

APPENDIX 1

Review of potential distributor vendor

Product line

- 1) Is this vendor a (circle the response): **full line** **specialty** **special breed** **other**?
- 2) What percentage of products required by the school are stocked? _____ %
- 3) If awarding business on all-or-nothing basis by groups, how much time after bid award will the vendor require to have the additional items in stock? _____

Physical facilities

- 1) Describe the receiving/loading area; can product be received/loaded in inclement weather without damage to packaging? Is this area refrigerated?

- 2) Describe the loading procedures; can trucks be loaded in inclement weather without damage to packaging; can deliveries be set and loaded in temperature appropriate space? _____
- 3) Cleanliness of floors? **acceptable** **unacceptable**
- 4) Storage of damaged product? **acceptable** **unacceptable**
- 5) Organization of product in slots? **acceptable** **unacceptable**
- 6) Cleanliness/orderliness of cold storage? **acceptable** **unacceptable**
- 7) Type of storage (circle those available): **dry** **refrigerated** **frozen**
If several different temperature ranges, record the temperatures: _____
- 8)) Pest Control **acceptable** **unacceptable**
- 9) Describe storage of used pallets: _____

Delivery equipment

- 1) What type of equipment is used? (circle one):
dry only **dry and frozen** **refrigerated only** **dry/frozen/refrigerated**

- 2) If using dry/frozen equipment and will be delivering chilled product (such as eggs and fresh produce), how is it handled?
- Placed in the frozen compartment with a thermal blanket.
 - Placed in the dry compartment next to the freezer with a window for cool air flow.
 - Other - describe: _____

- 3) How is product loaded?
- Slip-sheeted (wrapped in plastic on pallet)
 - Stacked by customer order
 - Stacked by product type
 - Other - describe:
- 4) Do trucks have on-board computers for monitoring temperature in the storage area throughout the delivery? **Yes** **No**
- 5) Are the trucks clean? **Yes** **No**

Financial history

- 1) Request credit references from three major suppliers. List the name of the suppliers and have letters mailed direct to an accounting firm.
- _____
 - _____
 - _____
- 2) Advise the supplier that financial statements (balance sheets , income statements, cash flow statements) and a signed representation letter will be required. This material will be mailed to an independent CPA firm and will remain confidential.

Notes: _____

Supplier HACCP qualification standards

What steps are taken to ensure supplier(manufacturer) compliance with safe food handling procedures?

1) Is there a standard questionnaire suppliers must complete? _____

See page 195 of this appendix for a sample questionnaire. Attach a copy of the supplier's questionnaire.

2) Is there a different approach to ensure supplier compliance with safe food handling procedures? If yes, please describe. _____

Service levels

1) Fill rate: from previous history, what percentage of your orders does this vendor fill? (Note: out- of-stocks are stated as a positive number; e.g. 97%.)

a. Inventory outs (normally printed on invoice as out-of-stock)?

b. Inventory shortages at order fill time (normally hand-marked out)?

2) If the vendor has no history with your school, what three schools can provide a reference? (ask question #1 of those schools):

a. _____

b. _____

c. _____

Accounting practices

1) Are invoices computer generated; are they clear and readable? **Yes** **No**

2) Describe the procedure for issuing credit memos: _____

3) Describe the procedure for picking up products, if necessary: _____

4) Based on past history are the statements in an acceptable form and accurate?

Yes **No**

5) If your purchase system will use a vendor printed order guide, is this vendor's form acceptable?

Yes No **Attach a copy.**

6) If your purchase system will use a vendor utilization report, is this vendor's form acceptable?

Yes No **Attach a copy.**

7) Describe the order placement procedure: _____

Performance at and following pre-bid conferences

1) Describe performance at initial pre-bid conference.

a.	Knowledge of staff attending:	acceptable	unacceptable
	Staff preparation for conference.	acceptable	unacceptable
	Follow-up after conference.	acceptable	unacceptable

b. Other _____

2) Describe performance at final pre-bid conference: _____

Cooperative information (*for co-ops only*): Vendor must deliver to all members of the cooperative (*see Contract Section V*). Is it necessary for the vendor to use a subcontract vendor? If yes, what members of the cooperative will be affected? Describe how such things as pricing, order guides, usage reports, product line, and problem resolution will be handled.

Signature of School Representative

Signature of Company Representative

Date

Date

Supplier(Manufacturer) HACCP qualification standards

Supplier (Manufacturer) _____

Date _____ Address _____

To suppliers (current/potential vendors): If your firm has a HACCP program, it is part of our QA program. It is very costly to receive a product or service from a supplier that does not meet expectations. Please answer the following questions and provide the material as appropriate concerning your company's quality assurance plan and program to achieve each requirement. The supplier is expected to demonstrate effective and continual improvement.

1) Who developed the HACCP/QA program?

Who validated the program as effective?

Who are the members of the HACCP/QA team?

What are the qualifications of the HACCP/QA team members?

How often do they meet?

Describe the pre-ship verification program?

2) Has each employee who works with food been taught the hazards associated with the task he/she performs and how to perform the necessary controls? Attach material to support the answer provided.

3) What are suppliers required to do in terms of ingredient HACCP controls?

4) Please tell about recall and emergency action programs.

5) Describe the responsibilities of Quality Assurance/Quality Control Department.

6) Describe product testing procedures.

