

MSCPC Request for Proposal for USDA Foods (Commodity) Processed End Products

Question & Answers/Published March 3, 2023

1. If we wanted to bid items that are not on the bid, can we add those or do we need to request a specific product?
 - a. If a manufacturer has the ability to provide additional items utilizing the identified commodity code, they can be listed on the **Cost Proposal Sheets** on the final tab titled **Additional Items Offered**. The price/cost per serving associated with these items will NOT be considered as part of the evaluation criteria (Price/Cost per Serving) but the manufacturers ability to provide more than what is requested will be considered in the Sales and Ordering section of the evaluation criteria.
2. Do you not have any turkey opportunities on the round of commodities?
 - a. The Montana Schools Commodity Processing Co-op has made the decision to forego further processing turkey for the 2023-24 school year.
3. For the Request to Not Send Samples form, should we email that to you prior to submitting the bid?
 - a. Yes, please email the Request to Not Send Samples to jessa_youngers@gfps.k12.mt.us prior to the sample due date of March 16, 2023.
4. The Bid Documents require an End Product Data Schedule be submitted. This document includes sensitive information about our product formulations. Will the school accept a Summary-End Product Data Schedule?
 - a. Yes, the Summary-End Product Data Schedule will be accepted as part of Section 1: CN Labeling and End Product Data Schedules and will be due at the time of RFP submittal.
5. Would you please confirm that page 18 of the RFP package was intentionally left blank?
 - a. Page 18 of the document, the final page, was intentionally left blank.
6. Would you please share the member list for the Montana Schools Co-Op?
 - a. Current participants include:
 - i. Billings Public Schools
 - ii. Bozeman Public Schools
 - iii. Butte Public Schools
 - iv. Great Falls Public Schools
 - v. Missoula County Public Schools
7. Regarding the Cost Proposal Excel Sheet, Row 7 "Value DF/Case" are you looking for bidders to enter the Donated Food per pound? Or should we enter the Drawdown per Case found in our SEPDS?
 - a. Row 7 "Value DF/Case" is the dollar amount of donated food per case. Row 6 "Total DF/Case" is the drawdown per case in pounds found in the SEPDS.
8. Would you please confirm that bidders do not have to enter the Commercial price per case and you are only looking for the Commercial Delivered Price per Serving?
 - a. That is correct, please provide the Commercial Delivered Price per Serving.
9. Per the Delivery section on page 5, it states that the awarded distributor is to be determined. When will a distributor be determined? Will you communicate to the RFP respondents who the awarded distributor is?

- a. MSCPC tentatively plans to award a distributor in mid-May. The awarded distributor will be provided the list of processing awardees and items AND the awarded processors will be notified regarding the awarded distributor.
10. Per the CN Labeling and End Product Data Schedules section on page 6, it is requesting that either the CN label or PFS and EPDS to be submitted at the time of the RFP submittal. Can you please confirm if you are requesting the End Product Data Schedule (EPDS) or the Summary End Product Data Schedule (SEPDS)?
 - a. The Summary-End Product Data Schedule will be accepted as part of Section 1: CN Labeling and End Product Data Schedules and will be due at the time of RFP submittal.
11. Per the New Products section on page 6, it states that any new products may be considered with proper documentation. Can new and/or additional products, other than those included in the detailed product specifications be supplied with the bid submission.
 - a. Yes. If a manufacturer has the ability to provide additional items utilizing the identified commodity code, they can be listed on the **Cost Proposal Sheets** on the final tab titled **Additional Items Offered**.
12. Will alternate products that don't meet the detailed specifications be considered for award?
 - a. Yes. While products that meet the specifications outlined are preferred, alternates will be considered and an award made based on a combination of all four evaluation criteria.
13. Can we bid multiple product codes per category item?
 - a. We are looking for manufacturers to bid the item that best meets the specifications outlined and perhaps considering products that are most readily available for our rural state and/or best sellers for the vendor. That said, it is possible to provide similar/multiple product codes by using the Additional items Offered tab (last tab of the Cost Proposal Sheets) spreadsheet.
14. Per the Bid Instructions on page 10, you provide both a PO Box and a physical address. Which address do you prefer the bid submissions to be sent to? Can you please confirm if mail can be received at the physical location, 1100 4th Street South.
 - a. Mail can be received at both the PO Box and physical address provided. Bid submissions can be sent to either address.
15. Per the Bid Instructions section on page 10, it mentions the bid opening. Is the bid opening open to the public? Will tabulations and pricing be read aloud during the bid opening?
 - a. The bid opening will not be open to the public. The statement, "It is the respondent's responsibility to assure that its proposal is delivered at the proper time and to the proper place of the bid opening" simply refers to ensuring delivery to the PO Box or Physical address no later than 2:00 PM MST on April 5, 2023. Evaluation of all the components of the bid (i.e. evaluation criteria listed on page 12) will require time thus not be available on the Bid Proposal Due Date.
16. Per Bid Instructions section on page 10, it is requiring that 1 original proposal with manual signatures be provided with the submission. Can you please clarify if you want the entire bid document returned with each submission or just the 6 items mentioned that need to be filled out and/or returned?
 - a. The 6 items listed on page 10 need to be filled out and returned. They include:
 - i. Certification Form

