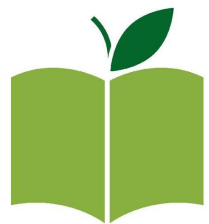


USING A SIMPLE 3-QUOTE PROCESS TO PROCURE LOCAL FOODS



**MASSACHUSETTS
FARM TO SCHOOL**



ABOUT MASS. FARM TO SCHOOL

Mass. Farm to School strengthens local farms and fisheries and promote healthy communities by increasing local food purchasing and education at schools.

- Professional Learning Opportunities for Schools
- Networking
- Communications
- Policy/Advocacy
- Research



TODAY'S SESSION

- Identify when you can use a Request for Quotes (RFQ) process
- Share the advantages of RFQs (Hint: It's simple! You can target only local producers!)
- Walk through the steps to writing an RFQ, sharing a template & guide
- Share additional tools to support your RFQ process, including MassGrown Exchange

Powerpoint slides, RFQ template, and Guidance Document will be sent to all session participants



CHOOSING A PROCUREMENT METHOD

Tip: If your purchase is under the micro-purchase threshold of \$10,000 (and your local rules aren't more restrictive), you can purchase without obtaining bids.

Is your purchase valued over the small-purchase threshold that applies to you? (In MA this is \$50,000)

No

Yes

You can conduct an informal procurement - a Request for Quotes

You will need to conduct a formal procurement - either an Invitation for Bids or Request for Proposals.

We won't discuss these today, but there are still lots of ways to indicate a preference for local in these procurements!

With an informal procurement, you can contact only vendors offering local products!

Three quotes – advantages and parameters



- Use Requests for Quotes (RFQs) for purchases under \$50,000 (and above \$10,000)
- You need to solicit three quotes but do not need to receive three written responses. One written response is fine!
- You can pick the three parties to send it to – you can select the farms or local partners you want to work with

Identifying potential providers

- Before you get to drafting or issuing an RFQ you will want to identify those entities that you think can best meet your needs
- Where possible develop a relationship and understand their ways of working.
- The more you can share with those parties about your programs and operations and how they may fit with their business, the better the RFQ and contracting process will go.

Key ingredients of a good request for quotes

- **Products you are seeking – being specific about what produce you want and how much of it**
- **Minimum qualifications for the vendor – around delivery, quality, safety, experience**
- **Basis or “Rule of Award” for picking the winning bidder - lowest cost while meeting qualifications**
- **Program principles and values – emphasize what is at the heart of your school food program**

Products you are seeking

Product	Description	Preferred Case Pack/Weight	Estimated Quantity
Apples	Apple, Gala, 100-125ct, USXF		
Pears	Pear, Bartlett, 150ct, 45lbs		

- Fruit or vegetable
- Quality/grade level (although with farms grade may not be needed)
- Estimated quantity (weekly, over time)
- Case size and weight

Minimum qualifications examples

- **Provide an updated farm and food safety plan with response**
- **Customer service policies, like a rapid return policy**
- **Willingness to engage with school children from the district**
- **Specifics around delivery timetables and the ability to meet those**
- **Good references that speak to the experience of the farm**

Rule of award

- **Responsive and responsible vendor wins the award!**
- **This means the vendor who can provide the products being sought at the lowest price while also meeting the minimum qualifications**
- **Need to determine whether the price award is based on individual line items or on aggregate basis for all the listed products. A line-item award could be best for farmers if they carry only certain products**

Rule of award (2)

Product	Description	Quantity	Preferred Case Pack/Weight	Price per Case/Total Price	
				Farm 1	Farm 2
Apples	Apple, Gala, 100-125ct, USXF	100		\$10/1000	\$8/\$800
Pears	Pear, Bartlett, 150ct, 45lbs	50		\$14/\$700	\$17/\$850
Total				\$24/\$1700	\$25/\$1650

Quote form

Appendix B: QUOTE FORM

Product	Description	Preferred Case Pack/Weight	Estimated Quantities	Price per Case (filled in by bidder)	Total Price (filled in by bidder)
Apples	Gala,	100-125ct	250		
Pears	Bartlett,	150ct, 45lbs	100		

This is the most important piece of the response!

