

Request for Proposals No. 2025-10

Addendum 01 – Q&A

This document is posted to capture the questions received, and agency answers provided, during the question and answer period of RFP No. 2025-10, issued September 17, 2024.

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.

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1. What if you bid on a category and you only have 4 out of the 5 product types requested? Can you still be selected as a processor or is it all or nothing by product type?

Answer: Only for Chicken. We are wanting to have all products at a single processor for the chicken bid.

2. Are you accepting turkey on the poultry commodity request? Is it open-ended with all commodity products or you want only items similar to the specs requested, thank you.

Answer: No, we are not accepting turkey proposals. We prefer items that are similar to suggested specs.

3. Section A.12. Federal Restrictions on Lobbying states that the bidder must certify by signing and submitting the Bidder's Authorized Offer page of the RFP with submission of its proposal.

Answer: When you sign the Certifications and Assurances Page (Exhibit A) this is the page assuring you have read and your signature certifies that you agree.

4. I am not finding a page called the Bidder's Authorized Offer Page within the RFP. Can you please clarify where we can find this page and how we should complete this requirement?

Answer: This is the certification page (Exhibit A) on the RFD.

5. Do we need to have a SPA with the state prior to bidding?

Answer: Yes, but you do not need prior to bidding. But it must be completed before the contract starts on July 1st

6. You mentioned 4 flavors on applesauce how do we know which flavors you are requiring and do we only send samples after the company is tentatively awarded?

Answer: Unsweetened flavors. Flavors will be requested once processor is tentatively awarded.

7. If you have all but one of the chicken products you specified in the RFP, can you still bid? If you only have 4 out of 5 products in a category, can you still be selected?

Answer: Only for Chicken. We are wanting to have all products at a single processor for the chicken bid.

8. What sample quantity will be requested?

Answer: We ask for 2 cases if we are sending to one school. More may be needed if we want to send them to multiple schools.

9. Exhibit H: Price Worksheets

"Donated Food Value lbs. per case" column – Are you looking for the USDA Foods Inventory Drawdown per Case (example: 4.98 lbs of mozzarella commodity per case), the USDA Foods Value per Case (example: \$10.00 mozzarella value), or the USDA Foods Value per Pound (example: mozzarella = \$2.0065)?

Answer: Food is valued per case. Please use the USDA food values.

10. Category Egg: 1. & 2. Breakfast Sandwich – the "pack size" sections states bulk, but the "other" sections state Individually wrapped. Can you please confirm if you are looking for a bulk packed product or an individually wrapped (IW) product?

Answer: This can be bulk or individually wrapped. Will compare IW with IW or bulk with bulk

11. Category cheese, are you looking for all items to come from a single supplier

Answer: No, we are not looking for a specific cheese processor.

12. Just to clarify, are you looking for alternates in cheese category with different kinds of items, for example macaroni and cheese

Answer: We are looking for alternates in cheese category it doesn't have to be the exact same but should still qualify. For example, if you have something similar to cheese sticks they can still qualify.

13. Category Cheese: 1. Pepperoni Pizza – the product description states that perforations are preferred. Can you please confirm if a perforated product is preferred or required?

Answer: Required

14. Zip files can be tricky, if we submit early (a few days before deadline) can we ask for a response "proposal received". In case the zip cant transmit we can try again

Answer: Please submit early if possible to make sure we can open the file. We will confirm receipt.

15. Do you have estimated case volumes available? Needing dollar value for these items available in the RFP in advance for applesauce, 4X6 breadsticks, breakfast sandwiches, all chicken items

Answer: Will add this to QA. Since due date was extended out to November should be okay to add an extra day to include the above case volume.

16. What is the deadline to submit email questions if we think of something after this call?

Answer: Rest of today to we will try and post the QA tomorrow or early on the 25th

17. If a product does not fully meet the bid specification, can it still be bid on the original required line item in Exhibit H: Price Worksheet or does it need to be entered into the alternate section?

Answer: If it doesn't meet the specific bid specification, please put it in the alternate section. If only the oz per serving is different it can be placed in the regular section.

18. Apples used for Applesauce

Answer: Types of apples can vary from USDA. Not sure what is provided from the USDA, but it could potentially be listed under the USDA database commodity code: 110149

19. If solicited, how many sample cases should I have ready to send for the RPF 2025-10 taste test? I normally receive the products in around two weeks, so I want to have them ready in case samples are solicited for the items we'll bid on.

Answer: Usually only 2 cases, depending upon how many servings per case. Enough to serve during one lunch period.

20. For Category B Chicken, can you please confirm that one bidder will be awarded all 4 lien items in this category?

Answer: Yes – only 1 processor as we are trying to get our 60/40 ratio correct between white and dark meat.

21. For line item #3 (Chicken Nuggets) on Category B Chicken, would you accept a product that provides 2 M/MA per serving but does NOT provide grain/bread credit?

Answer: No, we prefer a breaded item.

22. We noticed that this bid is due on October 7th, 2024, which is before the November 15th file price release for the USDA donated food value per pound for SY25-26. Therefore, bidders would not be able to provide the donated food value per case as requested on Exhibit H (Price Worksheet). Would it be acceptable if bidders only provide the pounds per case and not the \$ value per case?

Answer: The due date was changed in the amended RFP that was posted yesterday.

Answer: We want the USDA Food Value per case.

23. I see that each price worksheet has blank lines. Are you looking for alternates outside of the requested items? For example on the cheese sheet: grilled cheese sandwiches, macaroni and cheese. On the Egg sheet: cookie dough, muffins, etc.

Answer: Alternate products close to the requested item can be put in the blank spaces.

