

Request for Proposals No. 2025-18

Addendum 01 – Pre-Bid Conference Q&A

This document is posted to capture the questions received, and agency answers provided, during the Pre-Bid Conference, which was held on January 9, 2025.

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:** What type of Catalogs/Items does Washington need for the Summer Food Service Program: DoD, Direct Ship, State Processed WCodes, Local/Commercial Foods?
Answer: We primarily focus on Direct Ship for Summer Foods.
- Question:** Would there be any component to utilize RFID Tags based Labels for Automated Tracking of Items as part of Food Distribution System?
Answer: We don't currently use RFID Tags for tracking. However, we are open to considering their use in the future.
- Question:** Could you please provide the name of the Federal Grant Funding this project and ongoing costs?
Answer: The federal funding is a technology innovation grant from U.S. Department of Agriculture. Ongoing funding is from federal funds from U.S. Department of Agriculture provided for State Administrative Expenses.
- Question:** What is the desired go live date for the FD system (for NSLP) and what is the flexibility should the vendor need to develop WAOSPI requirements?
Answer: Ideally, we would like to go live with the application, pre-order, inventory, and catalog part of the system starting in December 2025 and the monthly ordering and invoicing by August of 2026.
- Question:** Will the State own the warehouses involved in staging, or will warehouses be 3rd party managed?
Answer: OSPI does not own the warehouses. We contract for warehouse services.



6. **Question:** What is the approximate Dollar amount for this project?
Answer: \$1 million. USDA grant funding has been set aside for this project. NOTE: This answer amends RFP Section A.7. Funding, which did not previously state a dollar amount.
7. **Question:** Do you see capability of the warehouse vendor providing more frequent inventory reports?
Answer: Currently, our warehouse vendor provides reports once a month to match the monthly order period. We are open to the possibility of increasing the frequency if it would make the process more efficient.
8. **Question:** How many items (approximately) have to be tracked on monthly or yearly basis?
Answer: Approximately 125 products that are tracked and all are either frozen or dry. Looking for complete inventory, returns, damages, discrepancies, and tracking. Multiple locations for warehouses. Frozen/Dry on the eastside (same warehouse) but could potentially be separate locations. East dry/frozen products housed in two warehouses. Needing to manage the request and outgoing items. Coordinate current inventories and matching with the warehouse and what is in our system but they are separate.
9. **Question:** Could you please let us know how many internal OSPI users may need access to the system?
Answer: Approximately 10 or less internal users will access the system.
10. **Question:** Are processed items received at the warehouses and then sent to recipient agencies, or do they go directly from the processor to the recipient agency?
Answer: OSPI has two ways of managing processed items. Food processing managed by OSPI is delivered to the Warehouse before it is ordered by, and delivered to, RAs. RAs can also process items directly with the processors and receive their orders based on capability.
11. **Question:** Do you have an estimation of how many recipient agencies users may need access to the system?
Answer: Approximately 300 users. Each recipient agency may have several users.
12. **Question:** Can users have single sign-on or do they need individual logins?
Answer: Single Sign On with the State system, SAW, or OSPI's SSO system is an expectation for all new agency systems. OSPI is currently considering Entra ID for Single Sign-On, and the new FDMS system will need to integrate accordingly.

13. **Question:** Could you please clarify the boundaries of inventory tracking? It seems like it is just warehouse, given there is a 3rd party for delivery. Is that correct?
Answer: Currently, it is the responsibility of the warehouse contractor to provide current inventory on a regular basis. These reports would be reconciled with data in the new system. Any additional reporting would come from the resulting reconciliations.
14. **Question:** Does the inventory tracking extend beyond the product arriving at the warehouse?
Answer: Tracking to destination would fall under the subcontractor's responsibility. Any discrepancies are then reported to us. If there is a better solution, we are open to the possibility.
15. **Question:** Would you share the participant list of who is participating in this pre-bid conference?
Answer: We do not share participation data as a part of the pre-bid process.
16. **Question:** Invoices are generated within the system, are payments processed by OSPI or some other agency?
Answer: When the RA's submit payment for those invoices OSPI does the processing.
17. **Question:** What type of Catalogs/Items does Washington need for the Summer Food Service Program: DoD, Direct Ship, State Processed WCodes, Local/Commercial Foods?
Answer: Summer foods focuses on Direct Ship
18. **Question:** Any integrations are required with 3PL or Transportation/carriers?
Answer: The FDMS system will likely integrate with the contracted warehouses for inventory management.
19. **Question:** Could you provide any 3rd party logistics vendors that may be involved?
Answer: Child Nutrition Services contracts with a warehouse company responsible for management and delivery of FDP orders. The new FDMS will need to be flexible enough to communicate with the warehouse, regardless of vendor.
20. **Question:** Any process flows available related to budget associated with projects/programs?
Answer: High level process flows are included in Exhibit G – Functional Summaries.