



# PURCHASING AND SUPPLY SERVICES

Keith Stewart, Director | keith.stewart@pgcps.org  
 13300 Old Marlboro Pike | Upper Marlboro, MD 20772 | 301-952-6560

## ADDENDUM No. 1

### RFP PUR-021-23 ADDENDUM NO. 1

<b>Issued By:</b>  <b>PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS</b>  <b>OFFICE OF PURCHASING AND SUPPLY</b>  <b>13300 OLD MARLBORO PIKE UPPER MARLBORO, MARYLAND 20772-9983</b>	<b>Date of this Addendum:</b>  <b>July 6, 2023</b>  <b>No. of Pages: 5</b>	<b>Proposal Submissions:</b> <b>July 18, 2023 (10:00AM) ET</b>
	<b>RFP No.: PUR-021-23</b>	<b>RFP Issuance Date:</b> <b>June 15, 2023</b>
	<b>TITLE: USDA MEATS, POULTRY, AND FISH</b>	

**TO ALL PROSPECTIVE OFFERORS AND OTHER RECIPIENTS OF SOLICITATION DOCUMENTS**

**This Addendum is hereby made a part of the Contract Document which will be the basis of a Contract. This Addendum is issued to modify the original Solicitation Documents issued June 15, 2023. Prospective Offerors are requested to attach this Addendum to your Contract Documents. Receipt of this Addendum must be acknowledged in the Proposal Document (see Appendix B). Failure to do so may subject the Offerors disqualification.**

**THE PURPOSE OF THIS ADDENDUM IS AS FOLLOWS:**

The purpose of this addendum is to Provide Responses to Questions.

#	Question	Response
Q1	Would you please clarify what we must do with Attachment B: Product Evaluation Report on page 32 of the RFP requirements? Is this solely for our information? Or must we complete it and include it with our submission?	For your information only.
Q2	Can you please clarify if this RFP opportunity should be responded to by manufacturers directly or if you are looking for a distributor to deliver all products listed in the pricing sheet?	This bid is only for manufacturers that process USDA Foods.
Q3	In regard to the pricing sheet bidders must submit, column O titled "w/Commodity Total Cost/Case", can you please clarify if you are looking for the	Specific instructions have been provided in the bid. Please see page 34, Bid Form Instructions for completion of Attachment D - Bid Form



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	commodity processing fee per case that is net of the Donated Food Value? For example, if our processing fee per case is \$50 and the Donated Food Value per case is \$10, you want us to enter the \$50 and not \$60, correct?	
Q4	<b>On Page 24 4.27 Usage Reports</b> a. Wouldn't this come from the distributor since we are not bidding direct?	Yes, this is correct.
Q5	<u>The bid documents list both Electronic &amp; Mailed submittals; which is needed? Does the bid need to be submitted by both methods?</u>	Hard copies are NOT required. Submission of all proposals is via eMarylandMarketPlaceAdvantage (eMMA) electronic portal. Only proposals that are submitted via eMMA by the deadline date and time will be utilized during the evaluation process.
Q6	<u>Does PGCPs accept electronic signature for this?</u>	Yes, electronic signatures are acceptable
Q7	<u>When do you anticipate awards will be announced? How will vendors be notified?</u>	The RFP Timeline in the solicitation, section 6.0, page 27 reflects the anticipated milestone dates for this RFP. Notice of Award will be issued to winning proposals after board approval. Awarded vendors will be notified as indicated in APPENDIX A - SPECIAL TERMS AND CONDITIONS FOR RFP'S Section 8.c., page 44.  VENDOR ADDRESS: Each proposal must show the full business address, telephone number, email address and fax number of the Vendor and be signed by the person or persons legally authorized to sign contracts. All correspondence concerning the proposal and contract, including Notice of Award, copy of Contract, and Purchase Order, will be mailed or emailed to the address shown on the proposal in the absence of written instructions from the Vendor to the contrary.
Q8	<b>Could you please clarify the submission deadline and confirm that the method of submission is electronically via eMarylandMarketPlaceAdvantage (eMMA) electronic portal.</b> Page 1 of the RFP states a proposal due date of July 18th, 2023 @ 10:00 a.m. EST: Page 13 of the RFP	The proposal due date is July 18th, 2023@ 10:00am ET. Hard copies are NOT required. Submission of all proposals is via eMarylandMarketPlaceAdvantage (eMMA) electronic portal. Only proposals that are submitted via eMMA by the date and time will be utilized during the evaluation process.



