



FRESH PRODUCE MARKET VENDOR INTERVIEW OUTLINE

Business Practices:

Does the vendor have retail experience (i.e., working directly with individual consumers or only wholesalers)?

Yes

No

Comments:

Can the vendor provide proof of all required local permits, business licenses, and liability insurance?

Yes

No

Comments:

If prepared foods will be sold, does the vendor have a food handler's license (if applicable in your state/area)?

Yes

No

Comments:

Is the vendor willing to sign agreements required by the workplace organization?

Yes

No

Comments:

Is the vendor willing to share sales data for program utilization and evaluation purposes?

Yes

No

Comments:

What forms of payment does the vendor accept: cash, checks, credit/debit cards?

Comments:

What contingency plan can the vendor provide if they are unable to run the fresh produce market on a scheduled day?

Comments:

Does the vendor understand that the primary objective of the FPM is to increase employees' access to fresh whole fruits and vegetables to assist them in improving their diets by consuming more of these items (rather than sales)? Is the vendor willing to support this?

Yes

No

Comments:

Can the vendor supply references?

Yes

No

Comments:





Are the vendor's prices competitive with other fresh produce sources in the area?

Yes

No

Comments:

Food Selection:

Can the vendor supply the variety of fruits and vegetables based on the FPM criteria?

Yes

No

Comments:

Is the vendor willing to sell only food items that are on based the FPM criteria? (e.g., fresh produce only)?

Yes

No

Comments:

If desired, can the vendor provide organically-grown produce?

Yes

No

Comments:

Will the vendor provide new produce items as requested by employees, or take special orders from employees for favorite items?

Yes

No

Comments:

What is the vendor's source for food items: locally, regionally, nationally, or internationally grown? (If this is of interest)

Comments:

Customer Service:

Can the vendor assure that the person who will interact with employees is friendly and customer-service oriented?

Yes

No

Comments:

What are the vendor's hygiene standards and are they acceptable?

Yes

No

Comments:

Is the vendor willing to work with the wellness committee to accommodate special requests and/or participate in health promotion events?

Yes

No

Comments:

Other Comments:

