

Tailoring Solicitation Language to Get Bids from Values-Based Vendors

The template below outlines how values-based procurement may be incorporated into an institution's solicitations for food products based on the 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.

[Institution] is committed to values-based purchasing. Through its food purchasing, [Institution] seeks to align public dollars with core values, including [insert values/goals].

3) State Values-Based Product Specifications

The *[Institution]* seeks *[insert product or product type sought]* that meets the following specifications:

- *[Insert one or more values-based specifications]*
- *[Insert relevant product quantity, quality, and/or delivery requirements]*

4) Solicit Information About Vendor's Capacity to Deliver to an Institutional Market

Institutions should consider including the following questions:

- Has the vendor sold its product to other institutions directly or through a distributor or aggregator?
- Has the vendor worked with other institutions implementing values-based procurement or similar purchasing goals?
- Does the vendor have access to necessary space and equipment to store, pack, and ship product to the institution?