Total Bid Price for all Items: _____

Please describe in the box below any minimum order or delivery size requirements if you have them:

Program principles

For example, you could highlight goals such as:

- **Access to nutritious, safe, healthy and delicious food is paramount for the success of students.**
- **The work of area farmers is valued and it is important to connect our school food program to local farms and agriculture.**
- **Providing health and nutrition educational opportunities for students is part of the overall educational experience.**
- **Supporting local and regional producers benefits everyone.**

Contract length and pricing

- You want to make sure you set a reasonable term for the bid, connected to the quantities you are seeking.
- Need to keep overall value under \$50,000 for entire year.
- Bidding once or twice a year – maybe a Fall and Spring bid (with growing seasons and potentially different products) – could be considered.
- You should be asking for the bid price to be held over the life of the contract.

Delivery and product availability

- **Be clear about any parameters around receiving deliveries, such as specific times you can and cannot receive them, and where those deliveries should be received.**
- **Some flexibility around timing is often helpful, especially with smaller vendors, such as local farms.**
- **Adding in the prime contact for deliveries and their contact information is also wise to do.**
- **You should also ask that they specify what order or delivery minimums they have, if they have them.**

Terms and contracts

- **There are clauses regularly included in RFQs, such as around indemnification, payment terms and obligation to proceed**
- **The RFQ itself will become a part of any final contract signed with the vendor, which is why these terms are included within the RFQ**
- **DESE does require that Districts have separate contracts with their vendors. The RFQ template provides a sample for one of these**
- **Making sure your RFQ references applicable laws is another requirement. DESE especially wants the Buy American provision referenced (even where this RFQ is aimed at all local items)**

Questions/thoughts

- **Isn't this easy?**
- **Having to do a competitive bid should not prevent you from working with local producers**
- **What else do you need to know?**
- **What other templates would you like to see? Different product categories (i.e. dairy, seafood etc.)**

Reach out for support or with questions

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MassGrown Farm Exchange

Facilitating connections within our Food System

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Background – Needs Statement

- COVID-19 and the unprecedented disruption to the food system
- Food Supply and Resiliency Working Group – need for centralized system to connect layers of food system
- Parallel efforts - Industry stakeholders and advocates developing separate initiatives to tackle excess product
- Longstanding need for wholesale connection tool.



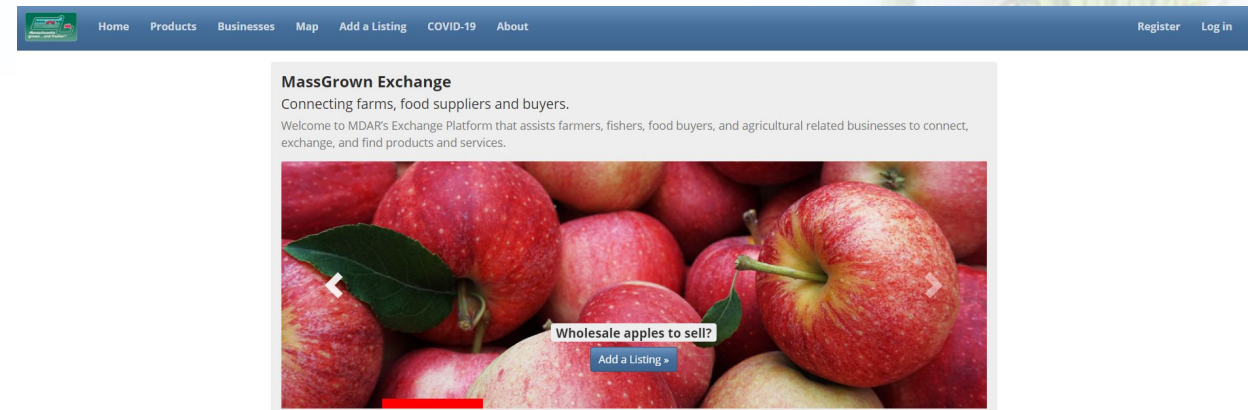
Background – Research and Dev't

- Key components of success for online exchange application:
 - Diverse needs of Mass Food System – flexibility and adaptability.
 - Eliminate need to re-enter the system until connection can be made
 - User-friendly, simple solution to accommodate busy farmer and buyer schedules
 - Hands-off – suppliers and users manage their own data.



