

Request for Proposals No. 2024-04

Addendum 01 – Q&A

This document is posted to capture the questions received, and agency answers provided, during the question and answer period of RFP No. 2024-04, issued October 31, 2023.

All amendments, addenda, and notifications related to this procurement will be posted on the [OSPI website](#) (if this was an open procurement) and on the Washington Electronic Business Solution ([WEBS](#)) website. Additional questions concerning this procurement must be submitted to contracts@k12.wa.us. Communication directed to other parties will be considered unofficial and non-binding on OSPI, and may result in disqualification of the Consultant.

Question: The information has the dollar volume of the cases purchased for all items. Can you please translate that into an approximate number of cases?

Answer: See Estimated annual case volume below:

- Cheese Sauce – 1900 40lb cases
- Pizza Cheese – 1400 22lb cases
- Pizza Pepperoni – 1600 22lb cases

Question: Can you please let us know the number of full case samples that will be required for each product if it goes to the physical testing stage? I need to order in special sample shipping cases and want to have them on hand, just in case.

Answer: Approximately 3 cases total, one for each review location.



Question: Can you please consider extending the delivery date for samples from the 28th to the 29th? With Thanksgiving being the week before, many may choose to send out the product next day to the 27th. However, some of the rural locations may need two days and, if there is a weather-related issue, it could take two days. This happened several years ago in Washington. Weather delayed delivery by one day.

Answer: Yes, we will review this request and provide an update if approved.

Question: Can you please confirm the date in which the RFP is due? The cover page states 11/16/23; however, the estimated schedule of procurement activities on page 10 and the Submission of Proposals section on page 11 both state 11/17/23.

Answer: Proposal Due Date: 10:00 a.m. Pacific Daylight Savings Time (PDST) on Thursday, November 17, 2023

Question: When is the latest an addendum could be issued if it is necessary?

Answer: In the event it becomes necessary to revise any part of this RFP, an addendum or an amendment will be published on the OSPI website. For this purpose, the published Consultant questions and Agency answers, and any other pertinent information, shall be considered an addendum to the RFP.

Question: Section B.20., Insurance Coverage, states on page 17 that the Contractor shall furnish evidence in the form of a Certificate of Insurance within 15 days of the contract effective date. Please advise if it is acceptable to submit the COI with the bid submission.

Answer: Please hold off sending the Certificate of Insurance until the successful bidder is identified.

Question: E. Samples – Page 20: If requested, where will samples need to be sent to? How many samples will be needed?

Answer: Addresses for samples will be given out as soon as a determination has been made of what products meet our specifications and which school to send them to. Dependent upon the size of the school and the grades that the samples will be served is the determining factor regarding case(s) or number of servings.

Question: Exhibit F: Specifications – If a product does not fully meet the bid specifications noted on page 50, can it still be bid? If so, would you prefer it to be on the category line item on Exhibit H (top section) or in the alternate section on the bottom half of the worksheet?

Answer: If a product does not fully meet specifications, you may list it in the Alternate Products section.

Question: Exhibit F: Specifications – The last paragraph of page 49 states that vendors are to include modified specifications if proposing similar finished products that differ from specifications listed. How and where would you like the modified specifications to be submitted?

Answer: If a product does not fully meet specifications, you may list it in the Alternate Products section.

Question: Exhibit F: Specifications – Do you have estimated case volumes available?

Answer: See Estimated annual case volume below:

- Cheese Sauce – 1900 40lb cases
- Pizza Cheese – 1400 22lb cases
- Pizza Pepperoni – 1600 22lb cases

Question: Exhibit H: Price Worksheets – Can we bid multiple codes per category line item?

Answer: Yes

Question: Are electronic signatures accepted?

Answer: Yes

Question: On the Cheese Sauce – for the Meal Pattern Contribution, are you requiring a 2 M/MA serving to be no more than 550 mg of sodium?

Answer: Sodium limits is for per serving size.