



# PURCHASING AND SUPPLY SERVICES

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## RFP PUR-020-23 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> June 26, 2023  <b>No. of Pages: 5</b>	<b>Proposal Submissions:</b> July 10, 2023 (2:00PM) ET
	<b>RFP No.:</b> 020-23	<b>RFP Issuance Date:</b> May 26, 2023
	<b>TITLE:</b> USDA PROCESSING OF CHEESE AND EGGS	

**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 May 26, 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:**

- 1) Extend the Proposal Submission Due Date to July 10, 2023 @ 2PM ET
- 2) The purpose of this addendum is to Provide Responses to Questions.

#	Question	Response
Q1	Confirming that the RFP Timeline on Page 27 supersedes all other due dates listed on the bid documents.	Please note that the Proposal Submission date has been extended. The new submission date is Monday, July 10, 2023 at 2:00PM ET
Q2	<b>The Bid Documents state the response is to be submitted through eMMA and a hard copy is to be delivered directly to PGCPS in sealed envelopes.</b> Which submission is correct?	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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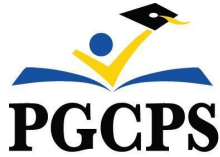
Q3	Do you require a hardy copy (and pricing in excel) as well as uploading on eMMA?	Hard copies are NOT required. Submission of all proposals is via eMarylandMarketPlaceAdvantage (eMMA) electronic portal. Only proposals that are submitted via eMMA by the date and time will be utilized during the evaluation process.
Q4	<b>On Pages 43-44; 8. Proposal Submission, B. Submission. It mentions that a hard copy needs to be sent in the mail. Please verify a hard copy is needed along with the online submission.</b> If a hard copy is needed, please verify when the school will be open for delivery with the holiday the week the bid is due. Example: is the school open June 30, July 3 and July 5 to accept delivery?	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.
Q5	If there are any Released Addenda/Addendums, do these need to be returned with the hard copy 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?	A completed Acknowledgement of Addendums on APPENDIX B – ADDENDA ACKNOWLEDGEMENT is sufficient
Q6	<b>On page 12, 22.0 Personally Identifiable Information (PII).</b> Is this informational or does something need to be submitted for this? If so, would we submit?	This is informational. No documents or submissions required.
Q7	<b>On page 5 C. 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.</b> Do we have to follow up for a Renewal or do you release a proposed Renewal?	Yes. It is the vendor's responsibility to provide follow up with pricing within the timelines provided in this solicitation. Price adjustments (with supporting documentation) must be submitted in writing at least (90) day prior to the renewal term. All price adjustments are subject to approval.
Q8	<b>On page 27, the Effective Date of the Contract is January 1, 2024.</b> What are the validity dates for the bid? And will it remain the same for the 4 renewals as well?	Please see the Section 2.0 Term of Agreement in the solicitation. The anticipated term of this contract shall be for one (1) year with the possibility of for (4) additional one-year renewals at PGCPS discretion.
Q9	<b>On Page 15 TAB E. See Section 7.0 Organization of</b>	Disregard. There was no technical response



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	<b>Technical Response.....Where is Section 7.0?</b>	required but all Technical Forms are still required with submission.
Q10	<b>On Page 14 TAB C. See Part IV. Section ELIGIBILITY AND QUALIFICATIONS</b> Per the Table of Contents, Part IV is the Scope of Work, starting on page 17-27; where within these pages is ELIGIBILITY AND QUALIFICATIONS referenced?	Disregard. There is Eligibility and Qualifications response required
Q11	<b>On page 58 Appendix H. Offeror shall provide an All Inclusive Firm Fixed Price/Rate for all services and deliverables detailed in RFP PUR-020-23 USDA Processing of Cheese and Eggs.</b> 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 Bid Form - Attachment D.
Q12	<b>Page 8, Section 15.0 Insurance; Page 48 Section 7 – Cyber Liability Insurance</b> Exactly what type of insurance is this? Is a separate policy needed in addition to the Traditional COI that is required on bid submissions?	All offerors shall complete and sign the attached Certificate of Insurance with their technical proposal per the attached insurance requirement form (See Appendix G). Coverage must include CYBER LIABILITY INSURANCE. All offerors shall maintain and pay for Cyber Liability Insurance at a limit of not less than \$1,000,000 per occurrence, including coverage for data breach, media liability and third party cyber liability. Please contact your Surety company for policy guidelines.
Q13	<b>The individual that has legal authorization to bind our company has the ability to sign using a scanned version of their physical signature.</b> Is this type of electronic signature acceptable for this bid submission?	yes, this is acceptable
Q14	When submitting proposal on eMMA under "Response Information", exactly what is an invoice label?	Any questions related to eMMA please contact their helpdesk at <a href="mailto:eMMA.helpdesk@maryland.gov">eMMA.helpdesk@maryland.gov</a>
Q15	Requesting confirmation that the MBE Waiver request (MBE Procurement Procedure –Attachment #3 is to be submitted with Appendix I – MBE Form (to be submitted with the Technical Proposal)?	Please submit the MBE waiver along with Appendix I - MBE Form. Appendix I is required to be completed and submitted by ALL respondents.



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Q16	Pricing in Excel - Do you require pricing in excel under Technical or Financial section?	Please submit your Bid Form - Attachment D should be submitted along with Appendix H.
Q17	<b>Page 16 – 3.0 Volume II Financial Proposal.</b> Appendix H is a form for the manufacturer/ES Foods to put their contact name and signature. Once the form is completed, is it returned with the Excel spreadsheet?	Yes, the Bid Form - Attachment D should be submitted along with Appendix H.
Q18	Is Appendix H, Financial Proposal Form the only document required for Volume II? Page 13, notes that Attachment A must be included with Volume II.	Attachment A - 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.
Q19	<b>Can you clarify if are you requiring the following under:</b> Financial Env. – Vendor Financial Documents: Volume II – Financial Proposal	Yes, This is correct
Q20	<b>Can you clarify if are you requiring the following under:</b> Technical Env. – Vendor Technical Documents : Volume I – Technical Proposal Format Volume III – Minority Business Enterprise (MBE)	Yes, this correct.
Q21	<b>On page 10, 17.2 Vendor Responsibilities.</b> Does this refer to the hundreds of Food Service employees or is it for the Sales people that would be going into your school?	This is only for people coming into schools; therefore, this may not apply.
Q22	<b>On page 25 4.33 Return of Discounts, Rebates and Credits</b> Is there a reason that Poway Unified School District is listed? Is this a typo?	That is a typo. It should be Prince George’s County Public Schools.
Q23	<b>On Page 24 4.27 Usage Reports</b> Wouldn’t this come from the distributor since we are not bidding direct?	Yes, This is correct.
Q24	<b>On Page 31, I am unclear as to the intention of Attachment A.</b> 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?	FNS pays vendors directly with Fee for Service; therefore, statements are necessary for payment.
Q25	Are you wanting a sample cover letter/invoice	The example statement cover letter is for



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	similar to page 31 submitted under this section?	reference only and is not required with your bid response. However, statements in this format are necessary for payment.
Q26	<b>Page 13, notes that Attachment A must be included with Volume II.</b> Are you wanting a sample cover letter/invoice similar to page 31 submitted under this section?	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.
Q27	<b>Page 13, Attachment a Statement Cover Letter.</b> Is this to be submitted to PGCPS along with the accompanying invoice even through the manufacturer/ES Foods is not delivering directly to the schools themselves?	FNS pays vendors directly with Fee for Service; therefore, statements are necessary for payment.

**END OF ADDENDUM NO. 1**