MassGrown Farm Exchange – Key Features

- ✓ Simple Registration
- ✓ Flexible System
- ✓ User Notifications
- ✓ No registration required
- ✓ Listing Expiration



www.mass.gov/service-details/massgrown-exchange

Use-Case Scenarios

- Case #1 – Farmer with excess potatoes visits the exchange to browse the list of buyers to see if businesses are looking for potatoes. Farm can also create a business profile, create posting specifying quantity and other details, and all businesses who posted a listing for buying potatoes are notified.
- Case #2 – Grocery store looking for local kale. Can browse list of postings, and filter for kale. Grocery store can also create a business profile on the site and posts listing then receives email notification when farmer posts to the site.
- Case #3 – School looking for farms in their area. Search list of existing farms by zip code and if none found, post a specific listing based on what they are looking for.
- Case #4 – Farmer looking for cold storage companies in their area. Click on the businesses tab and search for storage companies by zip code. If none found, subscribe to alerts related to storage availability.





For Buyers

Looking for products or services? Search for product and service listings by exploring our list, or using the map. Registration is not required.

[Search »](#)

For Suppliers

Services or products to offer? Register to list your products or services. Businesses looking for your products will automatically be notified.

[Register »](#)

For Consumers

Looking for retail businesses? Visit the [MassGrown Map](#). Your gateway to Massachusetts farms, farmers' markets, and much more!

[MassGrown Map »](#)

[Department of Agricultural Resources](#)



MassGrown Exchange

Products & Services

Add a Listing

All Types

All Types

Donating

For Sale

Job Posting

Looking For

Providing Service

Volunteering

Other

Details

Updated: Mon, May 17, 2021

Search listings

Search

195 Results

For Sale

All naturall beef

Quantity: Packages or sides and quarters for \$6.00 per pound

By: [Breezy Hill Farm](#)

Details

Updated: Wed, May 5, 2021

For Sale

Ground beef

Quantity: \$ 6.00 per pound

By: [Breezy Hill Farm](#)

Details

Updated: Wed, May 5, 2021

For Sale

Lamb

By: [Breezy Hill Farm](#)

For Sale

Cow manure compost

Quantity: 40 lb plastic bags for \$3.50 per bag

By: [Breezy Hill Farm](#)

Looking For

Artisans & Crafters

By: [The Farm at SummitWynds Inc](#)

For Sale

All naturall beef

Meat

All natural pasture raised grass beef. All cuts and different packages available. Please check us out on face book. Contact us for pricing.

Quantity: Packages or sides and quarters for \$6.00 per pound

Available: 01/01/2021

Delivery: Pick up at stand

By: [Breezy Hill Farm](#)

Updated: Fri, Jan 1, 2021

[Back to List](#)

Business info.

Breezy Hill Farm

35 LASHUA RD
ASHBURNHAM, MA 01430

[Website](#) | [View Details](#)

Matthew Lafferty
breezyhillfarmstand@gmail.com
9783405848 ex:



