

## SAMPLE LANGUAGE & RESOURCES for LOCAL FOODS in CONTRACTS & RFPs

*Produced in Partnership By:*

### MASSACHUSETTS FARM TO SCHOOL

- See [\*Tools for Advocates: Increasing Local Food Procurement by State Agencies, Colleges, and Universities\*](#)

### FARM TO INSTITUTION NEW ENGLAND (FINE)

- See [\*A Toolkit for Institutional Purchasers Sourcing Local Food From Distributors\*](#)

### ASSOCIATION FOR THE ADVANCEMENT OF SUSTAINABILITY IN HIGHER EDUCATION (AASHE)

- See [\*A Guide to Developing a Sustainable Food Purchasing Policy\*](#)

### YALE SUSTAINABLE FOOD PROJECT

- See [\*Sustainable Food Purchasing Guide\*](#)

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## SAMPLE LANGUAGE

### SCHOOL FOOD SERVICE MANAGEMENT RFPs

#### **MAKE YOUR OBJECTIVES CLEAR:**

#### **Sample 1: Arizona State University RFP**

#### **6. SUSTAINABILITY**

The University defines sustainable food services as practices which:

- Protect, conserve and enhance soil, water, wildlife habitat and biodiversity
- Conserve energy, reduce and recycle waste
- Reduce use of pesticides and other toxic or hazardous materials
- Maintain transparent and traceable supply chains
- Support safe and fair working conditions
- Guarantee food product integrity, with no genetically engineered or artificial ingredients
- Ensure healthy, humane animal treatment
- Ensure continual improvement of practices

**6.1.** Contractor must demonstrate an integrated knowledge of sustainable food sourcing, handling and production methods; i.e., non-GMOs, cage-free, range-free, multiple tiers of organic, etc. Contractor must be able to articulate why these methods are important to ASU and the U Club.

**6.2.** Contractor must provide a valid methodology and plan for sustainable sourcing and purchasing of food.

**6.3.** Contractor shall have meaningful partnerships with local growers and producers. Contractor shall provide quarterly and annual reports to the U Club documenting actual percent of cost of sales with local growers and producers.

**6.4.** Contractor must have a strong network of sustainable-oriented contacts within the food industry, from upstream production, farming and vendors to downstream customer processes and end-of-life contacts. Contractor shall provide quarterly and annual reports to the U Club documenting the actual percent of cost of sales from sustainable-oriented contacts.

**6.6.** Contractor shall participate as an active leader in education of sustainable food service and knowledge center for both the University and the greater community. Contractor must provide existing curriculum or teaching methodology and demonstrate their ability to effectively communication the information.

**6.7.** Contractor's employees must also be able to demonstrate their knowledge of sustainability practices for all aspects of the food service industry.

**Sample 2: Evergreen State College RFP for 3-year Dining Services Contract (2013)**

4.11.3 Sustainable Food Procurement

The Successful Vendor will work with the College to meet or exceed the College's commitments to increase local, organic, and sustainable procurement. The Successful Vendor will work with the College regarding the College's interest in utilizing the Real Food Challenge, AASHE STARS, and other metrics to measure procurement.

The Successful Vendor is expected to work in conjunction with the College to continue progress in this area throughout the contract, with discussion and analysis pertaining to considerations of cost, benefit, supply, and demand. The college currently purchases some food from the organic farm and this relationship is expected to continue.

4.13.3 Sustainability and Social Justice Advisory Committee

Transparency and accountability around the College's commitment to sustainability and social justice is critical for the new vendor. The Sustainability Council and the Food Working Group is working on creating criteria for determining the complex calculations for determining what is a "local purchase". The College will form a new committee that will work with the Successful Vendor in developing these criteria and for making procurement decisions. It is important for the Successful Vendor to be able to report back to the community about its quarterly purchases listing vendors, the % of local purchases, and the % of food donated to the local community. The ongoing assessment and reporting back to the community is time consuming and there should be discussion with both parties on how to best perform this task. Opportunities for student internships and working with faculty should be explored.

