@usd497.org) or 785-330-2663 with any questions about these guidelines or Response Form.

## Directory

USD 497 partners with the Douglas County Food Policy Council in creation of a Local Food Wholesale Directory, which lists our purchasing protocol from farmers. As a special addition to that document, you can find examples of a sample forward contract that demonstrates the type of pre-season produce planning and purchase agreements we seek to establish with area farmers who meet our procurement guidelines.

## Farm Food Safety Checklist

The following checklist is meant to facilitate communication between farmers and 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 USD497 a jumping off place from which to ask questions and learn more about your farm. After the application review we would like to 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 ____			
<b>Product Handling</b>	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: <input type="checkbox"/> Crop name/variety <input type="checkbox"/> Lbs. harvested <input type="checkbox"/> Date <input type="checkbox"/> Time <input type="checkbox"/> field #/location, <input type="checkbox"/> name/s of individual/s responsible for harvest			
<b>Transportation</b>	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 appropriate temperature during transport?			
Is the vehicle used to transport animals or animal product?			
<b>Facilities</b>	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?			
<b>Worker Health and Hygiene</b>	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:			
-wearing clean clothing and shoes as appropriated for conditions?			
-changing aprons and gloves as needed?			
-washing hands as required?			
-covering open wounds with clean bandages?			
<b>Other</b>	Yes	No	N/A
Are pesticides used? If yes, please elaborate:			
Are herbicides used? If yes, please elaborate:			

<p>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.</p>			
<p>Other notes/comments/explanations:</p>			

Along with the Farm Food Safety Checklist the state of Kansas requires a vendor letter from the farmer to the food service department to be kept on file to ensure traceability. A template letter can be found at the end of this application. Please complete and return with this form.

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

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

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