

STATE OF WASHINGTON
OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION

OSPI RFP 2023-02 Proposals for Processed Donated USDA Foods
Addendum 01 Questions & Answers
Note to potential respondents:

All amendments, addendums, and notifications will be released via the Washington Electronic Business Solution (WEBS) web site.

NOTE: The proposal due date 10 a.m. Friday, September 23, 2022

1. We are interested in bidding on 1. Beef strips in the Beef Category. How is this RFP awarded? By line or category? Confirming that award is by line, not category?
All bids will be reviewed. Bids can possibly be combined with like products, or line item, dependent upon price and product.
2. Samples
 - Is a full case sample required or can we submit samples based on how many servings are required for the taste testing?
 - Where do the samples need to be delivered to?

Addresses for samples will be given out as soon as 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.

3. We do not start our pricing process until after we receive the USDA Commodity values in November. Will we be able to submit new pricing after we receive the USDA Commodity values for SY 2023-2024 in November? Are samples due October 3, 2022, or upon request per page 19/#E Samples? What quantity is required for samples, full case or pieces?
You can submit current pricing with updated pricing in November 2022 (if your product is chosen). I will ask that chosen samples (cases) be delivered to the addresses given by Wednesday, October 5th. I am changing the time period for the taste testing to October 10-14, 2022. I wanted to be sure to have enough time for samples to arrive at the chosen locations. The change will be posted on Thursday as well along with the Q & A document.

4. Can our entire response be enclosed in a single large file or do you prefer it to be separated according to the intro in Section C:

- 1 Letter of Submittal, etc.
- 2 Vendor Profile, etc.
- 3 Cost proposal etc.

Do you want the sample contract completed and returned to you or not?

Please do not complete the sample contract as that is just to show processors what it looks like. One file is great, I actually would prefer that.

5. Can we use electronic signatures?

YES

6. Page 17 Section C.1. A Project Management 1. Management Team

My staff has indicated they want to remain anonymous and do not want their names shared in our response, nor do I want headhunters tracking them down and coaching my staff to leave for another company. May I provide the job titles and phone numbers without listing their names?

YES

7. Page 17 Section C.2. 2. Staff Qualifications /Experience

As you know our company is very capable of providing the products requested in this contract. My staff has indicated they want to remain anonymous and do not want their names shared in our response, nor do I want headhunters tracking them down and coaching my staff to leave for another company. May I provide job descriptions and qualifications without listing their names?

YES

8. Pages 56 and 57, Exhibit H: Price Worksheets

Case Weight (pounds) Gross and Net. Using Adobe Acrobat to type in our response, the cells are formatted so we cannot type in the weights inside the proper boxes. Will the State be sending out a new version of the pages we can type in?

Word version of table will be posted with Q & A document.

9. On pages 56-57 column "USDA Commodity used in product", do you want the WBSCM number or a product description?

WBSCM number please

10. On pages 56 and 57 the last column requests "Donated Foods Value". Obviously, we do not know SY 23-24 DF Values. Do you prefer the DF Value per pound or per case using SY 22-23 DF Value information?

22-23 SY SEPDS values can be used, but SY23-34 SEPDS must be submitted as soon as USDA approves.

11. Is the estimated contract value for each item listed representing finished sales dollars or pass through value dollars? Is there estimated case volume available?
Finished sales dollars. Due to the volatility of the SY 19-20 and SY 20-21 years, we do not have a current accurate case volume.
12. If a manufacturer has an NPA on file nationally, does this meet the minimum requirements for this bidder to respond?
NPA is enough
13. Exhibit F: Specifications – b) Child Nutrition Crediting Information – c) SY23-24 USDA signed SEPDS – Page 48
- a. Per the requested documentation mentioned in the above section of page 48, it states that the SY23/24 USDA signed SEPDS (pending USDA approval is acceptable) is required for RFP submission. The USDA values for the new school year 2023/2024 will not be released until November 2022. The only option we have at this time is to supply the current SY22/23 SEPDS with our bid submission (on or before September 23, 2022) until we receive the new USDA approved SY23/24 SEPDS. Once the new USDA approved SY23/24 SEPDS have been communicated to us, we can provide the new SY23/24 SEPDS to you at that time.
22-23 SY SEPDS values can be used, but SY23-24 SEPDS must be submitted as soon as USDA approves.
14. Exhibit H: Price Worksheets
- a. Column "Donated Food Value lbs. per case" – Pages 56-57
- i. The last column on the spreadsheet requires that the donated food value lbs. per case be submitted. Please confirm that we are to submit the current SY22/23 DFV lbs. per case in this field due to the new SY23/24 values not being available at this time.
Yes – that is acceptable, SY23-24 SEPDS are to be submitted when approved by USDA.
- b. Column "Fee For Service per Case" – Pages 56-57
- i. Please confirm what "Fee For Service per Case" means. Does this price point refer to the Commercial Case Price less the USDA Foods Value per Case (Value of commodity in case)?
Fee-for-Service method allows the processor to charge a price per case, which includes the processor's cost of ingredients (other than the USDA Foods), labor, packaging, overhead, and other costs incurred in the conversion of raw USDA Foods into an end product. The discount for the USDA Foods is included in the net price.

15. The RFP is asking for donated commodity value on the products, but USDA won't release next year's values until late November. Do you want us to just use this year's value and you will adjust it once we know the actual number for the 2023-24 school year?

SY 22-23 SEPDS values can be used with the understanding that once the SY 23-24 SEPDS is approved, a copy will be sent to OSPI referencing contract number if vendor is chosen.

16. Pass Through Value for potatoes is not yet established for SY23-24. How would you like us to quote pricing without the PTV? (Also, SEPDS for SY23-24 is not yet available)

SY 22-23 SEPDS values can be used with the understanding that once the SY 23-24 SEPDS is approved, a copy will be sent to OSPI referencing contract number if vendor is chosen; as well as updated pricing.

17. Are electronic signatures acceptable in the proposal?

Yes

18. Which section do we include Exhibit B in our proposal? Which section do we include Exhibit C in our proposal?

You can combine Exhibit B and C with the other pieces of your proposal. No specific order is required.

19. Are we supposed to respond to and include Exhibits D, E and F in our proposal?

Exhibits D, E, are to give examples of what the contract and general terms and conditions will look like if selected. Exhibit F is a list of product specifications. No exhibits are to be included in bidder proposal.