



**RFP #111621**  
**REQUEST FOR PROPOSALS**  
**for**  
**Food Products and Distribution for School Food Authorities**  
**with Related Supplies, Technology, and Services**

**Proposal Due Date: November 16, 2021, 4:30 p.m., Central Time**

Sourcewell, a State of Minnesota local government unit and service cooperative, is requesting proposals for Food Products and Distribution for School Food Authorities with Related Supplies, Technology, and Services to result in a contracting solution for use by its eligible Participating Entities. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://proportal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than November 16, 2021, at 4:30 p.m. Central Time, and late proposals will not be considered.

**Solicitation Schedule**

Public Notice of RFP Published:	September 28, 2021
Pre-proposal Conference:	October 26, 2021, 10:00 a.m., Central Time
Question Submission Deadline:	November 9, 2021, 4:30 p.m., Central Time
<b>Proposal Due Date:</b>	<b>November 16, 2021, 4:30 p.m., Central Time</b> Late responses will not be considered.
Opening:	November 16, 2021, 6:30 p.m., Central Time See RFP Section V.G. "Opening"

## I. ABOUT SOURCEWELL

### A. SOURCEWELL

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that facilitates a competitive public solicitation and contract award process for the benefit of eligible participating entities across the United States. Sourcewell's solicitation process complies with State of Minnesota law and policies, and results in cooperative purchasing solutions from which Sourcewell's eligible Participating Entities procure equipment, products, and services.

Cooperative purchasing provides participating entities and suppliers increased administrative efficiencies and the power of combined purchasing volume that result in overall cost savings. At times, Sourcewell also partners with other purchasing cooperatives to combine the purchasing volume of their membership into a single solicitation and contract expanding the reach of contracted suppliers' potential pool of end users.

Sourcewell uses a website-based platform, the Sourcewell Procurement Portal, through which all proposals to this RFP must be submitted.

### B. USE OF RESULTING CONTRACTS

For purposes of this solicitation and resulting contracts, a Participating Entity is a School Food Authority (SFA) as defined in 7 C.F.R. §210.2. More generally, this solicitation and resulting contracts are for use by SFAs operating a child nutrition program authorized by the United States Congress and regulated by the United States Department of Agriculture (USDA).

For a listing of current United States Participating Entities visit Sourcewell's website: <https://www.sourcewell-mn.gov/sourcewell-for-vendors/agency-locator>.

Participating Entities typically access contracted equipment, products, or services through a purchase order issued directly to the contracted supplier. A Participating Entity may request additional terms or conditions related to a purchase. Use of Sourcewell contracts is voluntary and Participating Entities retain the right to obtain similar equipment, products, or services from other sources.

To meet Participating Entities' needs, Sourcewell broadly publishes public notice of all solicitation opportunities, including this RFP. In the United States each state-level procurement department receives notice for possible re-posting.

Proof of publication will be available at the conclusion of the solicitation process.

## II. SOLICITATION DETAILS

### A. SOLUTIONS-BASED SOLICITATION

This RFP and contract award process is a solutions-based solicitation; meaning that Sourcewell is seeking equipment, products, or services that meet the general requirements of the scope of this RFP and that are commonly desired or are required by law or industry standards.

### B. REQUESTED EQUIPMENT, PRODUCTS, OR SERVICES

It is expected that proposers will offer a wide array of equipment, products, or services at lower prices and with better value than what they would ordinarily offer to a single Participating Entity.

1. Sourcewell is seeking proposals for Food Products and Distribution for School Food Authorities with Related Supplies, Technology, and Services, including, but not to be limited to:
  - a. Food products: Grocery – Dry, Refrigerated, Frozen; Beverages; Dairy; Meat/Poultry; and, Fresh Produce;
  - b. Related supplies: Paper products and disposables; janitorial and chemical supplies, small wares, serving equipment and tabletop items; and, kitchen equipment; and,
  - c. Related technology and services: Food service-related software or technology solutions and services.
  - d. Proposers may include related supplies, technology, and services as described in 1. b. and 1. c. to the extent that these solutions are complementary to the offering of food products being proposed.
2. This solicitation does not include those equipment, products, or services covered under categories included in contracts currently maintained by Sourcewell:
  - a. Commercial Kitchen Equipment, with Related Supplies and Services (RFP #091918), with the exception of the complementary offering of equipment, supplies, and services described in subsections 1. a. – d. above;
  - b. Facility MRO (Maintenance, Repair & Operations), Industrial & Building Supplies with Related Equipment, Accessories, Supplies & Services (RFP #121218); and,
  - c. Janitorial Supplies and Equipment with Related Services (RFP #101320) with the exception of the complementary offering of equipment, supplies, and services described in subsections 1. a. – d. above.

