

Criteria to Consider:

Getting Started - Selling to the Klamath County School District (KCSD)

Through the Farm to School Program, the Klamath County School District aims to provide fresh, high quality food to students through the procurement of local foods, supporting school-based food production, and educating them about local agriculture. The KCSD hopes to work with a variety of local producers and wants to spend Farm to School grant procurement dollars as locally as possible. The following are some of the criteria the KCSD has determined it will require of local producers:

- ✓ Respectful, professional interactions
- ✓ Ability to appoint a main “point of contact” who can provide consistent, timely phone and email communication with KCSD staff
- ✓ Ability to grow and provide high-quality products
- ✓ Safe on-farm production and post-harvest handling food safety practices
- ✓ Willingness and ability to provide KCSD’s product specifications and pack sizes, if requested
- ✓ Ability to provide thorough product traceability
- ✓ Ability to provide reliable, timely, and accurate deliveries
- ✓ Provide proof of \$1 million in liability insurance, minimum, per occurrence
- ✓ Competitive pricing

Prior to making a purchase agreement with the Klamath County School District, producers will be required to:

(KCSD reserves the right to discontinue purchasing partnerships with those who fall out of compliance with these requirements)

- ✓ Complete and return the ‘Request for Information’ (RFI) form* provided by the KCSD
- ✓ Provide documentation of food safety assurances through proof of USDA Good Agricultural Practices (GAP) Trainings, Produce Safety Alliance (PSA) workshops, or other third-party audits. Alternatively, ODA’s ‘Small Farm Food Safety Plan & Checklist’ form* may be used by small producers to devise a written food safety plan, and the checklist will be completed by a KCSD representative during an on-site visit the growing season.
- ✓ Complete and return W-9 Form to KCSD – Request for Taxpayer ID Number required to get set-up as a Vendor with the KCSD in order to receive payment
- ✓ Provide a certificate of liability insurance coverage (COI) showing minimum \$1,000,000 per occurrence**
- ✓ Slaughter and process all meat in USDA-inspected facilities
- ✓ Egg producers must provide copy of current ODA egg handler’s license
- ✓ Optional, but encouraged for produce farms: Complete and return the ‘Farm to School Market Basket: Projected Supply of Product’ form* provided by the KCSD



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During the solicitation process:

- ✓ KCSD food service buyer will seek multiple bids for desired product based on provided specifications for that product (type, variety, quantity, delivery etc.)
- ✓ Upon accepted bid, a written or verbal agreement will take place between the producer and the KCSD, documenting specifications of order/delivery/communication preference
- ✓ The school district may accept multiple bids for an item if needed volume can't be met by one vendor, and reserves the right to do so in order to purchase equitably amongst local producers

Managing the Contract - Once a bid is accepted by the KCSD:

The Klamath County School District's expectation will be that:

- ✓ Vendor is responsible and communicative
- ✓ Delivery is made at agreed upon time/location
- ✓ Product meets quality/quantity specifications
 - Product is generally free of damage, pest and disease presence, debris and decay
 - Product is fresh, clean and delivered in clean, appropriate packaging
 - Full order is delivered
- ✓ Label of Origin is provided on packaging (farm name and field location, when applicable)
- ✓ An invoice with itemized specifications is included with delivery of product (to be paid within 30 days by the KCSD)

**Any responses by the KCSD to these forms are non-binding and the information gathered will be used to identify responsible vendors and local products which might be purchased in the future.*

***Receipt of copies of insurance documentation by the KCSD which includes less coverage than required does not constitute a waiver of the farmer's obligation to fulfill the insurance requirements stated by the KCSD.*



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