



PURCHASING AND SUPPLY SERVICES

De'Nerika Johnson, MBA, CPPO, NIGP-CPP
Director of Purchasing and Supply Services
13300 Old Marlboro Pike | Upper Marlboro, MD 20772 | 301-952 6560

ADDENDUM NO. 1

RFP PUR 011-24 ADDENDUM NO. 1

ISSUED BY: PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS OFFICE OF PURCHASING AND SUPPLY 13300 OLD MARLBORO PIKE UPPER MARLBORO, MARYLAND 20772-9983	Date of this Addendum: May 16, 2024 No. of Pages: 6	Proposal Submission Date: May 30, 2024 (11:00 AM) EST
	RFP No.: PUR-011-24	RFP Issuance Date: April 30, 2024
	TITLE: RFP PUR-011-24 USDA PROCESSING OF CHEESE AND EGGS REBID	

To All RFP PUR-011-24 USDA PROCESSING OF CHEESE AND EGGS REBID Bidders

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 on April 30, 2024. Prospective Offerors are requested to attach this Addendum to your Contract Documents. Receipt of this Addendum must be acknowledged in the Proposal Document (see attached Appendix A). Failure to do so may subject the Offerors disqualification.

The purpose of this Addendum is to Modify the Solicitation and Respond to questions:

Part I -- Introduction and Background; Delete: Section 6, Period of Performance in its entirety

Replace with:

The term of this Contract begins on the date the Notice of Award is signed by both the Offeror and The BOARD (the "Effective Date") and shall continue for a period of **one (1) year or a prorated period based on the fiscal year**. In its sole discretion, The Board shall have the unilateral right to renew the Contract for **four (4) one-year option periods successive** (each a "Renewal Term") at the prices established **at the renewal period**. "Term" means the Initial Term and any Renewal Term(s).



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Questions and Responses

No.	Question	Response								
1	<p>Can you please advise if there will be a pre-bid conference to this RFP? On page 1 of the RFP, it stated that there will be a pre-proposal conference on 5/13/24 at 2 pm but on page 8 and page 65, the pre-proposal conference was marked as N/A. Please clarify if there will be a pre-proposal conference or not.</p>	<p>There will not be a Pre-Proposal Conference.</p>								
2	<p>Question – Are the columns listed below asking for just the commodity case price?</p> <p>Bid Form instructions – Column o: For Commodity, enter the cost per case. Column p: For Commodity, enter the cost per serving (column o/column j)</p> <p>I am confused because the Attachment A Spreadsheet lists these columns:</p> <table border="1" data-bbox="142 1163 493 1381"> <thead> <tr> <th>w/Commodity Total Cost/ Case</th> <th>w/Commodity Total Cost/ Serving</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>o</td> <td>p</td> </tr> </tbody> </table>	w/Commodity Total Cost/ Case	w/Commodity Total Cost/ Serving					o	p	<p>Yes.</p>
w/Commodity Total Cost/ Case	w/Commodity Total Cost/ Serving									
o	p									
3	<p>Can you please tell me the date/time of the Pre-Proposal Conference?</p> <p>Also, is Attachment C the correct form that needs to be returned? Should it be Attachment B instead?</p>	<p>See Response to Question 1.</p> <p>Attachment B is not required. Please submit ATTACHMENT C – LETTER OF INTENT TO APPLY if you intend to respond to the bid.</p>								



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4	<p>Regarding first sentence, Page 19, Section 4.20 PRICE ESCALATION, can you confirm that you want us to quote pricing through June 30, 2024?</p> <p>“The pricing submitted for the initial term of the contract will remain fixed until June 30, 2024”.</p>	<p>Page 19, Section 4.20 PRICE ESCALATION should read as follows...</p> <p>The pricing submitted for the initial term of the contract will remain fixed for one (1) year, with four (4) additional renewal options. The anticipated start date of the contract will be July 1, 2024 or a prorated period through June 30, 2024. Pricing shall be fixed for the initial contract period and each additional option period as agreed upon during the renewal period. The vendor may only petition for an increase in pricing on the anniversary date of each renewal period. Increases considered by the District will be evaluated by using the percentage of change between the previous year and the current year’s Consumer Price Index (C.P.I.) for all Urban Consumers. Price increases shall not exceed the rate of inflation determined by the C.P.I. appropriately adjusted for the 12-month period preceding the month in which the request is submitted by the Vendor. If the vendor requests price increases that exceed the rate of inflation determined by the CPI, the contract may not be renewed. The District reserves the right to accept or reject the price increase and may choose to re-bid the contract if it is deemed to be in the best interest of the District.</p>
5	<p>Regarding Page 20, Section 4.27 USAGE REPORTS, Can you please confirm whether the manufacturer will be supplying these reports or the distributor?</p> <p>“Vendor must provide accurate Usage Reports to the District that contains the total usage of all items under contract. These reports shall include total monthly and year-to-date quantities and dollar amounts per item”.</p>	<p>When asked, the vendor should provide accurate usage reports to PGCPS.</p>
6	<p>Regarding, Page 36 Section 17, CYBER LIABILITY INSURANCE, Can you confirm you need the above insurance incorporated into our response.</p> <p>“All Offerors shall maintain and pay for Cyber Liability Insurance at a limit of not less than \$1,000,000 per occurrence when applicable, including coverage for data breach, media liability and third-party cyber liability”.</p>	<p>See Appendix F (Page 55) - The successful offeror will be required to provide insurance coverage as shown in General Conditions of RFP and Contract, prior to beginning any work. This insurance coverage must be maintained throughout the life of the contract. PROOF THAT COVERAGE IS EITHER CURRENTLY IN PLACE OR WILL BE PROVIDED MUST BE SUBMITTED WITH THE PROPOSAL.</p>
7	<p>What are the anticipated dates for releasing any addendums?</p>	<p>At this time, this is the only Addendum anticipated.</p>