Generally, the solutions for Participating Entities are turn-key solutions, providing a combination of equipment, products and services, delivery, and installation to a properly operating status. However, equipment or products only solutions may be appropriate for situations where Participating Entities possess the ability, either in-house or through local third-

party contractors, to properly install and bring to operation the equipment or products being proposed.

Sourcewell prefers suppliers that provide a sole source of responsibility for the equipment, products, and services provided under a resulting contract. If proposer is including the equipment, products, and services of its subsidiary entities, the proposer must also identify all included subsidiaries in its proposal. If proposer requires the use of distributors, dealers, resellers, or subcontractors to provide the equipment, products, or services, the proposal must address how the equipment, products or services will be provided to Participating Entities, and describe the network of distributors, dealers, resellers, and/or subcontractors that will be available to serve Participating Entities under a resulting contract.

Sourcewell desires the broadest possible selection of equipment, products, and services being proposed over the largest possible geographic area and to the largest possible cross-section of Sourcewell current and future Participating Entities.

#### C. REQUIREMENTS

It is expected that proposers have knowledge of all applicable industry standards, laws, and regulations and possess an ability to market and distribute the equipment, products, or services to Participating Entities.

1. Safety Requirements. All items proposed must comply with current applicable safety or regulatory standards or codes.
2. Deviation from Industry Standard. Deviations from industry standards must be identified with an explanation of how the equipment, products, and services will provide equivalent function, coverage, performance, and/or related services.
3. New Equipment and Products. Proposed equipment and products must be for new, current model; however, proposer may offer certain close-out equipment or products if it is specifically noted in the Pricing proposal.
4. Delivered and operational. Unless clearly noted in the proposal, equipment and products must be delivered to the Participating Entity as operational.
5. Warranty. All equipment, products, supplies, and services must be covered by a warranty that is the industry standard or better.

#### D. ANTICIPATED CONTRACT TERM

Sourcewell anticipates that the term of any resulting contract(s) will be one year, with three optional one-year extensions that may be offered based on the best interests of Sourcewell and its Participating Entities.

#### E. ESTIMATED CONTRACT VALUE AND USAGE

Based on past volume of similar contracts, the estimated annual value of all transactions from contracts resulting from this RFP are anticipated to be USD \$400 Million; therefore, proposers are expected to propose volume pricing. Sourcewell will permit up to an additional ten percent (10%) of growth per year above the estimated contract value at the time of each contract extension. Sourcewell anticipates considerable activity under the contract(s) awarded from this RFP; however, sales and sales volume from any resulting contract are not guaranteed.

#### F. MARKETING PLAN

Proposer's sales force will be the primary source of communication with Participating Entities. The proposer's Marketing Plan should demonstrate proposer's ability to deploy a sales force or dealer network to Participating Entities, as well as proposer's sales and service capabilities. It is expected that proposer will promote and market any contract award.

#### G. ADDITIONAL CONSIDERATIONS

1. Contracts will be awarded to proposers able to best meet the need of Participating Entities. Proposers should submit their complete line of equipment, products, or services that are applicable to the scope of this RFP.
2. Proposers should include all relevant information in its proposal, since Sourcewell cannot consider information that is not included in the proposal. Sourcewell reserves the right to verify proposer's information and may request clarification from a proposer, including samples of the proposed equipment or products.
3. Depending upon the responses received in a given category, Sourcewell may need to organize responses into subcategories in order to provide the broadest coverage of the requested equipment, products, or services to Participating Entities. Awards may be based on a subcategory.
4. A proposer's documented negative past performance with Sourcewell or its Participating Entities occurring under a previously awarded Sourcewell contract may be considered in the evaluation of a proposal.

### **III. PRICING**

#### A. REQUIREMENTS

All proposed pricing must be:

1. Either Line-Item Pricing or Percentage Discount from Catalog Pricing, or a combination of these:
  - a. **Line-item Pricing** is pricing based on each individual product or services. Each line must indicate the proposer's published "List Price," as well as the "Contract Price."