**DESIGN A STRUCTURE FOR ASSIGNING POINTS OR EVALUATING THE ABILITY OF CONTRACTOR TO MEET YOUR OBJECTIVES:**

**Sample 1: Evergreen State College RFP for 3-year Dining Services Contract (2013)**

## 5.2 Evaluation, Weighting, and Scoring

Each proposal will be evaluated and rated by the College's RFP Dining Committee. The Committee will evaluate proposals based on responses to items in the following categories in Section 6:

- Total Economic Value, Future Partnership and Innovation – 30%
- Services and Hours of Operation – 30%
- Sustainability – 15%
- Accountability – 15%
- Catering – 10%
- Oral Presentation, if required, additional 15%

## 6.4 Sustainability

The College is looking for a partner that has a commitment to sustainability and is innovative. As such, please answer the following:

- A. Address your business's commitment to sustainable practices as applicable to your business operation and services. This should be accomplished by outlining how sustainability is incorporated into your business practices and products, as they relate to the purchase and transportation of food, recycled content, energy efficiency, reduced packaging, products recycling/disposal, and any applicable certifications related to the products or services you provide. This is an opportunity for your business to show its innovation around initiatives, programs and events.
- B. The Evergreen State College places high value on the practice of sourcing as much food as possible from local, environmentally sound, fair and humane sources. Describe how you would work to meet this goal, and explain any potential barriers to meeting this demand (i.e. conflicting contractual obligations with distributors, etc.). Describe past efforts in local procurement including sourcing with multiple local vendors, especially farms.
- C. The College would like to continue increasing its sustainable food purchasing. Explain how your business will work with the College to calculate the percentage of food that is sustainably purchased. The College currently uses AASHE STARS and is looking at other metrics like the Real Food Challenge.
- D. Describe how you would regularly inform the campus of current vendors, including producers, processors and distributors, and provide accurate information on products purchased and total amounts spent each quarter.
- E. Describe past and future proposed efforts to partner with local organizations to coordinate food donations to the local community.
- F. Describe any programs and/or initiatives that will address the Dining staff's responsible use of energy resources on campus.
- G. The Evergreen State College is currently pursuing options, in the form of student jobs, internships, and academic work that would allow students to work closely with food service in the tracking of sustainability measurements such as food sourcing, purchasing, and waste management. Talk about how you would partner to support students in these positions while providing necessary information to achieve regular and accurate assessments.

- H. The College is looking for an innovative partner when it comes to sustainability initiatives. Describe what your business envisions in the future. What issues do you imagine will be discussed with the College when it comes to sustainability and healthy food options?
  - I. What new research and development has your business made into enhancing sustainability issues?
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## **SCHOOL FOOD SERVICE MANAGEMENT CONTRACTS**

### ***BUILD IN ACCOUNTABILITY & REPORTING***

#### **Sample 1: from Greenfield Community College**

Greenfield Community College strives to provide high quality fresh food, support our local economy and decrease our carbon footprint by purchasing as much locally grown, locally produced food and products as possible (with seasonal food availability in mind). The College requests that 20% or more of all produce purchased will be grown within a 50 mile radius of GCC and preferably purchased directly from farmers or already existing farm to school programs. The College would like to see this percentage increase over the life of the contract. Purchasing reports shall be provided to the Comptroller and/or Director of Purchasing and Business Services quarterly detailing this purchasing history.

In an effort to encourage local food consumption and to educate the students and customers about local food availability and usage, every effort needs to be made to advertise/publicize/label local products by listing the farm and town of origin.

#### **Sample 2: Portland State University, Recommended Sustainability Goals Attachment to Food Services RFP**

*By: Marci Shuman, Sustainability GRA, Portland State University, 2005.*

#### **II.c. Dining Services Goals: Sustainability – General Procurement**

PSU supports and encourages the procurement of goods produced in environmentally friendly and socially responsible ways.

- i. Contractor shall support and procure food products that meet sustainability standards, equivalent to the Food Alliance, in the areas of pesticide reduction, soil and water conservation, wildlife habitat conservation, care for livestock, non-GMO products, and safe and fair working conditions to the maximum extent feasible during the performance of this contract.
- ii. Contractor shall utilize sustainable “green” cleaning products to the maximum extent feasible during the performance of this contract, with an emphasis on using products that are: biodegradable, less toxic, with minimal use of unnecessary dyes and fragrances.

