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Executive Director: Procurement and Accounts Payable

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Superintendent

DATE: November 18, 2025

RFP NUMBER: 26-036MS

RFP TITLE: Manufacturer Processing USDA Commodities

ADDENDUM NUMBER: 2

Questions and Responses:

1. **Question:** Page 34 mentions that the proposal shall not exceed 60 pages total. Will the Nutrition Facts Labels, CN Labels, or PFS (#3 – File Product specification Information) count toward the 60-page limit?

Response: Disregard Page 34 Proposal Format Instructions and Page 35, Offeror's Proposal Format. Upload your proposal onto one (1) file taking into consideration Bidnet Direct submission max size is 500MB.

2. **Question:** Bidding items that do not have commodity code on spreadsheet. We would like to bid the 3 items on the 100021 commodity tab; however, two of the items use #110254 black cheddar on the current SEPDS (dated 8/21/25), BUT both items will be changing to using #100003 Shredded Cheddar for SY26/27. Please advise which tab we should use when submitting pricing for these items, as there is currently NOT a tab for 100003 Cheese.

Response: Add additional items under commodity code 100021. Only two lines is available for additional items under each Commodity Code. If you have more than 2 items, please list under the closest commodity code your item fits. Please reference any additional information you may have in column R for notes.

3. **Question:** Line Item #12. Will you accept a made with whole muscle (MWWM) product for this line item?

Response: Reference page 24, under Additional Items.

4. **Question:** We're reviewing our proposal approach and would appreciate clarification on two points to ensure full compliance before submission: Plant-based processing eligibility, would APS accept USDA commodity processing that results in plant-based end products (for example, vegetarian or vegan analogs) if they meet NSLP/NSBP nutritional standards and carry a valid CN label? We understand all finished products must comply with USDA School Nutrition regulations and be properly documented. Processor agreement

requirement. The RFP states processors must have a State of New Mexico Processing Agreement for SY 26/27 prior to award. Could you confirm whether an offeror with a current USDA –approved processing partner (already holding or renewing their NM agreement) would be eligible to participate under this RFP?

Response: State of New Mexico Department of Human Service regulations for donated foods (commodities) applies for all processors. APS will provide to successful vendors, State of New Mexico USDA donated pounds (commodities) and successful vendors will supply a wide variety of the highest quality products, best value and customer care.

To qualify as a USDA product, it is 100% American grown goods and processed with a specific material code. The items listed have a material code issued by the US Department of Agriculture [USDA Foods in Schools Factsheet | Food and Nutrition Service](#) and [USDA Foods in Schools | Food and Nutrition Service](#)

Vendors will need to be approved by the State of New Mexico Fans warehouse since the product would be processed and purchased through the US Department of Agriculture. If they are only submitting commercial pricing because they do not process through the Department of Agriculture those items would fall on the Grocery RFP not Manufacture Processing USDA Commodity RFP.

5. **Question:** Due to the current government shutdown, there may be a delay in the release of USDA Foods values for SY26-27. If this is the case, will the RFP due date be extended?

Response: Reference Addendum 1

6. **Question:** The RFP lists the term dates 6/1/26 – 5/31/27. Since this is overlapping with the tail end of SY25-26, should we still only submit SY26-27 commodity pricing? The USDA value per case will be different.

Response: Submit commodity pricing for SY26-27.

7. **Question:** On Pg.12, the RFP states that Certificates of Insurance should be sent to P.O. Box 25704. Is the physical COI required for the RFP, or can we include it in our digital submittal?

Response: Disregard the PO Box and include your COI with your submittal.

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

Response: Food & Nutrition Services may request samples if offering alternate product other than what is specified. Samples will be examined by Food & Nutrition Services per the requ

ired specification. Samples will be at no cost to APS. Food & Nutrition Services will determine number of samples needed.

9. Question: Are electronic signatures acceptable?

Response: Yes

10. Question: Do you anticipate any addendum will be released for this bid? If so, will this need to be acknowledged in our submittal?

Response: It is the responsibility of every Offeror to ensure they have downloaded the latest version of each RFP, including any addendum(s) which may have been issued and posted on the APS Procurement Department Website.

11. Question: Would you please clarify where the awarded bidder will have to deliver product to? Will it be a central warehouse?

Response: Reference Page 25, under Deliveries for location information.

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

Response: Additional Commodity Codes are not accepted. 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."

13. 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: Columns J-L, pricing is commercial price when pounds have been depleted or we do not process and we purchase outright. Columns J-L is pricing for the commercial product.

Columns O-Q would be their FFS commodity code pricing. Column R for "notes," please note the different pack size between Commercial and FFS pack size and any other differences.

14. 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 pricing sheets/categories you are submitting an offer. Enter N/A on the relevant tabs for your category.

15. **Question:** For Line Item 8 on the 100154 Beef tab (Fully Cooked Beef Steak Seasoned Meets 2 Meat / Meat Alternate)- Are you wanting a beef Philly type code or is this for a steak burger?

Response: Beef Philly

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