- b. **Percentage Discount from Catalog or Category** is based on a percentage discount from a catalog or list price, defined as a published Manufacturer's Suggested Retail Price (MSRP) for the products or services. Individualized percentage discounts can be applied to any number of defined product groupings. Proposers will be responsible for providing and maintaining current published MSRP with Sourcwell, and this pricing must be included in its proposal and provided throughout the term of any Contract resulting from this RFP.
2. The proposer's not to exceed price. A not to exceed price is the highest price for which equipment, products, or services may be billed to a Participating Entity. However, it is permissible for suppliers to sell at a price that is lower than the contracted price.
3. Stated in U.S. dollars.
4. Clearly understandable, complete, and fully describe the total cost of acquisition (e.g., the cost of the proposed equipment, products, and services delivered and operational for its intended purpose in the Participating Entity's location).
5. The Market Basket Analysis is established based on the list of 300 goods to be purchased under the solicitation and identified as representing 75% (or more) of the total estimated value of the contract(s) to be awarded. The most recent velocity/sales report from current supplier(s) has been used to project the balance of the year and adjusted for any estimated change in menu and participation for the following year. The Market Basket spreadsheet, with the Proposer's completed pricing information, must be uploaded (without alteration – except Proposer's pricing and applicable comments) as part of the Proposal in Step 2 – Documents in the Pricing upload field in the Sourcwell Procurement Portal.

Proposers should clearly identify any costs that are NOT included in the proposed product or service pricing. This may include items such as installation, set up, mandatory training, or initial inspection. Include identification of any parties that impose such costs and their relationship to the proposer. Additionally, proposers should clearly describe any unique distribution and/or delivery methods or options offered in the proposal.

#### B. ADMINISTRATIVE FEES

Proposers are expected to pay to Sourcwell an administrative fee in exchange for Sourcwell facilitating the resulting contracts. The administrative fee is normally calculated as a percentage of the total sales to Participating Entities for all contracted equipment, products, or services made during a calendar quarter, and is typically one percent (1%) to two percent (2%). In some categories, a flat fee may be an acceptable alternative.

### IV. CONTRACT

Proposers awarded a contract will be required to execute a contract with Sourcwell (see attached template). Only those modifications the proposer indicates in its proposal will be available for discussion. Much of the language in the Contract reflects Minnesota legal

requirements and cannot be altered. Numerous and/or onerous exceptions that contradict Minnesota law may result in the proposal being disqualified from further review and evaluation.

To request a modification to the template Contract, a proposer must submit the Exceptions to Terms, Conditions, or Specifications table with its proposal. Only those exceptions noted at the time of the proposal submission will be considered.

Exceptions must:

1. Clearly identify the affected article and section.
2. Clearly note the requested modification; and as applicable, provide requested alternative language.

Unclear requests will be automatically denied.

Only those exceptions that have been accepted by Sourcewell will be included in the contract document provided to the awarded supplier for signature.

If a proposer receives a contract award resulting from this solicitation it will have up to 30 days to sign and return the contract. After that time, at Sourcewell's sole discretion, the contract award may be revoked.

## **V. RFP PROCESS**

### **A. PRE-PROPOSAL CONFERENCE**

Sourcewell will hold an optional, non-mandatory pre-proposal conference via webcast on the date and time noted in the Solicitation Schedule for this RFP and on the Sourcewell Procurement Portal. The purpose of this conference is to allow potential proposers to ask questions regarding this RFP and Sourcewell's competitive contracting process. Information about the webcast will be sent to all entities that have registered for this solicitation opportunity through their Sourcewell Procurement Portal Supplier Account. Pre-proposal conference attendance is optional.

### **B. QUESTIONS REGARDING THIS RFP AND ORAL COMMUNICATION**

All questions regarding this RFP must be submitted through the Sourcewell Procurement Portal. The deadline for submission of questions is found in the Solicitation Schedule and on the Sourcewell Procurement Portal. Answers to questions will be issued through an addendum to this RFP. Repetitive questions will be summarized into a single answer and identifying information will be removed from the submitted questions.

