



Accelerate Progress for Students

Charlotte Gensler
Executive Director, Procurement & Accounts Payable

Scott Elder
Superintendent

DATE: December 13, 2022

RFP NUMBER: 23-046MS

RFP TITLE: Manufacturer Direct – Processed Foods (State of New Mexico Approved Processors Only)

ADDENDUM NUMBER: 1

Please see Question and Answers:

1. **Question:** Your request to include “State of New Mexico Processor Certificate for SY 23/24 cannot be met as the State normally signs this form around April of the following year.
Answer: You can submit the SPA (State Processing Agreement) in its place.
2. **Question:** Are we able to add additional items to the RFP on the appropriate commodity tab(s)?
Answer: No, additional items will not be accepted. Only submit pricing for items listed.
3. **Question:** Can we bid on Commercial only if we are no longer in Commodity Processing?
Answer: No, you must submit pricing for Commodity and Commercial and be an approved processor for SY 23/24.
4. **Question:** Is it required to submit Certificate of Insurance with the RFP?
Answer: Contractor shall furnish the Owner with certificates of insurance with the contract documents and prior to the commencement of work/services.
5. **Question:** Is bidding Commercial a requirement or if we can bid just Commodity products when it comes to non-substitutable beef?
Answer: Submit pricing for the equivalent commercial product.
6. **Question:** Proposal Format, how many files can we upload?
Answer: Follow the Proposal Format on page 35 of the RFP, which states upload 4 separate files. The pricing proposal must be in Excel version.
7. **Question:** Do you want the Product Specification Sheets uploaded in Files 3 and 4?
Answer: Upload Product Specification Sheets only in File #3.

ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL:

6.15.2020

Addenda not signed and returned may consider the RFP non-responsive and may be rejected.

COMPANY/FIRM NAME

SIGNATURE

DATE



6.15.2020