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Executive Director: Procurement and Accounts Payable

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Superintendent

DATE: November 7, 2024

RFP NUMBER: 25-035MS

RFP TITLE: Manufacturer Processing USDA Commodities

ADDENDUM NUMBER: 2

Questions and Answers:

1. **Question:** Can we add a commodity item(s) to the RFP? Also, are we able to submit more than one item for a product bid specification if we have multiple items that meet the criteria? If so, how should we submit pricing on the alternate codes? Or should we select the best fit item only?

Response: Page 24 reads the following;

Additional Items:

Vendor may add 2 additional items to each category. These items must fit the category for acceptance. Pricing sheet will include only 2 additional lines for these items marked "Additional Items". Including more than 2 items per category will eliminate your additional items from being selected.

2. **Question:** On page 35, under #4 File, point g - Can you please clarify what do you mean by submission format (see screenshot below

RFP# 25-035MS USDA Commodities – SY 25-26

#4 File - Evaluation Criteria to include:

- a) Company Profile
- b) References
- c) Delivery & Customer Service (include usage report)
- d) Nutritional Standards
- e) Product Specification Information
- f) Quality of Products Offered
- g) Submission format

Response: Offerors following RFP instructions for submission and comply with solicitation format explicitly can receive up to 5 points.

3. **Question:** The RFP lists the term dates 6/1/25 – 5/31/26. Since this is overlapping with the tail end of SY24-25, should we still only submit SY25-26 commodity pricing? The USDA value per case will be different.

Response: Yes, USDA value per case will be different because of the timeline. These revisions will be covered by an amendment with the awarded vendor(s).

4. **Question:** The RFP states that a certificate of insurance should be forwarded to the APS PO Box. Is this a requirement for submittal outside of the bid documents, or can this be submitted along with the RFP through Vendor Registry?

Response: Submit through Vendor Registry with your proposal.

5. **Question:** Does APS anticipate requesting samples for this RFP? If so, how many servings would be necessary?

Response: Samples will be requested by Food & Nutrition Services after award, if necessary.

6. **Question:** Do the additional code lines need to adhere to the specified product requirements, or can they be any code as long as they correspond to the same commodity code?

Response: If vendor does not have that specific product, you may list an equal or better product in the column titled – Alternate Item Code, Commercial (if applicable). If you do not have an alternate product, put N/A for that line item.

7. **Question:** For the beef and pork commodity tabs, in the Commercial Price Columns J-L, is the district wanting the FFS + PTV for the commodity code? Or do we provide the commercial price for the commercial equivalent code listed in Column F?

Response: Column J through L is specifically commercial price. FFS pricing is column O through Q.

8. **Question:** Do we need to enter N/A on the tabs that our company does not process? For example should a meat processor enter N/A in the 110149 Apples tab, or should we only enter N/A on the relevant tabs for our company, for the items our company does not have a match for?

Response: Only submit N/A on the categories you are not submitting a proposal for.

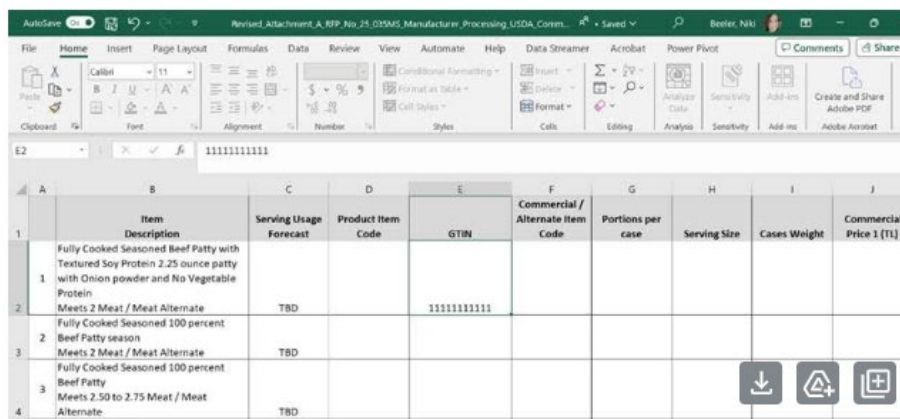
9. **Question:** Can we bid the same on within the same commodity tab on two separate product specifications?

Response: The pricing sheet only allows 2 additional lines available per category. If you do not have an item that meets the item description, you can submit an alternate in Column F for than line item.

10. Question: Since a GTIN is required for each proposed product, will GTIN Attributes published to GDSN that are aligned with the seventeen "Product Specification Information" requests satisfy that requirement?

Response: Yes

11. Question: We have been using the Revised Attachment A as provided. However, we encountered an issue where the spreadsheet does not accept the leading zeros in our GTIN, and we are unable to edit the format in any way. Below is an example of the issue we are facing:



	A	B	C	D	E	F	G	H	I	J
		Item Description	Serving Usage Forecast	Product Item Code	GTIN	Commercial / Alternate Item Code	Portions per case	Serving Size	Cases Weight	Commercial Price 1 [TL]
1		Fully Cooked Seasoned Beef Patty with Textured Soy Protein 2.25 ounce patty with Onion powder and No Vegetable Protein			11111111111111111111					
2		Meets 2 Meat / Meat Alternate	TBD							
3		Fully Cooked Seasoned 100 percent Beef Patty season								
4		Meets 2 Meat / Meat Alternate	TBD							
5		Fully Cooked Seasoned 100 percent Beef Patty								
6		Meets 2.50 to 2.75 Meat / Meat Alternate	TBD							

Response: For excel, put an apostrophe ' in front of your zero's and hit enter, the apostrophe ' will disappear and your number will stay.

Example: '00012345600

ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL:

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

COMPANY/FIRM NAME

SIGNATURE

DATE