- iii. Contractor will participate in future campus based education efforts to promote awareness and understanding of sustainable agriculture, benefits of local foods, organics, and of “green” products and systems (i.e. recycling and composting).
  - iv. All bidders are required to answer the following question:
    - a. Specifically state how your company addresses sustainability issues in food service for maximum environmental, social and economic impact.
- II.d. Dining Services Goals: Sustainability – Local Food Procurement
- i. The Contractor shall develop meaningful partnerships with local growers and producers wherever possible – Local to be defined as products grown and processed in the Northwest (Oregon, Washington, Idaho, and Northern California) with an emphasis on Oregon and Washington grown and processed products within 150 miles of the campus.
  - ii. Contractor shall strive to meet standards equivalent to the Food Alliance in regards to food procurement, labeling, and marketing of all locally grown and organic foods.
  - iii. Contractor to provide annual and quarterly reports to PSU documenting the actual percent of cost of sales that are local.
  - iv. Contractor to provide annual and quarterly reports to PSU documenting the actual percent of cost of sales that are organic.
  - v. All bidders are required to answer the following questions (bidder responses to be compared during the selection process):
    - a. What are your thoughts on organic and locally sourced foods? What percentage of your current buying is local (see definition above)? What percentage is organic?
    - b. What level (percentage of cost of sales) of fruits and vegetables will you commit to sourcing locally for PSU? What level (percentage of cost of sales) of beef, chicken, fish, eggs, and dairy will you commit to sourcing locally for PSU? Please state what level (percentage of cost of sales) of organics you will commit to providing PSU.
    - c. Please name 10 of your favorite local producers.
    - d. Please submit sample spring, summer, fall, and winter seasonal menus that will incorporate locally sourced foods.
    - e. Please identify and describe all efforts of preserving and processing locally sourced food for use in the winter and spring (non-growing seasons).

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## **LINK DINING SERVICES CONTRACT OR DISTRIBUTOR CONTRACT TO STRATEGIC PLANNING GOALS OR SUSTAINABILITY POLICIES**

### **Sample 1: University of Vermont Dining Services Contract (2005-2015)**

Strategic Action Plan Goal: Test market products from regional food producers/processors.

- Local Products Strategy: Showcase Vermont Products at six major University events.

Strategic Action Plan Goal: Provide a variety of products and meals (e.g. ethnic cuisine, vegetarian, vegan, kosher, dry goods, local products, etc.)

- Local Products Strategy: Financially support and hold four Local Vendor Showcases per year

Strategic Action Plan Goal: Provide a wide variety of catering options.

- Local Products Strategy: Provide culturally diverse and Vermont produce menu options within each catering tier on a quarterly cycle.

Strategic Action Plan Goal: Partner with University faculty for academic research.

- Local Products Strategy: Identify VT products through providing an internship.

Strategic Action Plan Goal: Partner with local food networks.

- Local Products Strategies:
  - Partner with local distributor to support use of local farmers. Produce annual report of number of farms, pounds of goods, dollars spent. Provide a baseline and establish targets to be met.
  - Create a step-by-step “Farm to Plate” guide for local farmers to sell at UVM

**Sample 2: Emory University Sustainability Guidelines for Food Service Purchasing from the Emory University Sustainable Food Committee (February 2008)**

Priorities by Food Category

1. Milk and Dairy

Ultimate Goal: from Georgia dairies and certified sustainable (Food Alliance)

First priority: hormone and antibiotic free

Next priority: grass fed

Next priority: from regional dairies

Next priority: from Georgia dairies

Next priority: certified organic (USDA)

2. Eggs

Ultimate Goal: certified Humanely Raised and Handled (Humane Animal Farm Care) or Free Farmed (American Humane Association), from Georgia, and certified sustainable (Food Alliance).

First priority: antibiotic free

Next priority: certified either humanely or free farmed

Next priority: from regional producers

Next priority: from Georgia

Next priority: certified organic (USDA)

3. Vegetables and Fruits

Ultimate Goal: Georgia grown and certified sustainable (Food Alliance) or Fair Trade (for international products)

First priority: regionally grown

Next priority: Georgia grown  
Next priority: certified sustainable (Food Alliance)  
Next priority: Fair Trade/improved labor conditions (for international products)

4. Chicken

Ultimate Goal: certified humane, Georgia grown, and certified sustainable (Food Alliance)  
First priority: antibiotic free  
Next priority: certified either Humanely Raised and Handled (Humane Animal Farm Care) or Free Farmed (American Humane Association)  
Next priority: Fair Trade/improved labor conditions  
Next priority: regionally grown  
Next priority: Georgia grown  
Next priority: certified organic (USDA)

