RFP#2026-2001 Menlo Park City Elementary School District

Addendum 01 - Clarification and changes to RFP# MPCSD-2026-2001

THE FOLLOWING CHANGE IS TO BE MADE TO THE REFERENCED REQUEST FOR PROPOSALS:

1. Revision: The Prebid Call is to be canceled and replaced by an in-person tasting event.
    a. The Mandatory Pre-Bid Information Call scheduled to be held on Thursday, April 2nd at 2:00 pm will now be canceled and rescheduled as an in-person tasting presentation and interview event.
    b. The SFA will now hold a Mandatory Tasting event at 12:00 pm on April 15th
        i. Attendance is required. Participants must RSVP in advance by emailing ryan@schoolfoodsolutions.org to receive a time slot and full details for the event.
        ii. RSVP emails must be received no later than the close of business on Friday, April 3rd, 2026.

2. Revision: RFP Timeline
    a. The RFP timeline has now been revised to reflect the following dates. Changes are highlighted in yellow. This hereby replaces the schedule of events currently listed on Page 8 of the RFP document.

RFP# MPCSD2026

Release of RFP	Monday	3/09/2026
First Public Notice	Monday	3/09/2026
Second Public Notice	Monday	3/16/2026
Mandatory In-person Tasting Presentation and Interview Event (Must RSVP)	Wednesday	4/15/26 12:00 pm PT
Respondent Question Submission Deadline	Friday	4/17/2026 5:00 pm PT
SFA Provides Answers	Week of 4/20	-

Deadline for Submission of Sealed Proposal	Friday	4/24/2026 12:00 pm PT
Tentative Award Announcement	Week of 5/1	-
Anticipated Contract Signing Date	Thursday	6/4/2026

3. Revision: Scoring Rubric
    a. This hereby replaces the schedule of events currently listed on Page 8 of the RFP document. This now reflects the points to be awarded during the tasting and interview event.

CRITERIA	MAXIMUM POINTS
Cost	30
Tasting and Interview Points will be awarded for the respondent's overall performance at the taste test and interview panel event.	25
Administrative Requirements: Points will be awarded to the Respondent's completeness of submission and ability to include all required information in accordance with the General Instructions and Proposal Requirements.	5
Written Proposal Presentation: Points will be awarded to the Respondent based on the responses and to what level the Respondent demonstrates a complete understanding of the SFA's food service program and the SFA's service requirements.	10
Meal Capability and Menu: Points will be awarded to the Respondent based on the overall review of all documents submitted. Including the respondents' proposed menu and variety, health and safety details, transit and equipment plan, and the quality and comprehensiveness of the proposed program.	20
Vendor Stability: Points will be awarded to the Respondent based on the financial stability, past performance, years in the industry, relevant experience with School Breakfast and National School Lunch Program, number of SFAs served, client retention and satisfaction, and references.	10
TOTAL POINTS	100

4. Correction
    a. This hereby replaces the text on Page 5 of the Model Fixed-Price Contract, replacing “Los Angeles” as the CPI regional index with “San Francisco Bay Area.” The model contract must be updated before signing to replace Los Angeles with “San Francisco Bay Area.”

THIS ADDENDUM IS HEREBY OFFICIALLY MADE PART OF THE REFERENCED REQUEST FOR PROPOSALS