All questions, whether specific to a proposer or generally related to the RFP, must be submitted using this process. Do not contact individual Sourcewell staff to ask questions or request

information as this may disqualify the proposer from responding to this RFP. Sourcewell will not respond to questions submitted after the deadline.

### C. ADDENDA

Sourcewell may modify this RFP at any time prior to the proposal due date by issuing an addendum. Addenda issued by Sourcewell become a part of the RFP and will be delivered to potential proposers through the Sourcewell Procurement Portal. Sourcewell accepts no liability in connection with the delivery of any addenda.

Before a proposal will be accepted through the Sourcewell Procurement Portal, all addenda, if any, must be acknowledged by the proposer by checking the box for each addendum. It is the responsibility of the proposer to check for any addenda that may have been issued up to the solicitation due date and time.

If an addendum is issued after a proposer submitted its proposal, the Sourcewell Procurement Portal will WITHDRAW the submission and change the proposer's proposal status to INCOMPLETE. The proposer can view this status change in the "MY BIDS" section of the Sourcewell Procurement Portal Supplier Account. The proposer is solely responsible to check the "MY BIDS" section of the Sourcewell Procurement Portal Supplier Account periodically after submitting its proposal (and up to the Proposal Due Date). If the proposer's proposal status has changed to INCOMPLETE, the proposer is solely responsible to:

- i) make any required adjustments to its proposal;
- ii) acknowledge the addenda; and
- iii) ensure the re-submitted proposal is received through the Sourcewell Procurement Portal no later than the Proposal Due Date and time shown in the Solicitation Schedule above.

### D. PROPOSAL SUBMISSION

Proposer's complete proposal must be submitted through the Sourcewell Procurement Portal no later than the date and time specified in the Solicitation Schedule. Any other form of proposal submission, whether electronic, paper, or otherwise, will not be considered by Sourcewell. **Late proposals will not be considered.** It is the proposer's sole responsibility to ensure that the proposal is received on time.

It is recommended that proposers allow sufficient time to upload the proposal and to resolve any issues that may arise. The time and date that a proposal is received by Sourcewell is solely determined by the Sourcewell Procurement Portal web clock.

In the event of problems with the Sourcewell Procurement Portal, follow the instructions for technical support posted in the portal. It may take up to 24 hours to respond to certain issues.



Upon successful submission of a proposal, the Sourcewell Procurement Portal will automatically generate a confirmation email to the proposer. If the proposer does not receive a confirmation email, contact Sourcewell's support provider at [support@bidsandtenders.ca](mailto:support@bidsandtenders.ca).

To ensure receipt of the latest information and updates via email regarding this solicitation, or if the proposer has obtained this solicitation document from a third party, the onus is on the proposer to create a Sourcewell Procurement Portal Supplier Account and register for this solicitation opportunity.

Within the Sourcewell Procurement Portal, all proposals must be digitally acknowledged by an authorized representative of the proposer attesting that the information contained in the proposal is true and accurate. By submitting a proposal, proposer warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential contract award. The submission of inaccurate, misleading, or false information is grounds for disqualification from a contract award and may subject the proposer to remedies available by law.

#### E. GENERAL PROPOSAL REQUIREMENTS

Proposals must be:

- In substantial compliance with the requirements of this RFP or it will be considered nonresponsive and be rejected.
- Complete. A proposal will be rejected if it is conditional or incomplete.
- Submitted in English.
- Valid and irrevocable for 90 days following the Proposal Due Date.

Any and all costs incurred in responding to this RFP will be borne by the proposer.

#### F. PROPOSAL WITHDRAWAL

Prior to the proposal deadline, a proposer may withdraw its proposal.

#### G. OPENING

The Opening of proposals will be conducted electronically through the Sourcewell Procurement Portal. A list of all proposers will be made publicly available in the Sourcewell Procurement Portal after the Proposal Due Date, but no later than the Opening time listed in the Solicitation Schedule.

To view the list of proposers, verify that the Sourcewell Procurement Portal opportunities list search is set to "All" or "Closed." The solicitation status will automatically change to "Closed" after the Proposal Due Date and Time.

