

**Vermont Bidder Responsibility and Bid Responsiveness Criteria Examples
(For IFB and RFP)**

Bidder Responsibility and Bid Responsiveness Criteria	Minimum Standard(s) To Demonstrate Compliance	Evidence/Document(s) Required To Demonstrate Compliance
Provide a diversity of meal offerings	Hot entrée, daily deli options, fruit and veggie bar	Planned cycle menu
Limit fruit juice as an allowed fruit component	Fruit juice may not be offered more than 2x per week at lunch and breakfast, and never for a snack in ASP.	Sample menus
Must provide ongoing professional development opportunities for staff	Staff met minimum hourly PD requirements for USDA in previous year	Staff training documentation
Increase participation.	Demonstrate understanding of current participation levels and plan to increase that participation by a specific %.	Outline a plan to increase participation in NSLP and SBP through marketing
Contribute to SFA/school wide Farm to School efforts	Incorporate the 3Cs (curriculum, community, cafeteria) into the food service program.	Show examples of previous farm to school efforts in other accounts Develop an implementable action plan
Must provide a hot entrée in CACFP after school supper	Must provide a diverse menu of hot options for after school meals, just like lunch	Sample menus
Must utilize a clear and timely billing system	Use meal equivalent calculations and provide meal count and sales documentation to SFA	Copy of invoices
All employees have to be fingerprinted	Record of fingerprints and background checks for each employee (must be updated with new staff)	Provide documentation
Operate summer food service sites	Provide meals in compliance with SFSP regulations	Show past summer menus and SFA compliance reports
Must provide a 21-day cycle menu for all meal/snack programs	Provide menus for breakfast, lunch, snack, at risk supper, fresh fruit and vegetable program, and the summer food service program	Sample menus

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