

Producer Checklist



Before Meeting with a Contracting Entity

- Research your region's Farm Fresh projects for Programs that best fit your operation. TDA resources can be found at Squaremeals.org/FarmFreshProjects.
- Compile current and future production estimates.
- Review seasonal availability of items you intend to offer.
- Establish price structure for each item you intend to offer.
- Complete and submit vendor application to become an approved vendor.

When Meeting with a Contracting Entity



Be Prepared:

- Bring seasonal availability charts, production schedules and pricing information for meeting attendees to keep as a reference when planning budgets and menus.



Decisions to make:

- ✓ Products that are the best fit for both you and the School District
- ✓ Timelines for submitting proposals or bids
- ✓ Proper communication channels
- ✓ Next steps in the process



Tips:

- Due to lengthy budget and menu planning, selling to schools requires patience. Always keep in mind your future production plans as well as the CE's needs.
- Communicate regularly with appropriate staff.



Discuss:

- Current buying practices – Are they currently buying local products? Which items? How much? How often?
- Future buying practices – Do they want to start/continue to buy local products?
- Overall product needs – Are they looking for consistent, long-term purchasing or purchases for special occasions/events/ programs?
- Do they order directly from local farms and producers or from a distributor?
- Logistical needs – Are there specific delivery days/times/ location(s)/ frequency that must be followed?
- Do they have a formal ordering processes/ procurement timelines?
- Are any special certifications (GAP, Organic etc.), insurance or food safety requirements needed?



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