## **VI. EVALUATION AND AWARD**

### **A. EVALUATION**

It is the intent of Sourcewell to award one or more contracts to responsive and responsible proposers offering the best overall quality, selection of equipment, products, and services, and price that meet the commonly requested specifications of Sourcewell and its Participating Entities. The award(s) will be limited to the number of proposers that Sourcewell determines is necessary to meet the needs of its Participating Entities. Factors to be considered in determining the number of contracts to be awarded in any category may include the following:

- The number of and geographic location of:
  - Proposers necessary to offer a comprehensive selection of equipment, products, or services for Participating Entities' use.
  - A proposer's sales and service network to assure availability of product supply and coverage to meet Participating Entities' anticipated needs.
- Total evaluation scores.
- The attributes of proposers, and their equipment, products, or services, to assist Participating Entities achieve environmental and social requirements, preferences, and goals.
- Two hundred (200) of the four hundred (400) available Pricing points will be allocated to the Market Basket Analysis. The proposer with the lowest overall market basket price by region will be awarded all 200 points. Each other proposer will be awarded points on a decremental basis reflecting the percentage by which its market basket is higher than the lowest proposer of the region, rounded to the nearest whole number (e.g., a proposer's market basket priced 10% higher than the lowest proposer in the region receives 180 points, etc.). A proposer competing in multiple regions will be awarded points at a value equal to the average of points earned in the market basket analysis by region (rounded to the nearest whole number).

Information submitted as part of a proposal should be as specific as possible when responding to the RFP. Do not assume Sourcewell has any knowledge about a specific supplier or product.

### **B. AWARD(S)**

Award(s) will be made to the proposer(s) whose proposal conforms to all conditions and requirements of the RFP, and consistent with the award criteria defined in this RFP.

Sourcewell may request written clarification of a proposal at any time during the evaluation process.

Proposal evaluation will be based on the following scoring criteria and the Sourcewell Evaluator Scoring Guide (a copy is available in the Sourcewell Procurement Portal):

Conformance to RFP Requirements	50
Financial Viability and Marketplace Success	75
Ability to Sell and Deliver Service	100
Marketing Plan	50
Value Added Attributes	75
Warranty	50
Depth and Breadth of Offered Equipment, Products, or Services	200
Pricing	400
<b>TOTAL POINTS</b>	<b>1000</b>

C. PROTESTS OF AWARDS

Any protest made under this RFP by a proposer must be in writing, addressed to Sourcewell’s Executive Director, and delivered to the Sourcewell office located at 202 12th Street NE, P.O. Box 219, Staples, MN 56479. All documents that comprise the complete protest package must be received no later than 10 calendar days’ following Sourcewell’s notice of contract award(s) or non-award and must be time stamped by Sourcewell no later than 4:30 p.m., Central Time. A protest must allege a procedural, technical, or legal defect, with supporting documentation. A protest that merely requests a re-evaluation of a proposal’s content will not be entertained

A protest must include the following items:

- The name, address, and telephone number of the protester;
- Identification of the solicitation by RFP number;
- A precise statement of the relevant facts;
- Identification of the alleged procedural, technical, or legal defect;
- Analysis of the basis for the protest;
- Any additional supporting documentation;
- The original signature of the protester or its representative; and
- Protest bond in the amount of \$20,000 (except where prohibited by law or treaty).

Protests that do not address these elements will not be reviewed.

D. RIGHTS RESERVED

This RFP does not commit Sourcewell to award any contract, and a proposal may be rejected if it is nonresponsive, conditional, incomplete, conflicting, or misleading. Proposals that contain false statements or do not support an attribute or condition stated by the proposer may be rejected.

Sourcewell reserves the right to:

- Modify or cancel this RFP at any time;
- Reject any and all proposals received;

- Reject proposals that do not comply with the provisions of this RFP;
- Select, for contracts or for discussion, a proposal other than that with the lowest cost;
- Independently verify any information provided in a proposal;
- Disqualify any proposer that does not meet the requirements of this RFP, is debarred or suspended by the United States, State of Minnesota, Participating Entity's state or province; has an officer, or other key personnel, who have been charged with a serious crime; or is bankrupt, insolvent, or where bankruptcy or insolvency are a reasonable prospect;
- Waive or modify any informalities, irregularities, or inconsistencies in the proposals received;
- Clarify any part of a proposal and discuss any aspect of the proposal with any proposer; and negotiate with more than one proposer;
- Award a contract if only one responsive proposal is received if it is in the best interest of Participating Entities; and
- Award a contract to one or more proposers if it is in the best interest of Participating Entities.

