

**Shawnee Mission School District
RFP 22-012 – Milk & Juice Products
March 3, 2022
Addendum No. 1**

The following responses address questions submitted by a vendor on March 2, 2022; responses to the questions are indicated in **bold**. If you feel that a question has not been addressed, please contact Reed Beebe at purchasing@smsd.org as soon as possible.

1. Page 21 states that we are to submit in the RFP any anticipated annual changes for the additional years to be clearly noted. Where are we to list any "anticipated changes"?

Vendors may list anticipated annual price changes for annual renewals below the table in Attachment C, or via separate documentation submitted with the RFP response, so long any such anticipated price changes for annual renewals is clearly identified in the RFP response. Such annual renewal price changes may be communicated as a percentage increase relative to the year one costs submitted in Attachment C (for example, "a 2% increase from Year One pricing in Year Two, a 3% increase from Year One pricing in Year Three, etc."), or alternatively, specific unit/total costs for each year may be provided by the vendor. As noted in the RFP, vendors may request a copy of this RFP in Word format by emailing purchasing@smsd.org.

2. Additional Pages - if we need additional room for responses may we include an additional page if noted on the Districts Form/Document?

Yes, vendors may submit additional pages with the RFP response; it is not necessary to limit responses within the pages provided. As noted in the RFP, vendors may request a copy of this RFP in Word format by emailing purchasing@smsd.org.

3. HACCP Plan - we are not allowed to submit our entire plan due to the regulations we follow. But we can submit our SQF Certificate and some information that informs that we do have one and which FDA guidelines we follow. Is this enough documentation for this RFP?

The submission of a SQF Certificate and other applicable information that documents that a vendor is following a food safety plan, in lieu of an entire HACCP plan, is acceptable to the District.

4. Additional Items - may we submit additional items and the pricing on an additional document or should we include on Attachment C?

The District desires that pricing be submitted in the format of Attachment C, to allow for a baseline comparison of costs. However, vendors may submit additional item and pricing options for the District's consideration, so long as this pricing is clearly identified as optional items and pricing.

5. After submitting the RFP response when should we expect the results?

The District currently anticipates that a contract award decision for this RFP will be made in April 2022.

6. How will the results be communicated?

All vendors who submit proposals will be notified via mail of the District's contract award decision for this RFP.

End of Addendum No. 1