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8	There is an item on the bid form that has been discontinued, how shall we add the replacement item?	Bid according to the product description. If a vendor does not have this product, then enter "No Bid" for that item.
9	Electronic Signatures: 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?	Yes, electronic signatures are acceptable.
10	On Page 20: 4.27 Usage Reports – Wouldn't this come from the distributor since we are not bidding direct?	PGCPS may ask for the information directly from the vendor; therefore, the vendor must be prepared to submit data.
11	If there are any Released Addenda/Addendums, do these need to be returned/submitted online? If so, what TAB are they to be under? Or if they are acknowledged on Page 50, does that suffice?	Receipt of released addenda need only be acknowledged on APPENDIX A – PROPOSAL AND ADDENDA ACKNOWLEDGEMENT. Offerors shall submit the Appendices electronically in eMMA under the Technical Proposal folder in a separate file, titled as such. The Offeror shall sign, date, and notarize where applicable on all appendices identified. Appendices shall be packaged together as one file and delivered under Volume IV.
12	When is the Pre-proposal Conference? When will we get the information for that?	See Response to Question 1
13	On Page 27 Part V: Bid Form It States – Bid Form Instructions for completion of Attachment D – Bid Form -- What/Where is attachment D? I do show attachment A as the pricing page. If there is an attachment D what Tab should that be submitted under?	Please submit pricing on the Excel Spreadsheet Bid Form provided in eMMA titled "Attachment A - Bid Form USDA Cheese and Eggs Rebid 04.30.24". DO NOT submit handwritten or PDF versions. Submission of the electronic version of the Excel spreadsheet is required. No other formats will be accepted. Attachment A - Cost Proposal Form (page 64) can be submitted in Volume III (Envelope Two) with the Excel Bid Form.
14	Regarding Bid PUR 011-24, Cheese Stuffed Breadsticks. Per request, Tyson submitted samples in early October 2023 of Bosco Cheese Stick Code 17020111120. On the bid for that line item, there is no approved vendor product listed. Is the Bosco item that was submitted for testing approved for Tyson to bid on?	Bid according to the product description. When a manufacturer and product code are listed, it is for informational purposes only so the bidder understands what type of product FNS is looking for or is/has currently using/used.



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15	<p>We have logged into eMMA and we are unable to find either Rebids RFP PUR-011-24, USDA Processing of Cheese and Eggs and RFP PUR-012-24 USDA Processing of Meats, Poultry & Fish. Do we need an invitation to view and submit our bids through eMMA?</p>	<p>Invitation is not required. Here is the link to the bid on eMMA. https://emma.maryland.gov/page.aspx/en/bpm/process_manage_extranet/69765</p> <p>You can also access the RFP on our website at: https://offices.pgcps.org/purchasing/bids.aspx However, please note that all bid responses must be submitted thru eMMA. If you have issues with submitting your bid, please reach out to eMMA support at: emma.helpdesk@maryland.gov</p>
16	<p>Will there be a pre-proposal conference to this RFP? We have signed/returned the Letter of Interest to Attend the Pre-Proposal Conference but so far we have not heard back on the date/time</p>	<p>See Response to Question 1</p>
17	<p>Is May 15th, the final date to issue the last addendum of this RFP?</p>	<p>At this time, Addendum 1 is the only Addendum anticipated.</p>
18	<p>According to page 35 of the RFP, the initial term of this contact shall be three years. So say for example, if our bid price is \$10, then do we have to: Hold the bid price (\$10) to be firm for three years OR Firm the bid price (\$10) for one year (i.e. thru SY 24-25), then when it is time for the contract to renew, PGCPS will send us a renewal letter. We may have an option to petition for an increase based on Consumer Price Index for all Urban Consumers. PGCPS reserves the right to accept or reject the proposed increase.</p>	<p>See Question and Response No. 4</p>
19	<p>Do we have to include a National Processing Agreement and State Processing Agreement (NPA & SPA) along with our RFP proposal?</p>	<p>As long as you the vendor is approved with the USDA and State of Maryland the Processing Agreements are not necessary.</p>
20	<p>On page 37, it mentioned we need to submit Cyber Liability Insurance. Please advise what is Cyber Liability Insurance? Is it a separate policy needed in addition to the Traditional COI that is required on the bid submission?</p>	<p>Cyber liability insurance is an insurance policy that provides coverage in the event of data breaches, media liability and other cybersecurity issues. This coverage is needed in addition to the coverage noted in Appendix F</p>



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21	<p>MBE – If we are unable to partner with a local minority supplier (as our current minority supplier is in Illinois), will you consider adding a Minority subcontractor unavailability certificate (just like what we have in the last bid – see below screenshot)? Attachment 2 to A.P. 3325</p>	<p>A waiver/exception of the MBE contract requirement may be granted by the Board of Education only upon receipt of a written request with supporting documentation accompanied by the Minority Subcontractor Unavailability Certificate (Attachment 2) and the Request For Waiver (Attachment 3) to A.P. 3325) which presents a reasonable demonstration by the bidder that MBE participation was impossible to obtain or was not obtainable at a reasonable price, and that the public interest is served by a waiver. Vendors are required to submit MBE Utilization Form. This is an acknowledgement of the MBE program and does not commit the vendor to provide a MBE subcontractor.</p>
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END OF ADDENDUM NO. 1