



3275 N. M-37 Hwy.  
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## **HPS REQUEST FOR PROPOSAL PROCESS OVERVIEW**

HPS provides a high-integrity, competitive, open competition contract process. HPS Advisory Committees award contracts to vendors that provide the best-quality products and demonstrate broad-based acceptability and optimal total value. HPS strives to ensure compliance with procurement requirements in Program regulations of the Super Circular 2 CFR Part 200 (7 CFR Parts 210.21, 215.14a, 220.16, 225.17, and 226.22, as applicable), and the government-wide regulations in 7 CFR Part 3016 and 3019, as applicable. The following outlines the procurement regulations and processes HPS follows in the Request for Proposal for School Food Distribution.

### Overview of the HPS Request for Proposal process:

#### **1. Identify Member Needs**

- Determine products and material specifications
- Review vendor survey(s) of interested respondents
- Obtain Advisory Committee input on all potential vendors
  - Code of ethics/conduct & conflict of interest policy – HPS Corporate Compliance Officer is responsible for updating Conflict of Interest Disclosure Forms from all Committee and Board Members annually
- Review market information including current usage and/or potential volume
- Procurement method to be used – Request for Proposal
- Conduct Request for Information to vendors

#### **2. Confirm Source Selection**

- Request for Proposal (RFP) - price and other evaluation factors used as award criteria
- Advisory Committee determines award method to be used – Bottom line/Prime Vendor

#### **3. Develop and Release Request for Proposal**

- Gain Advisory Committee approval to release RFP
- Prepare:
  - RFP instructions:
    - a. Intent of procurement activity
    - b. Contract time period
    - c. RFP submission procedures – Sealed Proposal
    - d. Pre-proposal meeting date/time/location
    - e. RFP opening date/time/location
    - f. Contact information



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- Advisory Committee final review of vendor list
- Establish requirements for award criteria
- Evaluation factors for award (qualitative)
- Pricing mechanisms (quantitative) – Firm Pricing and Fixed Fee
- RFP Material Specifications include:
  - a. Product specifications (approved brand/equal)
  - b. Quantity
  - c. Quality
  - d. Packaging
  - e. Pricing (unit and extended)
  - f. Substitutions and/or deviations – language to address prior approval for all substitutions
- Legal terms and conditions
  - a. Certification regarding disclosure of lobbying
  - b. Debarment/suspension certification language
  - c. Non-collusion statement
  - d. Assurance of ethical practices
  - e. Price determination statement (fixed, fixed w/price adj., etc.)
  - f. Contract duration and option to renew
  - g. Buy American statement – listing of Non-Domestic Products prior approval
  - h. Bid protest procedures
  - i. Remedy for non-performance/termination of contract
  - j. HUB statement (involve minority business where possible)
  - k. "Equal Employment Opportunity" statement
  - l. Energy Policy and Conversation Act statement
  - m. Clean Air/Water Act statement
  - n. Civil Rights Act statement
  - o. Record retention and record access requirements
  - p. Method of shipment/delivery requirements
  - q. Method of payment, invoices, statements
  - r. Purchase instrument to be used/how vendor will receive
  - s. Bid certification form
- Advisory Committee review of evaluation factors and minimum requirements
- Publicly advertise RFP Advertisement procedures
  - Major metropolitan newspapers in each market and bidnet.com SourceSuite



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- Provide/send RFP to potential vendors
  - RFPs submitted to over 50 distributors for maximum free and open competition
- Public bid opening
  - Advertise date and time in affidavit in newspapers

#### **4. Evaluate Proposals Submitted**

- Eliminate unacceptable proposals and determine if potential vendors:
  - Impose conditions that modify RFP requirements, or are non-responsible
- Evaluate Potentially Acceptable Proposals
  - Analyze potentially acceptable proposals based on evaluation factors and weighted average pricing analysis

#### **5. Finalize Award**

- Conduct final evaluation of proposal
- Conduct final review with Advisory Committee
- Obtain Advisory Committee scoring for contract award
- Advisory Committee awards contract
- Notify awarded vendor(s) by mail or email
- Obtain appropriate signatures-Master Group Agreement
- Notify non-awarded vendor(s) by mail or email
- Renewal clause included in the original RFP for up to 1 year

#### **6. Launch Contract**

- Prepare launch materials
- Provide field training as needed
- Distribute contract communications to all eligible members



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#### **7. Documentation Maintained for Procurement**

- All RFPs w/appropriate documentation and signatures
- Comparison charts and award documentation
- Record of public bid opening
- Copies of award/declination letters
- Copies of advertisements
- Evaluation of rollover clause - Decision by committee (meeting minutes)
- Record retention requirements (3 yrs. + current school yr. minimum)

Note: HPS does not charge distributors or manufacturers administrative fees. Consistent with 7 CFR 210.21(f), 215.14a(d) and 220.16(e), any such incentives are credited to the appropriate school food service account. HPS will not receive any discounts, rebates, or incentives in connection with the HPS School Food Purchasing Program.