



To: HPS Members utilizing the HPS School Food Purchasing Program

From: HPS West Virginia - Pennsylvania School Food Purchasing Advisory Committee

Date: June 20, 2025

**Re: HPS School Food Purchasing Program – Contract #516**

On behalf of the HPS member school systems and other related entities, the HPS West Virginia - Pennsylvania School Food Purchasing Advisory Committee sent out a Request for Proposal in 2024 for the HPS 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, 2024, through June 30, 2025, with an option to renew for up to four additional terms of one year each - July 1, 2025, through June 30, 2026, July 1, 2026, through June 30, 2027, July 1, 2027, through June 30, 2028 and July 1, 2028, through June 30, 2029.

### **HPS School Food Purchasing Program – First year extension (Second Term) SY2025-2026**

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, 2025 through June 30, 2026, 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 School Food Purchasing Program will be an overall weighted increase of **0.697%**.

### **Contract Highlights**

#### **Balanced Ordering Incentive:**

For each HPS member that commits to Balanced Ordering and demonstrates that they are meeting the Balanced Ordering commitment, GFS will pay such HPS members a rebate of 1.00% on purchases made from August 1st through May 30th of each school year. This rebate will be paid bi-annually in December and June of each school year.

HPS member spread its orders of shelf stable, frozen, disposable, and durable Products (“Core Products”) needed for the entire school year over a period of twelve months from May through April (the “Ordering Period”) to achieve, taking in consideration holidays and spring break, an equal volume of Core Products for each month during the Ordering Period (“Balanced Ordering”).

#### **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 can be submitted throughout the year. Of course, not every product request will make the list, but they will all be evaluated by the forecasted quantities and considered. New items will be brought into stock in the months of January (USDA Foods diversions need to be made for those eligible items) and July. 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](http://www.HPSGPO.com).

**Procurement for Child Nutrition Program Recipients:**

The HPS 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 West Virginia - Pennsylvania 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](http://www.HPSGPO.com) after July 1<sup>st</sup>.