#### E. DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Section 13.591, after negotiations are complete. Sourcewell considers that negotiations are complete upon execution of a resulting contract. It is the proposer's responsibility to clearly identify any data submitted that it considers to be protected. Proposer must also include a justification for the classification citing the applicable Minnesota law. Sourcewell may reject proposals that are marked confidential or nonpublic, either substantially or in their entirety.

Sourcewell will not consider the prices submitted by the proposer to be confidential, proprietary, or trade secret materials. Financial information, including financial statements, provided by a proposer is not considered trade secret under the statutory definition.



9/30/2021

Addendum No. 1

Solicitation Number: RFP 111621

Solicitation Name: Food Products and Distribution for School Food Authorities with Related Supplies, Technology, and Services

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

If submitting a national proposal for the entire US, may we utilize one spreadsheet for pricing on the Market Basket as opposed to all regions?

**Answer 1:**

Each proposer must submit market basket pricing for any region in which it intends to compete. The market basket is not designed to accommodate a single national price proposal.

**Question 2:**

How many Sourcewell participating entities utilized the food contract in 2019 and what was the volume in 2019 (Pre Covid)?

**Answer 2:**

For the period August 1, 2018, to July 31, 2019, approximately 220 public and private K-12 school Sourcewell participating entities accessed contracts awarded under Sourcewell RFP #112917. The volume recorded for sales to those participating entities during that time frame was approximately \$64 Million.

For the period August 1, 2019, to July 31, 2020, approximately 169 public and private K-12 school Sourcewell participating entities accessed contracts awarded under Sourcewell RFP #112917. The volume recorded for sales to those participating entities during that time frame was approximately \$47.5 Million.

**Question 3:**

Does Sourcewell have a relationship with Omnia Partners in relation to the current food contract?

**Answer 3:**

One contract awarded under Sourcewell RFP #112917 has been marketed by Omnia Partners.

**Question 4:**

What date should the pricing of the Market Basket be from?

**Answer 4:**

Market Basket pricing may be dated as of the due date for Proposals.

**Question 5:**

When is the start date of this contract?

**Answer 5:**

Refer to Sourcewell contract template Section 1. A. – Effective Date. A contract awarded as a result of this solicitation will be effective upon execution by the parties.

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End of Addendum

Acknowledgement of this Addendum to RFP 111621 posted to the Sourcewell Procurement Portal on 9/30/2021 is required at the time of proposal submittal.



10/05/2021

Addendum No. 2

Solicitation Number: RFP 111621

Solicitation Name: Food Products and Distribution for School Food Authorities with Related Supplies, Technology, and Services

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

With regard to Market Basket Pricing, is the pricing to be from a date in the past so that all bidders utilize the same date for their submittals? We want to make sure that we are consistent with the other bidders in our pricing.

**Answer 1:**

Refer to Addendum 1, Answer 4. Market Basket pricing is to be dated as of the due date of the Proposals (11/16/21).

**Question 2:**

Please verify that this is a cost-plus agreement not a fixed price agreement.

**Answer 2:**

It is left to the discretion of each proposer to determine and propose the pricing approach that aligns with its business methods and meets all applicable industry standards, laws, and regulations. A proposer should include all relevant information and fully describe the total cost of acquisition for an eligible participating entity in its proposal. Proposals are evaluated based on the criteria stated in the RFP.

**Question 3:**

What date would shipments start under this agreement?

**Answer 3:**

Sourcewell utilizes a competitive, solutions-based solicitation approach that is not based on detailed specifications, advance volume commitments, or identified shipment dates from participating entities. Participating entities typically access contracted products and services through a purchase order issued directly to the contracted supplier following Sourcewell contract execution.

**Question 4:**

Provide current MFR and MFR Item number for the items in the Market Basket.

**Answer 4:**

Historical data on MFR or MFR item number is not maintained by Sourcewell.

**Question 5:**

Can you provide 2019 and 2020 C/Y volume by item for the items in the Market Basket in cases and/or pounds?

**Answer 5:**

Historical data on volume by item is not maintained by Sourcewell.

**Question 6:**

On the market basket document, if we have an alternate item with a different pack size, do you want us to adjust the price to the pack size you have listed, or provide our actual case price for the alternate pack size?

**Answer 6:**

When including Market Basket pricing of an alternate, like product, the description and pack size are to be included in the comment column.

