

Missouri Grown Farm to School Request for Information (RFI) Form

Purpose: This form will provide the product needs of _____ nutrition program and in return, requests information from potential farmers to meet those needs. Once returned to _____ nutrition program, the school will start developing the annual procurement plan for Missouri Grown foods.

For the school to fill out:

School Point of Contact Name:
School Name:
Mailing Address:
City, State, Zip code:
Email Address:
Contact Phone:
Number of School Cafeterias:
Number of Meals Served Daily Per Cafeteria:
Free and Reduced Percentage:
Preferred Delivery Days:
Delivery Location:
Type of payment for farmers:
Is an invoice required with product delivery?
How long after the invoice is delivered will payment be made?
Which distributors currently supply food to your school district?

For Farmer to fill out:

Farm Name:
Farm Primary Contact:
Address:
City, State, Zip:
Email:
Phone:

1. **Acreage in production:** _____
2. **Do you have a written food safety plan?** Yes No
3. **Are you Good Agricultural Practices (GAP) certified?** Yes No
4. **Do you hold product liability insurance?** Yes No
If yes, what amount? \$ _____
5. **I am willing to host school field trips to the farm?** Yes No
6. **I am willing to present at the school to promote farming?** Yes No
7. **Will you permit site visits by school nutrition directors or their designees?**
Yes No
8. **Provide a brief description of your farm operation.**

9. **Where do you currently sell your products?**

Check all that apply. Answering this question is not mandatory, but it could assist in developing a product distribution plan.

Food Service Company: _____

Food Hub: _____

Farmer Cooperative: _____

Farmers' Markets: _____

Schools: _____

Produce Auction: _____

Other: _____

9. **Do you have a delivery truck or van?** Yes No

If yes, is it refrigerated? Yes No

Note: Children are a high-risk population, and food safety is critical for school sales. Follow all USDA, Department of Health, and Department of Agriculture food safety guidelines for product handling and transport.

See USDA-ARS Handbook Number 66, Commercial Storage of Fruits, Vegetables, and Florist and Nursery Stocks for more information on proper storage temperatures and optimal humidity rates. See also University of Missouri Extension resource entitled "[Vegetable Harvest and Storage](#)" for optimal storage temperatures and relative humidity.

10. **Number of school cafeterias per week you could deliver to:** _____

11. **Preferred delivery days:** _____

12. **Can you accept net 30 payment?** Yes No

13. **Required terms of payment:** _____

Note: Schools typically have a net 30 payment policy

Product Needs and Information Chart

School Food Authorities (SFAs)

1. Enter estimated product needs, including the number of pounds or cases needed per week or month and the duration the product will be needed. If quantities change during summer months, please indicate that.
2. Review the Missouri Seasonality Chart to get an idea of what products are available throughout the growing season.
3. Edit product specifications as needed.
4. Enter the preferred pack size(s).
5. Provide this RFI to potential vendors and specify the deadline to return the form.

Potential Farmers

1. Enter wholesale price per pack size. You may enter a different pack size in the pack size column if typical pack sizes vary from what is listed.
2. Enter the window of availability for product.
3. Estimate the total projected supply available for this school district.
4. If farmers are sourcing from other growers, please indicate that on the form below.
5. The last table is for the farmer to fill in any items not listed by the school district.

[School Division] Product Needs	Product Description & Specifications	School Preferred Pack Size/ Description	Wholesale Price per Pack Size or Vendor No.	Product Availability	Projected Supply	Farm of Origin
<p>SFAs: Includes the product and month needed.</p>	<p>SFAs: This column contains school needs. Enter the product specs to meet your needs.</p>	<p>SFAs: Preferred pack size. Farmers: Include your pack size if different.</p>	<p>Vendor: Insert price per pack size</p>	<p>Vendor: Insert typical number of months and weeks available.</p>	<p>Vendor: Insert weekly and total supply projections.</p>	<p>Vendor: Provided at ordering and on invoice. Indicate if filled in by vendor by checking yes/no.</p>
<p>Example: Sweet Potato School division requests 200 lbs. per month October-January</p>	<p><i>Use baked or mashed. Firm and good internal quality; mature but not overly large; wiped free of dirt and no decay; cosmetic or shape imperfections okay; large and medium size preferred.</i></p>	<p><i>40# carton, 20# carton, or 10# carton</i> Vendor: We also pack in bushels, \$28/per bushel</p>	<p><i>\$18.00 per 40# carton; \$17.00 per carton for bulk pallet delivery</i></p>	<p><i>October – January 12 weeks</i></p>	<p><i>10 cartons per week Total:120 cartons, approx. 4,800#</i></p>	<p><input checked="" type="checkbox"/> Yes Vendor: We grow all the produce listed & provide invoices with our farm name.</p>
						<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

[School Division] Product Needs	Product Description & Specifications	School Preferred Pack Size/Description	Wholesale Price per Pack Size or Vendor No.	Product Availability	Projected Supply	Farm of Origin
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No

Other Products Available from Farmer

Product	Product Description & Specifications	School Preferred Pack Size/ Description	Wholesale Price per Pack Size or Vendor No.	Product Availability	Projected Supply	Farm of Origin
Vendor: Describe product	Vendor: Insert specifications	Vendor: Insert standard pack size	Vendor: Insert cost per pack size	Vendor: Insert typical number of months and weeks available.	Vendor: Insert weekly and total supply projections.	Vendor: Provided at ordering and on invoice. Indicate if filled in by vendor by checking yes/no.
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No

Resources

USDA-ARS Handbook Number 66, Commercial Storage of Fruits, Vegetables, and Florist and Nursery Stocks for more information. Web access 4/4/19:

<https://www.ars.usda.gov/ARSUserFiles/oc/np/CommercialStorage/CommercialStorage.pdf>

University of Missouri Extension resource entitled “Vegetable Harvest and Storage” for optimal storage temperatures and relative humidity. Web access 9/20/22:

<https://extension.missouri.edu/publications/g6226>

Oxford Public Schools’ Request for Information: Web access 4/4/19:

<https://www.oxfordsd.org/Page/7461>