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	states a proposal submission date of July 5, 2023 at 10:00 a.m. EST:	
Q9	Can you please clarify if the Attachment A: Cover Letter should be placed in Tab A? Or where would you like the Cover Letter to be placed in our submission?	The example statement cover letter is for reference only and is not required with your bid response. However, statements in this format are necessary for payment.
Q10	Can you please clarify when this RFP needs to be submitted? On page 13 of the RFP documents, it states that bidders must submit their submissions by July 5, 2023 but there are other pages in the RFP that states that the deadline is July 18, 2023. Would you please clarify what date we should submit our bid?	<b>See Question and Response No. 8.</b>
Q11	Can you please clarify if our bids need to be submitted on the online tool eMMA and also be mailed by the deadline? Or do we only need to submit our bid via eMMA?	<b>See Question and Response No. 8</b>
Q12	On page 15 of the RFP documents, Tab E Technical Response to RFP Scope of Work, it states that bidders should address each requirement mentioned in Section 7 of the Scope of Work. I have looked for this section and cannot find it. Would you please clarify what we should list on Tab E of our submission?	The Technical Response shall consist of all required technical forms indicated on Page 15, Section Tab F, along with the additional documentation requested on this same page.  Note: The Excel Bid Form shall be submitted with the Financial Proposal in Excel format and must not be submitted with the Technical Proposal.
Q13	Can you please clarify what the contract terms are? Are they July 1, 2023-June 30, 2024?	Please see the Section 2.0 Term of Agreement in the solicitation. The anticipated term of this contract will be six (6) months from January 1, 2024-June 30, 2023. Subsequent renewal periods will be one (1) year commencing July 1, 20XX through June 30, 20XX.
Q14	Are bidders required to submit pages from the pricing sheet that we are not bidding on? Or would you only like us to submit pages that have items we are bidding on?	Please submit all pages of the bid document and mark the items you are not bidding on as “No Bid”
Q15	If bidders are required to submit our bid via mail, can you please clarify if the excel pricing sheet should be on a USB drive? Or can we print the pricing sheet instead?	<b>See Question and Response Nos. 8 and 12</b>  Attachment E -- Bid Form (Excel Document): Bidders shall enter all information requested in typewritten format on the Excel electronic spreadsheet provided with this solicitation. Bidders shall not modify or delete the formulas embedded in the Excel spreadsheet. DO NOT



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		SUBMIT HANDWRITTEN OR PDF VERSIONS OF THE BID FORM.
Q16	<b>Under section A of page 13 it states that the electronic due date is 7/5/23, but on page 27 it states that addendums will be posted on 7/5/2023 (approximately) and the proposal due date is 7/18/23. Can this be clarified?</b>	<b>See Question and Response No. 8</b>
Q17	<b>Section B. Respondents shall submit in separately sealed envelopes, labeled, and formatted as follows. Can you walk us through how you envision this with an electronic submission for first timers, like me, working with the Prince George bid?</b>  Excerpt from section B of page 13 Respondent(s) shall submit in separately sealed envelopes, labeled and formatted as followed: Volume I - Technical Proposal Volume II - Financial proposal (Attachment A much be included here) Volume III - Minority Business Enterprise and Women's Business Enterprise (MBE) commitment utilization	Please contact the eMMA helpdesk with any questions you have regarding submitting your electronic bid.
Q18	<b>On page 27, the Effective Date of the Contract is January 1, 2024.</b> a. What are the validity dates for the bid? And will it remain the same for the 4 renewals as well? b. What is the first actual contract period? Example: 8/1/23 to 6/30/24?	<b>See Question and Response No. 12.</b>
Q19	<b>On page 58 Appendix H</b> a. Offeror shall provide an All Inclusive Firm Fixed Price/Rate for all services and deliverables detailed in RFP PUR-021-23 USDA MEATS, POULTRY AND FISH. What is this asking for? Would this be the same pricing that is on the spreadsheet or what are you specifically looking for?	Appendix H "Financial Proposal Form should be completed, signed and submitted with the Bid Form - Attachment D. No pricing is required on Appendix H. All pricing should be submitted on the provided Bid Form - Attachment D. <i>All pricing must be submitted in Excel format.</i>
Q20	<b>On Pages 43-44; 8. Proposal Submission, B. Submission.</b> It mentions that a hard copy needs to be sent in the mail. Please verify a hard copy is NOT needed along with the online submission.	<b>See Question and Response No. 8</b>
Q21	<b>On Page 14 TAB C. See Part IV. Section ELIGIBILITY AND QUALIFICATIONS</b> a. Per the Table of Contents, Part IV is the Scope of Work, starting on page 17-27; where within these	Please disregard. There are no Eligibility and Qualifications response requirements.



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	pages is ELIGIBILITY AND QUALIFICATIONS referenced?	
Q22	<b>On Page 15 TAB E. See Section 7.0 Organization of Technical Response.</b> . . . . . Where is Section 7.0?	Please disregard. <b>See Question and Response No. 12 for additional information.</b>
Q23	<b>On page 25 4.33 Return of Discounts, Rebates and Credits</b> a. Is there a reason that Poway Unified School District is listed? Is this a typo?	The response is for Prince George’s County Public Schools.
Q24	<b>On Page 31,</b> I am unclear as to the intention of Attachment A. What is this Example Statement Cover Letter for? Is it to be sent with every invoice? Since this is not direct, would that need to come from the distributor?	<b>See Question and Response No. 9</b>
Q25	If there are any Released Addenda/Addendums, do these need to be returned with the hardcopy and/or submitted on line? If so, what TAB are they to be under? Or if they are acknowledged on page 50, does that suffice?	Acknowledgement of Addenda on APPENDIX B – ADDENDA ACKNOWLEDGEMENT is sufficient
Q26	The individual that has legal authorization to bind our company has the ability to sign using a scanned version of their physical signature. Is this type of electronic signature acceptable for this bid submission?	<b>See Question and Response No. 6.</b>
Q27	<b>On page 5 C.</b> Price adjustments from the contractor/producer/processor/manufacture for any/all items may be considered at renewal. The request is subject to approval by the Contracting Officer. The request must be submitted in writing at least ninety (90) days prior to the renewal term and shall be accompanied by supporting documentation.  a. Do we have to follow up for a Renewal or do you release a proposed Renewal?	It is the vendor's responsibility to provide follow-up with pricing within the timelines provided in this solicitation. However, price adjustments ( <i>with supporting manufacturer documentation indicating the percentage of the increase</i> ) must be submitted in writing at least (90) days prior to the renewal term. All price adjustments are subject to approval. Upon satisfactory service, the BOARD OF EDUCATION OF PRINCE GEORGE’S COUNTY will consider renewal.

**END OF ADDENDUM NO. 1**