**Question 7:**

Is it possible to get a list of participating entities and their addresses?



**Answer 7:**

Refer to the "Frequently Asked Questions" guide posted on the "Bids Homepage" of the Sourcewell Procurement Portal for directions.

**Question 8:**

Can all participating entities accept full pallet quantities?

**Answer 8:**

Sourcewell utilizes a competitive, solutions-based solicitation approach that is not based on detailed specifications or finite quantities. Participating entities typically access contracted products and services through a purchase order issued directly to the contracted supplier. The receiving capability of each eligible participating entity is not known to Sourcewell.

**Question 9:**

Our freight rates vary depending on location of each entity. Will you accept pick-up pricing with estimated freight for each region?

**Answer 9:**

It is left to the discretion of each proposer to propose a method for freight or delivery charges that aligns to its business practices and meets all applicable industry standards, laws, and regulations. A proposer should include all relevant information and fully describe the total cost of acquisition for a participating entity in its proposal. Proposals are evaluated based on the criteria stated in the RFP.

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End of Addendum

Acknowledgement of this Addendum to RFP 111621 posted to the Sourcewell Procurement Portal on 10/05/2021, is required at the time of proposal submittal.



10/13/2021

Addendum No. 3

Solicitation Number: RFP 111621

Solicitation Name: Food Products and Distribution for School Food Authorities with Related Supplies, Technology, and Services

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

In previous bids Sourcewell provided forms A through P which included a specific questionnaire format. Should we follow the same format?

**Answer 1:**

All proposals must be submitted through the Sourcewell Procurement Portal. Guidance on preparing a response in the Portal can be found in the "Submit Response Guide" located on the "Bids Homepage" in the Resource Materials section. Additional guidance specific to the RFP will be offered during the Pre-Proposal Conference.

**Question 2:**

Submitting a 300 item market basket will be very difficult if not impossible. Can the market basket be avoided, and we base our competitiveness on the past several years of our partnership?

**Answer 2:**

Each proposer, in its discretion, will determine and propose the pricing approach that aligns with its business methods and satisfies all the requirements of the RFP Article on Pricing.

Each Sourcewell solicitation results in one or more new contract awards that are separate and distinct from any previous solicitation.

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End of Addendum

Acknowledgement of this Addendum to RFP 111621 posted to the Sourcewell Procurement Portal on 10/13/2021, is required at the time of proposal submittal.



10/15/2021

Addendum No. 4

Solicitation Number: RFP 111621

Solicitation Name: Food Products and Distribution for School Food Authorities with Related Supplies, Technology, and Services

Consider the following Question and Answer to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

Can I submit multiple bids on the same solicitation under one login?

**Answer 1:**

Each proposer may only submit one proposal as restricted by the business rules set in the Sourcewell Procurement Portal. Each proposer must also certify and sign the Proposer Affidavit and Assurance of Compliance during Step 3 of the proposal submission process that a known organizational conflict of interest does not exist.

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End of Addendum

Acknowledgement of this Addendum to RFP 111621 posted to the Sourcewell Procurement Portal on 10/15/2021, is required at the time of proposal submittal.



10/18/2021

Addendum No. 5

Solicitation Number: RFP 111621

Solicitation Name: Food Products and Distribution for School Food Authorities with Related Supplies, Technology, and Services

Consider the following Question and Answer to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

Addendum 4 stated multiple proposals cannot be submitted by the same proposer. We represent multiple potential proposers on this RFP and are curious if a new sign in is needed for each one? Or if it is okay to use one sign in for multiple proposers as they are represented by one company?

**Answer 1:**

Refer to RFP Section II. B. – Requested Equipment, Products, or Services, “If proposer requires the use of distributors, dealers, resellers, or subcontractors to provide the equipment, products, or services, the proposal must address how the equipment, products or services will be provided to Participating Entities, and describe the network of distributors, dealers, resellers, and/or subcontractors that will be available to serve Participating Entities under a resulting contract.”

Refer also to Paragraph 3 of the Proposer Affidavit and Assurance of Compliance in Step 3 of the proposal submission process. Each proposer is required to certify, “...if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.”

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End of Addendum

Acknowledgement of this Addendum to RFP 111621 posted to the Sourcewell Procurement Portal on 10/18/2021, is required at the time of proposal submittal.