Shawnee Mission School District
RFP 25-003 – Milk Products
March 14, 2025

Addendum No. 2

The following response addresses question(s) submitted by vendor(s) on March 13, 2025; 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. Our firm is not allowed to share our HACCP (Hazard Analysis and Critical Control Points) plan. Would it be permissible to provide our firm's SQF (Safe Quality Food) certificate from a third party, which states that our firm is compliant?

   Yes; the submission of an 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.

2. Our firm does not have toll-free number. Do we need to get one?

   On page 16, Attachment A, Section 30, the RFP states that the selected vendor(s) shall provide a toll-free telephone number for the district to use in contacting the successful bidder's personnel. Upon consideration, the District believes that a toll-free telephone number is not necessary; that is, the District only requires that the selected firm provide the District with accurate phone contact information to reach the selected firm's staff. This section shall be amended via this addendum (see below).

3. For Attachment B, may we include additional, separate documents that our firm creates to provide additional information (such as information about additional items, etc.)?

   Yes; firms may submit additional documents to supplement the information requested in the RFP, such as in Attachments B and C. Additionally, firms may address the information requested in Attachments B and C in separate documents created by the firm, with the understanding that the submitted information is in the same or equivalent format as outlined in the RFP.

4. On page 20 of the RFP, the language "Proposal of:_____, (herein after called Proposer, a Corporation/Partnership/Individual doing business as _____." – is it correct to list "Proposal of diary product", with "doing business as…" followed by the company name?

   The "Proposal of" section in Attachment B is meant for firms to provide their legal business name, while the "doing business as" section is meant to give firms the ability to list the business name by which it publicly does business. For example, if Acme Dairy Corporation, Inc. does business as "Acme Milk Products", it would fill out the form as "Proposal of Acme Dairy

Corporation, (herein after called Proposer), a Corporation/Partnership/Individual doing business as Acme Milk Products." If the legal name of a company is the same as the "doing business as" company name, the "doing business as" section may be left blank.

5. We would like to submit pricing for additional items. Do we do this on a separate document we create?

   Firms may submit pricing for additional items in a separate document that your firm creates. Such pricing for additional items will not be scored by the District to determine points for the "Costs/Charges" evaluation, but a firm's ability to offer additional items may positively impact the District's scoring of a firm's "Experience, Expertise, and Capabilities."

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CHANGE TO RFP REQUIREMENTS:

As noted above in question 2, the District's "toll-free number" requirement on page 16, Attachment A, Section 30 is hereby amended to read as follows:

30. **Contact Number:** The selected vendor(s) shall provide accurate phone contact information for the District to use in contacting the successful vendor's personnel.

End of Addendum No. 2