24. We see you have requested a breakfast sandwich without egg on the egg price sheet request. Would you be open to breakfast sandwiches that have a cheese component and list them on the cheese price worksheet instead, or should we leave them on the egg price request sheet though there is no egg commodity component.

Answer: Prefer to have the breakfast S/W without egg on the same page – please make sure it is clear what commodity would be used e.g. cheese, etc.

25. Do you know if there will be a separate Mac & Cheese Bid?

Answer: Next year during this same time of year – the macaroni & cheese bid will be on it for SY 26-27.

26. Section A.3. Background states there are 335 participating LEAs in WA. Do you have a listing available of what schools/districts make up this list of 335?

Answer: This list can vary each year, for a full list please see [About School Districts \(ospi.k12.wa.us\)](http://ospi.k12.wa.us)

27. Section A.12. Federal Restrictions on Lobbying states that the bidder must certify by signing and submitting the Bidder's Authorized Offer page of the RFP with submission of its proposal. I am not finding a page called the Bidder's Authorized Offer Page within the RFP. Can you please clarify where we can find this page and how we should complete this requirement?

Answer: See certification page – Exhibit A..

28. Section B.3. Estimated Schedule of Procurement Activities states that the proposal is due by 10 AM PDST on 1/18/24 – will there be a public bid opening? If so, will pricing be read aloud?

Answer: The proposals are due on November 18th and there is not a public bid opening.

29. Section B.4. Pre-Bid Conference – Will the questions submitted during the Q&A period of 9/17-9/20 be reviewed during this time?

Answer: Yes

30. Can questions be asked during this pre-bid conference that were not asked during the Q&A period?

Answer: Yes

31. Section B.9. Addendums and Amendments to the RFP – When is the latest date that a final addendum could be issued if it is necessary?

Answer: One can be added at almost any time, but depending on the content of the Addendum or Amendment the RFP timeline might need to be adjusted to allow bidders time to incorporate any changes/information from the Addendum or Amendment into their proposal.

32. Section B.22. Insurance Coverage states the contractor shall furnish evidence in the form of a Certification of Insurance that insurance shall be provided, and a copy shall be forwarded to OSPI withing fifteen (15) days of the contract effective date. Please advise if it is acceptable to submit the COI with the bid submission.

Answer: Certificate of Insurance (COI) can be submitted in the proposal or if the contract is awarded, with the signed contract or within the 15-day time period.

33. Section C.4. Cost Proposal, E. Samples – If samples are to be requested, where will they need to be sent to? How many samples will be needed?

Answer: Location will be a local school site. Amount, one to 2 cases but depending on the serving size.

34. Exhibit I Contractor Intake Form – Are electronic signatures accepted?

Answer: Yes

35. Exhibit F: Specifications

a. Do you have an estimated case volume available for each specification?

Answer: See number 37 in this document (last page).

b. States that vendors are to include modified specifications if proposing similar finished products that differ from specifications listed.

Answer: Alternate products that meet or exceed specified requirements may be considered.

i. How would you prefer the modified specifications to be submitted and where?

Answer: In the Alternate section in the table on Price Worksheet.

ii. Will a bid be thrown out or deemed non-responsive if a product is bid that differs from the specification?

Answer: No

c. Category Cheese: 1. Pepperoni Pizza – the product description states that perforations are preferred.

i. Can you please confirm if a perforated product is preferred or required?

Answer: Required

ii. If a perforated product is required, can a non-perforated product be bid in the newly added alternate section of Exhibit H: Price Worksheets?

Answer: Yes

iii. Will a bid be thrown out or deemed as non-responsive if a non-perforated product is bid?

Answer: No – but must state that it is not perforated.

d. Category Cheese: 3. Breadstick with Cheese – If a product does not fully meet the bid specification, can it still be bid on the original required line item in Exhibit H: Price Worksheet?

i. For example, if a product is a 2.10 oz serving rather than a 2.00 oz serving is that acceptable?

Answer: Yes.

1. If acceptable, is this ok to be bid on the required line item or should it be bid in the newly added alternate section of Exhibit H: Price Worksheets?

Answer: Bid on the Required line.

e. Category Egg: 1. & 2. Breakfast Sandwich – the “pack size” sections states bulk, but the “other” sections state Individually wrapped. Can you please confirm if you are looking for a bulk packed product or an individually wrapped (IW) product?

Answer: Either, but will be scored with like item

36. Exhibit H: Price Worksheets

a. “Donated Food Value lbs. per case” column

i. Are you looking for the USDA Foods Inventory Drawdown per Case (example: 4.98 lbs of mozzarella commodity per case), the USDA Foods Value per Case (example: \$10.00 mozzarella value), or the USDA Foods Value per Pound (example: mozzarella = \$2.0065)?

Answer: We are looking for the USDA Food Value per case.

- ii. Are you looking for the SY24/25 USDA figures or the SY25/26 figures?

Answer: SY25-26

- b. "Fee For Service per Case (Includes Transportation)" column

- i. Are you looking for the commercial case price less the USDA foods value per case (value of commodity in case)? For example: \$30.00 commercial less \$10.00 mozzarella = \$20.00 net price. Are you looking for the \$30.00 or the \$20.00?

Answer: Looking for the \$20.00 net price which includes transportation to our warehouse.

37. Case volumes per product from 23-24 SY.

<u>Product</u>	<u>Number of Cases</u>
Applesauce (all flavors on contract)	17,359
Diced Pears	5,360
Mixed Fruit	5,689
Perforated 4x6 pizza	4,452
4x6 cheese pizza	5,195
Breadstick w/cheese	3,500
Breakfast S/W w/o egg	1,944
Chicken Nuggets	5,000
Chicken Patty	4,000
Chicken Drumsticks	4,500