

HPS SCHOOL FOOD SERVICE PURCHASING PROGRAM

Pre-Proposal Announcement

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Consider this the Pre-Proposal Announcement for the HPS School Food Service Purchasing Program. On behalf of the HPS school systems and other related entities, the HPS School Food Purchasing Advisory Committees are requesting your interest in participating in the Request for Proposal for the HPS member school systems and other related entities for a one (1) year period, with an option for two additional, (1) year extension of the agreement subject, to approval of the HPS committees. HPS will execute a RFP for Broadline Distribution, (reference the attached Timeline) and is sending this information to distributors in efforts to prepare your teams for pricing request.

By completing this form, your organization is not committing to participate in the Broadline Distribution of Food and Nonfood Supplies Request for Proposal for HPS School Food Service Purchasing Program. The HPS School Food Purchasing Advisory Committee's goal of this pre-proposal announcement is to ensure the awareness of the forthcoming RFP and promote fair and open competition of Distributors.

Member Participation and Purchase Volume

The current School Food Service Purchasing Program averages over \$375,000,000.00 annually (12 month school year) with over 1,800 of the HPS school systems and other related entities including HPS Members in the Associate Classification purchasing under the HPS membership.

Geographic Service Area

HPS is currently capable of servicing members in the following states but not limited to: Michigan, Indiana, Ohio, Illinois, Wisconsin, Pennsylvania, West Virginia, Kentucky, Missouri, Florida, Tennessee, Maine, New Hampshire, Massachusetts, Connecticut, Vermont, Rhode Island, New York, Georgia, North Carolina, South Carolina, District of Columbia, Virginia, Maryland and Texas. HPS School Food Purchasing Advisory Committees will evaluate all proposals regardless of geographic coverage. HPS will send multiple state and region contracts providing service to specified distribution service areas. The Request for Proposal responses will be evaluated by the HPS School Food Purchasing Advisory Committee by geographic service area which allows competitive proposals to be submitted by each distributor according to market conditions in each state/region. The proposal offering shall remain consistent according to state lines but may include one or more states.

For Instance:

- Proposal for an entire state/region - Distributors may submit different proposals in order to reflect the different market conditions in each state/region that they service.
- Proposal for a portion of a state/region - Distributors may respond to service members in their total geographic service area, even if that only represents a portion of a given state/region.

All members within the service area outlined by the distributor must receive the same terms and conditions, as outlined in the submitted proposal. The HPS School Food Purchasing Advisory Committees reserve the right to single, dual or multi -source award the contract by service area.

Small2cfr 200.321/Minority/Women's/Labor Surplus Area Businesses.

Awarded Distributor must take all necessary affirmative steps to assure that minority businesses, women's businesses enterprises, and labor surplus area firms are used when possible. Affirmative steps must include: (a) Placing qualified small and minority businesses and women's business enterprises on solicitation lists; (b) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources; (c) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises; (d) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and (e) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

Recognized Pricing Mechanisms for Child Nutrition Program Recipients

The HPS School Food Purchasing Advisory Committees will only accept proposals that are in accordance with recognized pricing mechanisms for child nutrition program recipients. Respondents will be expected to provide, in detailed description, the pricing mechanism used to determine pricing. The HPS School Food Purchasing Advisory Committee cannot accept any pricing mechanisms using “cost plus a percent of cost.” Proposals submitted using cost plus a percent of cost will not be accepted.

Discounts, Rebates, or Incentives

Consistent with 7 CFR 210.21(f), 215.14a(d) and 220.16(e), any discounts, rebates or similar incentives must be offered directly to the appropriate HPS Institutions, and in the case of an School Food Authority, credited to the appropriate school food service account. HPS will not receive any discounts, rebates, or incentives in connection with this contract.

Nutritional Information

HPS will require the applicable vendor to provide acceptable documentation of nutrition information for each food product in order to ensure that no products containing trans-fat are awarded. The documentation must indicate zero trans-fat. If the product is a meat item and includes a minimal amount of naturally occurring trans-fat, the nutritional specifications must document the source of that trans-fat. For mixed dishes that may contain both naturally occurring trans-fat (e.g., beef) and added/synthetic trans-fat (partially hydrogenated oil), the applicable vendor must supply additional manufacturer’s documentation to specify the trans-fat source. HPS will require these documents electronically with the following naming convention: distributor item code.pdf. Examples Attached.

