



To: HPS Members utilizing the HPS School Food Purchasing Program

From: HPS School Food Purchasing Advisory Committee

Date: June 28, 2023

Re: HPS West Virginia-Pennsylvania School Food Purchasing Program – Contract #516

On behalf of the HPS member school systems and other related entities, the HPS School Food Purchasing Advisory Committee sent out a Request for Proposal in 2022 for the HPS West Virginia-Pennsylvania School Food Purchasing Program to find a source that would provide the best overall value to HPS Members. The period this RFP covered was July 1, 2022, through June 30, 2023, with an option to renew for up to two additional terms of one year each - July 1, 2023, through June 30, 2024, and July 1, 2024, through June 30, 2025.

**West Virginia-Pennsylvania School Food Purchasing Program - First year extension
(Second Term) SY2023-2024**

This memo is to inform you that the HPS West Virginia-Pennsylvania School Food Purchasing Advisory Committee has exercised its option to renew for the contract year July 1, 2023 through June 30, 2024, with Gordon Food Service. HPS projects that, based on a weighted average of our Members actual usage, the impact of these changes for the HPS West Virginia-Pennsylvania School Food Purchasing Program will be an overall increase of **4.226%**.

Item Add Process:

The HPS Item Add process allows you to submit your requests for Gordon Food Service to stock **new** items at your GFS Distribution Center. The system will aggregate the request for all HPS Members. Requests for SY 24-25 will be accepted from May 1, 2023, until October 31, 2023. Of course, not every product request will make the list, but they will all be evaluated by the forecasted quantities and considered. We expect the list of accepted products by late January 10, 2024, because we know USDA Foods diversions need to be made for those eligible items. If you have questions, please see the attached timeline and contact your HPS Region Manager.

HPS Menu Planner: Menu Planner sessions are recorded and stored in the **HPS University**, located on our website. Please visit www.HPSGPO.com.

Procurement for Child Nutrition Program Recipients:

The HPS West Virginia-Pennsylvania School Food Purchasing Program RFP is in accordance with the federal rules governing the management of grant funds from the USDA, including, without limitation, 2 CFR Part 200, and 7 CFR Parts 210, 215, 220, 225 and 226. The HPS School Food Purchasing Advisory Committee only accepts proposals that are in accordance to recognized pricing mechanisms for child nutrition program recipients. HPS does procurement on behalf of all Members and future member SFAs, and as such, all documents are available for your review and files. If you need any procurement documents, please call the HPS Contracts department.

For a copy of your states contract, including all bid items with pricing, contact the HPS Office at 800-632-4572 or visit www.HPSGPO.com after July 1st.