MassGrown Exchange

Businesses

[Search](#)[97 Results](#)**Farm****1 Products**

Bob's Turkey Farm

181 Old Common Road
Lancaster, MA 01523

[Website](#)[Details](#)**Farm****6 Products**

Breezy Hill Farm

35 LASHUA RD
ASHBURNHAM, MA 01430

[Website](#)[Details](#)**Farmers Market****1 Products**

East Longmeadow "Fresh Fridays" Farmers Market

328 North Main St
East Longmeadow, MA 01028

[Website](#)[Details](#)**Farm****1 Products**

Little Wren Farm

P. O. Box 1483
Northampton, MA 01060

[Website](#)[Details](#)**Farm****1 Products**

Madison Ave Farm

62 Steven Rd
Bellingham, MA 02019

[Website](#)[Details](#)**Farm****1 Products**

Falls Farm LLC

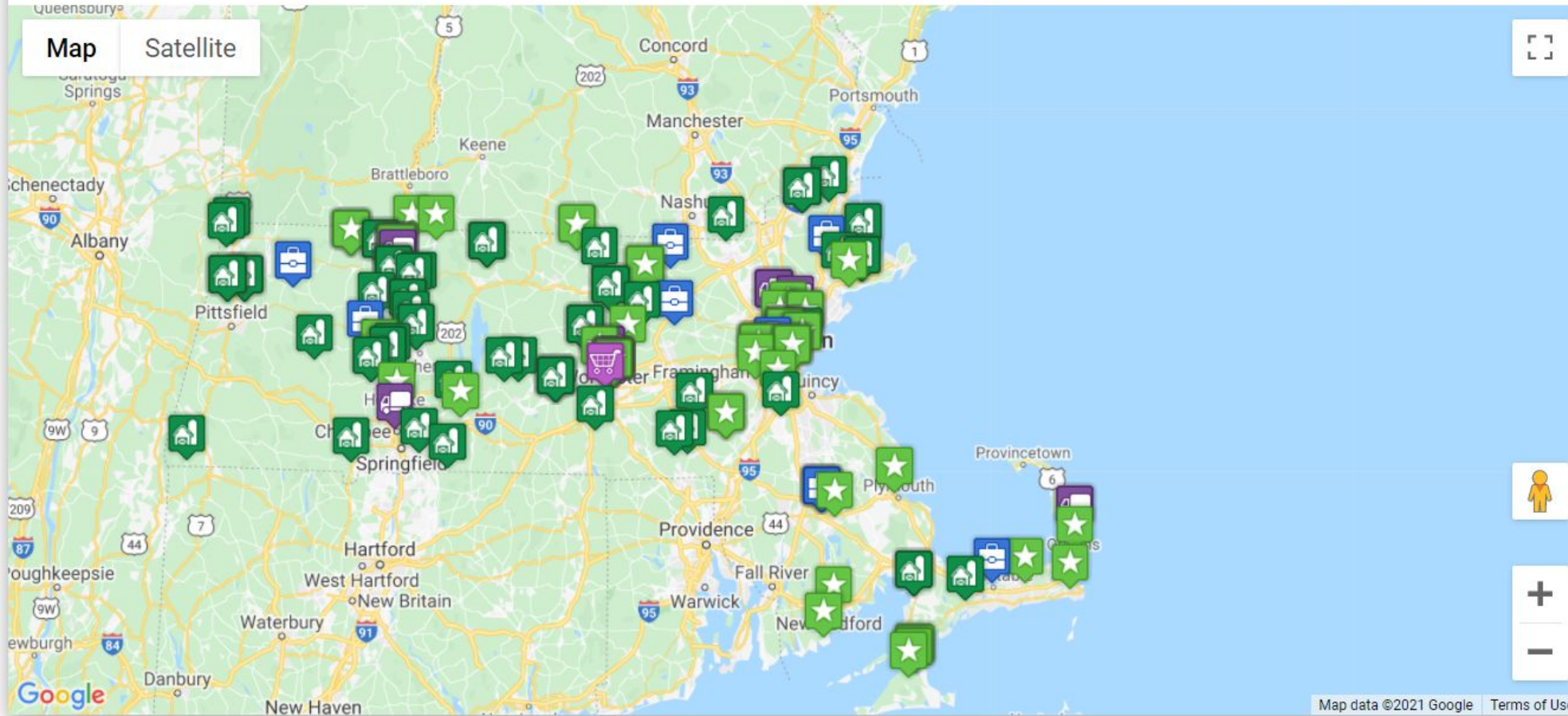
Old Sunderland Road
Montague, MA 01351

[Website](#)[Details](#)

MassGrown Exchange

 Search

97 Results



A photograph of fresh vegetables including several white onions, a bunch of green onions, and a bunch of fresh carrots with their green tops. The vegetables are arranged on a light-colored surface, and a semi-transparent white banner is overlaid on the image, containing the title and list.

How to set up alert system

1. Register Business
2. Two types of alerts:
 - Receive email notification when product is available
 - Put up a listing with the product you're looking for

Promotion and Education





Questions?



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