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Interested Respondent Form

1. Company contact information:

- Company name: _____
- Telephone: _____
- Fax: _____
- Street Address: _____
- City: _____
- State/Zip: _____
- Website address: _____

2. Name of person completing form:

- First & Last Name: _____
- Title/Position: _____
- E-mail address: * _____

*Completion will ensure all RFP clarification information is sent to the address above

- Telephone: _____

3. HPS is currently capable of servicing members in the following states but not limited to: Michigan, Indiana, Ohio, Illinois, Wisconsin, Pennsylvania, West Virginia, Kentucky, Missouri, Florida, Tennessee, Maine, New Hampshire, Massachusetts, Vermont, Connecticut, Rhode Island, New York, Georgia, North Carolina, South Carolina, Virginia, Maryland, District of Columbia and Texas. Define the service area capabilities of your company in these states.

4. Reporting:

HPS requires timely and accurate monthly sales reporting. Is your company capable to provide sales reporting in Excel format? Provide an example of your reporting capabilities.

___ Yes
___ No

5. Company History:

Has your company ever been excluded from doing business with the Federal Government or been subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. by the Health and Human Services Office of Inspector General?

☐ Yes, explanation required.

☐ No

6. HPS recognizes and encourages diverse suppliers, Generally HPS recognizes two requirements be met to qualify as a Diverse Supplier:

1) Your organization identifies with one of the below demographics:

- **Minority-Owned Enterprise (MBE) that is at least 51 percent owned, controlled, operated, and managed by members of an ethnic/racial minority group.**
- **Women-Owned Enterprise (WBE) that is at least 51 percent owned, controlled, operated, and managed by one or more women.**
- **Veteran-Owned Enterprise (VBE) that is at least 51 percent owned, controlled, operated, and managed by U.S. Military Service Veterans.**
- **Disabled Owned Enterprise (DBE) Business Enterprise that is at least 51 percent owned, controlled, operated and managed by individuals with disabilities (DBE).**
- **Lesbian, Gay, Bisexual, Transgendered- Owned Enterprise (LGBTBE) that is at least 51 percent owned, controlled, operated, and managed by members of the LGBTQIA community.**

2) You can provide proof of certification via a reputable third-party certification agency. Agencies recognized by, but are not limited to, the following:

National Minority Supplier Development Council (NMSDC) or a regional affiliate council

Women's Business Enterprise National Council

Various state or local government agencies or chambers of commerce

Small Business Administration – Veteran or Disability Certification

National LGBT Chamber of commerce or a regional affiliate council

Other_____

7. Diverse Suppliers

Does your company identify with one or more of the following? (Please indicate all that apply)

- ☐ Minority-Owned Enterprise (MBE)
☐ Women-Owned Enterprise (WBE)
☐ Veteran-Owned Enterprise (VBE)
☐ Disabled Owned Enterprise (DBE)
☐ Lesbian, Gay, Bisexual, Transgendered- Owned Enterprise (LGBTBE)
☐ Other _____

8. Is your company certified for the above designation by an authorized agency?

- ☐ Yes
☐ No

If Yes please list _____

9. During the past 18 months have any of your facilities had a:

- FDA RD 483 observation? Yes or No
FDA Warning letter(s)? Yes or No

10. Has your company ever been debarred?

- ☐ Yes, explanation required.
☐ No

11. HPS uses an index to determine if contractual price adjustments are allowable. The index that HPS uses to determine that is the Consumer Price Index for All Urban Consumers: Food Away from Home in U.S. City Average <https://fred.stlouisfed.org/series/CUUR0000SEFV>. Can your company comply with this index?

Yes _____

No _____

12. Can your company comply with Quoted Firm Pricing for the following timeliness, staying within the parameters of the CPI listed above? Please respond to all timelines:

A. 12 Month Firm Pricing (July 1 – June 30)

Yes _____

No _____

B. 6 Month Firm Pricing (July 1 – December 31) and (Jan 1 – June 30)

Yes _____

No _____

C. 4 Month Firm Pricing (July 1 – October 31), (November 1 – February 28/29) and (March 1 – June 30)

Yes _____

No _____

Print Name: _____

Signature: _____

10. Approximate Time Line:

A. Pre-Proposal Announcement Issued	February 1, 2022
B. Due Date for Pre-Proposal Announcement Responses	February 25, 2022
C. Request for Proposal Issued	March 4, 2022
D. Pre RFP Vendor Meeting 3:00 pm EST *	March 11, 2022
E. Deadline for Clarification Requests	March 18, 2022
F. Due Date for RFP Responses	April 8, 2022
G. Public Bid Opening @ 4:00 pm held at HPS office	April 12, 2022
H. Evaluation of Responses	April 18, 2022 – May 31, 2022
I. Notification of Contract Award on or before	June 7, 2022
J. Contract start date	July 1, 2022

*This will be held virtually. Please contact Tori Mascho at information below to be added to the invite list.

11. Return to the HPS office upon completion:

HPS
Attention: Tori Mascho
3275 N. M-37 Highway
P.O. Box 247
Middleville, MI 49333

or

tmascho@hpsnet.com
800-632-4572