



Checklist for developing a forward or growing contract or for informal solicitations

A good agreement or contract creates predictability and accurate expectations for everyone and goes a long way to preventing problems. This agreement should also identify areas of potential conflict by including detailed preventive strategies.

(FarmCommons.org)

What farm products do you want to purchase? How much do you need of each? How many months or weeks is the product available in NH?

Are there specific varieties or kinds of fruits or vegetables you want to buy?
Example: slicing cucumbers vs pickling cucumbers or Macintosh or Macoun apples?

Are growing practices important to you? Organic, IPM, diversified and sustainable?

Should the grower have a food safety plan or practices in place? How about proof of liability insurance?

What about the quality and condition of the produce? (washed, blemish free, no bugs, similar size, freshly picked, etc) Are you interested in seconds or imperfect produce? Are these available at a lower price? These could be in addition to not in place of what is in the growing contract.

What types of packaging are acceptable? Industry standard or are bushels and bags ok? How should the produce be labeled? Date of harvest, location of harvest, contents, weight? Other?

How often do you need each product delivered? What time do they need to be delivered by? How many schools do they need to be delivered to?

What are the payment details? Does an invoice need to accompany delivery?

What about crop loss or in-transit loss? What about lack of crop volume due to weather etc? Who bears the cost here? What rights does the buyer have here? What if school is closed on a delivery day for weather related or other emergency reasons?

Can an order be cancelled? What can the farmer do in this situation? Is there some sort of penalty?

Write up the contract or informal solicitation

1. Introductory paragraph about your school's farm to school program or desire to purchase local foods. It is ok to include language here about local foods but not in the product specifications.
2. Product information and specifications: what you want, how much you want, in what type of packaging, etc.
3. Delivery and payment.
4. Modifications-preventive strategies.
5. Start soliciting bids.
6. It is ok to go with more than one farmer.