

City of Vancouver Street Food Vending Application Tip Sheet

This tip sheet offers information to potential street food vendors on how applications will be evaluated by City staff and by the selection panel. It offers hints on the type of information that can be included in your application package to make your submission as strong as it can be.

Please make sure that any supporting documents that you provide as part of your application are:

- Clearly labelled with your name and contact information (phone and email)
- Identifies which criterion you are responding to (for instance, label the copy of your foodsafe certificate, label your business plan, label the description of your qualifications, etc.)
- Submitted on 8.5 x 11 paper (no legal size or larger)

The process has two steps.

Step 1: All applications will be screened by City staff to identify the top 50 applications based on the following criteria:

Criteria	Points	Required information
Foodsafe certification	10	Provide a copy of your foodsafe certificate
Previous street food vending experience	15	Describe and provide documentation on any previous street food vending experience (location, length of time, type of food, etc.)
Unit readiness / schematic	35	Describe the readiness of your cart, truck or trailer including copies of any Health approvals, supporting documentation, or schematics of a proposed unit (it is not recommended to make a purchase before the selection process is complete, however increased readiness will result in a higher rating)
Commissary identified	20	Provide documentation and approvals regarding your existing commissary, or timeline and details regarding a proposed commissary (it is not recommended to enter into a lease agreement before the selection process is complete, however commissary readiness will result in a higher rating)
Plans for reducing waste / increasing green packaging	20	Provide a waste management plan including information on basic waste, recycling, use of compostable containers, avoid using non-recyclable materials etc.
TOTAL	100	

Step 2: The top 50 applications will be forwarded to the selection panel for evaluation on the following criteria:

You are not required to submit information on each of the criteria listed below, but the more information you can provide on how your proposal meets each criterion, the higher it will rank in the evaluation process. The higher your application ranks, the better your chances of winning a street vending spot of your choice!

Criteria, Points & Tips!

Criteria	Points	Tips to strengthen your application
1. BUSINESS PLAN AND EXPERIENCE		
Business plan	10	Applicants can include a business plan that might include information on the following: business profile, marketing plan, operational plan, financial plan.
Applicant's qualifications	10	Applicants can include a description of previous business experience, experience in food service industry or related.
2. MENU AND INGREDIENTS		
Nutrition	10	Applicants should provide information on how their menu helps customers meet Canada's Food Guide (http://www.hc-sc.gc.ca/fn-an/alt_formats/hpfb-dgpsa/pdf/food-guide-aliment/print_eatwell_bienmang-eng.pdf). For instance , you can provide a list of how your menu items are reflected in as many of the four food groups as possible (vegetables and fruit; grain products; milk and alternatives; and meat and alternatives). Tip: Consult the Canada Food Guide carefully to see the types of food and serving sizes provided as examples. The tips on page 4 of the Food Guide provide more helpful hints.
Use of organic ingredients	10	Applicants can provide a list of organic ingredients and / or menu items and where possible, the certification system used (e.g. USCA, Canada Organic, Green Table) OR a plan for what types of organic food will be sourced and from what producers.
Use of local (BC) ingredients	10	Applicants can provide a list of local (BC) ingredients and / or menu items and where possible, the BC producers that they plan to contract OR a plan for what types of local food will be sourced and from what producers.

Use of fair trade ingredients	10	Applicants can provide a list of fairly traded ingredients and / or menu items and where possible, the certification system used (e.g. International, US, Canada) OR a plan for what types of fairly traded food will be sourced and from what sources.
3.DIVERSITY / INNOVATION	10	Applicants can provide a description of how their menu reflects the diversity of our city, and contributes innovative street food offerings.
4. OVERALL READINESS / CONTRIBUTION TO STREET FOOD LANDSCAPE IN VANCOUVER	10	Applicants can make the case for how quickly they can be up and running, and summarize their overall contribution to Vancouver's street food scene.
TOTAL SCORE	80	

The top ranking applications will win one of this year's available street food vending locations. The highest score will have the first choice of location. The second highest score will have the second choice, and so on.