

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) 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 develop relationships with *[insert short description of vendor preferences if relevant]*.

2) State Values-Based Product Specifications

Required Specifications for Prospective Distributors

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]*

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

Off-Contract Purchasing

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?