- ii. CN Labels or Product Formulation Statements for each product in the category.
 - iii. SUMMARY End Product Data Sheets for categories bidding on
 - iv. Vendor Profile
 - v. Lobbying Certification
17. Per the Request for Information section on page 11, it states that answers to questions will be posted on the Great Falls Public Schools website. When will the Q&A be posted? What is the latest date that an addenda could be issued? Is the Q&A and addenda, if any, required to be included with the bid submission?
- a. The Q&A will be posted by Monday, March 6, 2023.
 - b. The latest date an addenda could be issued is Friday, March 17, 2023.
 - c. Neither the Q&A or the addenda would be required to be included in the bid submission.
18. Under the Sales and Ordering Information section on page 15, it asks if we produce/offer other items using the raw materials bid. Please elaborate and provide clarity on what kind of a response you are looking for.
- a. If you manufacture and offer other items that utilize the raw materials code bid that may be of use/benefit to the schools who elect to process, please list them on the final tab titled **Additional Items Offered** of the **Cost Proposal Sheets**. If you do not choose to make additional items available to the MSCPC or are unable, the answer to that question in the Sales and Ordering Information box on page 15 is "No."
19. Row 9 of the Category tabs within the Cost Proposal Sheet is for the Fee For Service per Case price. Can you confirm that Fee for Service per Case is asking for the delivered price per case less the Donated Food Value? For example, if the commodity processing fee per case is \$20 and the Donated Food Value is \$5, we should enter \$20 rather than \$25?
- a. Correct, the value desired in Row 9 is less the Donated Food Value.
20. Row 12 of the Category tabs within the Cost Proposal Sheet is for the Delivered Price per Serving. Can you confirm if the Delivered Price per Serving is asking for the Fee for Service per case from Row 9 divided by the amount of servings per case (Row 9 divided by Row 5)?
- a. Yes, the value of Row 12 should be equal to Row 9 divided by Row 5.
21. Additional Items Offered tab within the Cost Proposal Sheet. Can new and/or additional products, other than those included in the detailed specifications, be supplied with the bid submission.
- a. Yes. If you manufacture and offer other items that utilize the raw materials code bid that may be of use/benefit to the schools who elect to process, please list them on the final tab titled **Additional Items Offered** of the **Cost Proposal Sheets**.
22. Row 18 of the Category tabs within the Cost Proposal Sheet is asking for Delivered Price per Serving. Can you confirm that the Delivered Price per Serving in Row 18 is asking for the Fee for Service case price plus the Donated Food Value divided by the servings per case? Or if Row 18 should be the same value as what is entered into Row 12?
- a. Rows 15-18 deal with COMMERCIAL pricing thus Rows 3-12 have no bearing over. If a District had to add the commercial matches to a direct ship order to meet the manufacturer established minimums, what would that delivered price per serving be?
23. Please confirm this will be awarded by category on an "all or none" basis?
- a. The intent of MSCPC is to award by category on an "all or none" basis.

24. Beef Category: All beef items have to be 100% allergen free? If so, will you consider revising the specs to allow for top/soy on any of the beef items.
- a. The specifications outlined are most desirable for the MSCPC members and will not be revised. That said, we recognize that not all manufacturers will be able to provide each item as specified and we encourage all manufacturers interested to submit a response as the ultimate award will be based on more criteria than a manufacturers ability to provide a product that meets every specification.
25. Samples are due March 16th. Bid states full cases of samples are required. Will you accept less than full cases? If so, how many servings can be submitted in lieu of a full case.
- a. Because student acceptance is a controlling factor in selecting a manufacturer, adequate quantities to sample are ideal. If not sending a full case, the MSCPC would accept no fewer than 25 servings of a given product.
26. Please send the warehouse delivery contact for correspondence regarding samples.
- a. Correspondence regarding samples and delivery can be made through jessa_youngers@gfps.k12.mt.us or john_hasner@gfps.k12.mt.us
27. Is an electronic signature acceptable?
- a. An electronic signature will be accepted so long as the signee is an officer or employee having authority to legally bind respondent(s).