5. Beef, pork, and other meats

Ultimate Goal: certified humane, Georgia grown and certified sustainable (Food Alliance)  
First priority: grass fed, hormone and antibiotic free  
Next priority: regionally grown  
Next priority: Georgia grown  
Next priority: certified humane

6. Seafood

Ultimate Goal: Seafood Watch Southeast “best” and “good” list and Marine Stewardship Council certification and Sustainable Seafood Forum recognition  
First priority: Seafood Watch Southeast “best” and “good” list  
Next priority: Marine Stewardship Council certification  
Next priority: Sustainable Seafood Forum recognition

7. Grocery – grains and legumes

Ultimate Goal: regionally grown, certified sustainable (Food Alliance), and Fair Trade/improved labor conditions  
First priority: regionally grown  
Next priority: certified sustainable (Food Alliance)

8. Grocery – pantry items/canned/frozen

Ultimate Goal: minimally processed and certified sustainable (Food Alliance)  
First priority: minimally processed

9. Grocery – prepared foods (ready to eat)

Ultimate Goal: minimally processed, regionally produced, and certified organic (USDA)  
First priority: minimally processed  
Next priority: regionally produced or certified organic (USDA)

10. Grocery – imported foods

Ultimate Goal: Fair Trade/improved labor conditions, minimally processed, and certified sustainable (Food Alliance)

First priority: Fair Trade/improved labor conditions

Next priority: minimally processed or certified organic

## **STUDENT INTERNSHIPS & FACULTY ENGAGEMENT**

### ***CREATE STRUCTURE FOR CROSS-CAMPUS PARTNERSHIPS WITH DINING***

#### **Sample 1: Evergreen State College RFP for 3-year Dining Services Contract (2013)**

##### 4.11.9. Sustainability Internships

Vendors in the past have hired and paid for sustainability student interns to assist with assessment and reporting of sustainable food sourcing and other efforts. The college would like this practice to continue, and will provide needed support to coordinate these internships, via the Sustainability and Social Justice Advisory Committee. The Sustainability intern will be expected to conduct assessments based on criteria approved by the College, such as the Real Food Calculator, to help with information sharing around sustainability efforts.

## **BROADLINE DISTRIBUTOR RFP**

#### **Sample 1: Mount Holyoke College**

It is the goal of the College to utilize locally grown products and small family farms to the fullest extent possible. The Vendor, in their proposal, is asked to list the Massachusetts farmers and their products that the Vendor purchases and sells to its customers. The College is also asking the Vendor for their assistance in helping to identify these products at the time of purchase by the College so that we may identify them as “locally grown” for our customers. The College is also committed to supporting those farmers who engage in sustainable and earth-friendly practice such as regulated pesticide use, integrated pest management, organic farming principles, or preservation of local indigenous or heirloom varieties. The College will reserve the right to utilize secondary vendors or suppliers if the College determines that doing so would be in the College’s best interest in order to accomplish these goals.

#### **Sample 2: Sample Language for Reporting on Local Foods**

Distributor will have available the following information about the products they provide, where possible or relevant.

- Ingredients list
- Nutrition information
- Product traceability measures and safety measures of farms or producers
- Location of origin of product and ingredients (process, farm/producer, town, state)

A biannual report should be provided twice each year (in January and in July) which details the progress that has been made as related to the purchasing goals identified here.



Distributor will provide the following information to X College on the invoices, or at the time of purchase, so that we can identify the products by their various sustainability criteria for our customers:

- Location of origin of product and ingredients (processor, farm/producer, town, state)
- List of criteria (healthy, local, fair, ecologically sound, humane) within sustainable food definition above that has been met by the product

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## LOCAL & REAL FOOD RESOLUTIONS IN STUDENT GOVERNMENT

### Sample 1: Skidmore College Student Government Association Resolution for Real Food Passed in April 2013 and Brought Forward by the SGA Sustainability Committee.

