

# Private Institution Food Service Contract Provisions Template

*This template outlines how values-based procurement may be incorporated into a public institution's food service contract.*

## **Culinary Standards, Specifications, and Requirements**

The management company agrees to procure local and sustainably sourced **[produce/food products]** from small or midsized businesses to the extent practicable, it being understood that substitutions may be made in the event of disruptions in the supply chain. “Local,” “sustainable,” and “small or midsized businesses” are defined by **[Public Institution's Food Purchasing Guidelines]** available in **[Appendix X]**.

## **Tracking, Data Collection, and Reporting Requirements**

The management company will track the products purchased from values-based vendors by spend and percentage of total spend for the tracking period. Values-based vendors are vendors that meet standards set forth in **[Institution's Food Purchasing Guidelines]**.

The management company will also track the following metrics: **[specific standards in the Institution's Food Purchasing Guidelines, or other standards as negotiated]**.

Data pertaining to metrics identified by **[Institution]** will be included in **[insert negotiated tracking period]** reports of food purchases provided by the management company to **[Institution]**.

The management company will provide reports digitally in **[insert institution's preferred data organization software]**.

## **Volume Rebate Disclosure Requirements**

The management company will provide full disclosures on all rebates, allowances, and incentives received from its suppliers. The management company will return to **[Public Institution]** the full amount of the discount, rebate, or applicable credit received from purchases made on behalf of **[Institution]**.

## **Vendor Communication Requirements**

The management company is expected to regularly communicate with vendors that meet **[Institution's Purchasing Guidelines]** about the management company's vendor certification process and purchasing logistics **[e.g., desired products for the growing cycle, the product quantity the management company could purchase, and the fair market value the management company could pay for products]**.

For values-based vendors pursuing vendor certification, the management company must provide information about the requirements to complete certification and remain in contact with these vendors through the process. For certified values-based vendors, the management company must establish a communication schedule to discuss product needs, purchasing amounts and frequency, and pricing.