

## **Tailoring Solicitation Language for Distributors**

*The template below outlines how values-based procurement may be incorporated into an institution's solicitations for food distributors based on model recommendations provided.*

### **1) Identify Applicable Procurement Laws**

*[The values-based procurement team or personnel at the institution should consult closely with the institution's legal team and purchasing/procurement team to ascertain the particular laws and procedures that apply to the institution's solicitation process and ensure the solicitation complies with those requirements.]*

### **2) Signal Institutional Commitment to Values-Based Procurement**

#### Institutional Commitment to Values-Based Procurement

A commitment to increasing purchases of *[insert values identified in food purchasing guidelines]* food is a component of *[Institution's strategic plan or its other commitments, vision, or identity]*. *[Institution]* supports a population of *[approximately X]* on a food purchasing budget of *[approximately X]*. Through its food purchasing, *[Institution]* seeks to procure food to the maximum extent possible from *[insert short description of vendor preferences]*.

### **3) State Values-Based Specifications for Distributors.**

#### Required Specifications for Prospective Distributors

*[Institution]* seeks a distributor who can satisfy the following specifications:

- *[Insert one or more values-based specifications]*
- *[Insert relevant vendor eligibility requirements]*

### **4) Ensure Off-Contract Purchasing Allowed**

#### Off-Contract Purchasing

To further *[Institution's Food Purchasing Guidelines]*, *[Institution]* expressly reserves the right to purchase food direct from suppliers not otherwise contractually approved to supply food to *[Distributor]*.