1. **Whereas:** in 2012, the Consultative Group on International Agricultural Research (CGIAR) found that the global food system is responsible for up to one third of human-related greenhouse gas emissions; AND
2. **Whereas:** there are approximately 3 million migrant and seasonal farmworkers in the U.S., mostly foreign born, that support our multi-billion dollar agricultural industry. Migrant and seasonal farmworkers are some of the most economically disadvantaged groups in the US;<sup>1</sup> AND
3. **Whereas:** more than one-third of U.S. adults (35.7%) are obese.<sup>2</sup> Since 1980, obesity prevalence among children and adolescents has almost tripled;<sup>3</sup> AND
4. **Whereas:** college campus dining halls around the country play a key role in supporting the current food systems and spend billions of dollars every year on food. Skidmore spends a lot of money on food and thus plays a significant role in the support of our local, regional, and national food system; AND
5. **Whereas:** students believe that Skidmore College should exercise leadership in the Northeast by modeling their own food practices to support local, ecologically sustainable, humane, and socially equitable food systems; AND
6. **Whereas:** the Skidmore student body supports increased purchasing of quality food that is local, ecologically sound, humane, fair trade, economically viable and nutritious. The Real Food

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<sup>1</sup> National Center for Farmworker Health, Inc.

<sup>2</sup> Centers for Disease Control and Prevention; Adult Obesity Facts. (<http://www.cdc.gov/obesity/data/adult.html>)

<sup>3</sup> Centers for Disease Control and Prevention; Data and Statistics (<http://www.cdc.gov/obesity/data/childhood.html>)

Challenge student group on campus has received over 400 student, faculty and staff signatures in support of local, ecologically, humane, and fair trade food purchasing; AND

**7. *Whereas:*** the Sustainability Committee of SGA is in support of this document; AND

**8. *Whereas:*** local shall be defined as food grown within a 250-mile radius of Skidmore College, with a preference for food grown within a 150-mile radius; AND

**9. *Whereas:*** fair shall be defined as food where at least 50% of the ingredients in the product have been certified by a fair trade certification organization that is credible (see attached appendix), or a single-source product that can confirm in writing the following for all employees: living wage, right to benefits, day of rest and overtime, seniority, equal pay for equal or equivalent work, right to return to seasonal position, right to freedom of association; AND

**10. *Whereas:*** ecologically sound shall be defined as food where at least 50% of the ingredients in the produce have been certified by credible certification organizations that looks at growing practices and/or the environmental standards of a farm or company (see attached appendix); AND

**11. *Whereas:*** humane shall be defined as food that has been certified by a credible organization that takes animal welfare into account (see attached appendix); AND

**12. *Whereas:*** the following ingredients disqualify any food item that may fit one of the above criteria: High fructose corn syrup, non-organic soy or beet sugar, Acesulfame-Potassium, Butylated Hydroxyanisole (BHA), Caramel Coloring, Olestra (Olean), Partially Hydrogenated Oil (Trans-Fats), Potassium Bromate, Propyl Gallate, rGBH/rBST, Saccharin, Sodium Nitrate, Sodium Nitrite; Dyes: Blue #2, Green #3, Red #3, Yellow #5, Yellow #6, and GMO ingredients; AND

**13. *Whereas:*** in exercising this responsibility to our local and national communities, Skidmore would be recognized as distinctly excellent in supporting sustainable food systems, and would be a model for responsible citizenship; AND

**14. *Whereas:*** Skidmore's 2005-2015 Strategic Plan, Goal III, Informed Responsible Citizenship aligns with this resolution by "minimi[zing] Skidmore's environmental footprint" and viewing purchases "in part, through the lens of environmental impact." This resolution would also fulfill the goal of becoming an "environmental leader in our local community, state, and where possible in our nation"; and act as "a worthy role model for our students, alumni, and staff"; AND

**15. *Whereas:*** as Skidmore works to make sustainability an institutional priority, this food purchasing policy would further this goal; *THEREFORE BE IT*

**1. Resolved:** the Senate Body and the signatories of this resolution urges the Vice-President of Financial Services (or designee), the Director and staff of Dining Services, a designee from Business Services, and the Campus Sustainability Subcommittee (CSS) to set a goal and make it a priority to annually increase the purchasing of food that adheres to at least one of the above definitions; and commit to an economically viable and realistic goal that is collaboratively drafted by students, staff and administrators; AND BE IT FURTHER

**2. Resolved:** the Senate body supports that Dining Services should digitize their invoices to create an accessible and comprehensive working *summary* of food purchases; AND BE IT FURTHER

**3. Resolved:** the Senate Body encourages the formation of a food system working group to ensure accountability within CSS and their sustainable strategic planning process. Once formed, the working group should release quarterly updates of progress made to the public.