

# Farmer Readiness Checklist for Direct Purchase by SFSB



To benefit from [Act 134 \(2025\)](#), local farmers/ranchers/vendors must be procurement ready. In 2025 the maximum HI DOE can execute a direct purchase from a farmer/rancher is under \$100,000 in a year. In 2026 this amount may be raised to \$200,000.



## 1. Administrative Compliance

**[ ] Register with Hawaii Compliance Express (HCE) or Proof of Compliance:** Most critical step. It provides a "Certificate of Vendor Compliance" showing you are current on taxes and registered with the DCCA.

COST: \$12/year. Support available: GoFarm Hawai'i ([info@gofarmhawaii.org](mailto:info@gofarmhawaii.org)) and ADC.

**[ ] If you have paid employees, prepare to provide Federal Tax ID (EIN):** Necessary for the DOE to issue Purchase Orders (POs). Sole Proprietorships can use their social security number.

**[ ] State of Hawaii Insurance Requirements:** DOE contracts require a standard level of coverage:

- **General Liability:** \$1,000,000 per occurrence / \$2,000,000 aggregate.
- **Automobile Liability:** \$1,000,000
- **Certificate Holder Language:** Must name State of Hawaii, Department of Education, 475 22nd Avenue, Honolulu, HI 96816.
- If you have employees, **Workers' Compensation insurance** is required.

**Additional Clauses: (1)** It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy. **(2)** The State of Hawaii is added as an additional insured as respects to operations performed for the State of Hawaii.



## 2. Food Safety & Product Standards

**[ ] GAP Certification:** The DOE requires **Good Agricultural Practices (GAP)** certification to ensure student safety. Specific crops that are never served raw by DOE are exempt from this requirement (see [Food Safety Document](#)). Approximate audit fee cost \$150-\$2000+/year. Support available: [CTAHR Farm Food Safety](#) and [NSEVP info@nsevp.org](mailto:info@nsevp.org)).

**[ ] Pack/Grade Specs and labeling:** Be ready to provide produce in standard counts or weights (e.g., 40lb boxes of Grade A 'Uala). Have a professional label on the bag and/or case.

**[ ] Delivery Capacity:** Can you deliver [during specific hours, typically 7am to 10am] to the school's Regional Kitchen or individual cafeteria loading docks? If delivery is not an option you would need to pay another company for this service (delivery service or distributor).

**[ ] Place of Origin Documentation:** Provide a statement that the product you sell to HI DOE was grown/raised within the State of Hawaii



## 3. The Quoting Process

**[ ] Written Quote Template:** Be ready to submit quotes promptly. Have a professional quote ready that includes:

- Business Name & Address
- Description of Product (e.g., "Locally grown, hand-harvested papayas", list variety)
- Unit Price and Total Price must be all inclusive (tax, delivery, distribution, etc., under \$100,000)
- Estimated Delivery Timeline
- Quote valid period. Include a period your price is good for, *"Quote valid for 30 days"*.

**[ ] HlePRO** Value Add Products should be ready to register at [hiepro.ehawaii.gov/vendor.html](http://hiepro.ehawaii.gov/vendor.html), as your product will be considered processed food. There is **no cost** to register for HlePRO. However, there may be a transaction fee on the total amount of any contract you win. More info available in the FAQ section on HlePro and each solicitation.

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