



School Board of the City of Richmond Public Schools
Division of Procurement and Property Management
2395 Hermitage Road, Votex Building
Richmond, Virginia 23220

MEMORANDUM for Record

Date: February 17, 2022

Subject: Q&A Part 2, RFP 21-6699-12, Vended Meals for Lunch Program

Questions received through February 15, 2022, include:

- **Q1:** The USDA allows for Product Formulation Statements (PFS) as well as CN labels for meal pattern compliance. Will the vendor be permitted to use the PFS method with supporting documentation showing proper meal contribution in place of the CN Labeling method?
A1: Yes, vendor may submit PFS with supporting documentation.
- **Q2:** Page 67 lists ADP as Breakfast, should this be Lunch?
A2: Yes, Appendix B, "School Sites and Average Participation" table column header should read as "LUNCH ADP" and has been corrected via Addendum No. 1 dated 2/17/2022.
- **Q3:** How should pricing be submitted for lunch items like entrée salads (M/MA, Vegetable possible Grain) and sandwiches (M/MA and Grain) that have multiple components in the same vessels?
A3: Pricing for entrée salads with a Grain & M/MA should be priced using the same method as an entrée such a Cheeseburger (M and Grain).
- **Q4:** Attachment G Pricing lists the Estimated Serving Days at 180 Days for all programs. What are the actual number of days RPS is contracting for to be used on the Bid Sheet?
A4: The actual number of days to be used for this contract is not known at this time and depends on when a final contract is approved (so we use typical school year days); however, unit pricing will be taken into consideration.
- **Q5:** The RFP has multiple requirements based on a full year of service and year 2 requirements and Local Warehousing in the City of Richmond which contradicts the term of the contract April through June 2021-2022 school year with no option for renewal as stated on page 31. As discussed on the pre-bid call RPS would consider renewal terms as part of a vendor's negotiation. If so, has changing the renewal term been approved by the USDA/VDOE as this may be considered a material change to the RFP?
A5: This language should be interpreted as the contract will not automatically renew, but a possibility exists that the contract may be renewed by the SFA. The term "may" is used permissively or optional in this context.
- **Q6:** Does RPS anticipate using this contract to supply meals for the Summer Food Service Program? If so, what is the scope, duration, and volume of the anticipated SFSP?

A6: No, the goods procured from this contract are only for breakfast and lunch meals during the regular school year.

- **Q7:** Please give a detail of RPS's USDA commodities utilized by the current vendor for this contract?

A7: No USDA DOD Commodities are utilized by the current vendor.

- **Q8:** Will the successful vendor be required to process RPS's USDA Commodities for the contract period April through June 2022?

A8: No, RPS Commodity processing for SY 22 is over.

- **Q9:** Can the Virginia Commodities Agreement be obtained once the contract is awarded?

A9: No, to obtain a Virginia Commodity Agreement it must be process by the vendor directly with Virginia Dept. of Agriculture (VDAC). The process and timeline for the agreement is outside of this contract.

Nothing herein shall change the meaning or intent of the solicitation unless and until changed by formal addendum released by the Purchasing Agency. Please take due notice hereof and be governed accordingly in submitting a response. Failure to acknowledge addenda may result in your proposal being non-responsive.

RICHMOND PUBLIC SCHOOLS

By: *Damon R. Richardson*

Damon R. Richardson, MBA, Ed.D.

Contract Officer