

Post-preproposal Meeting Supplement to RFP

9/16/2025

General Information:

- If vendors are submitting proposals via email, do they still need to submit a hard copy?
 - o No, hard copies are not necessary for email submission but should be in PDF format. Two (2) Hard copies are necessary for mailed copies.
- Do PDF proposal submissions need to have a password, or will digital signatures be sufficient?
 - o Digital signatures will suffice.
- Will the Market Baskets be awarded together or separately?
 - o Two separate awards unless a vendor bids both and has the highest score for both.

Market Basket 1 and 2 Questions:

- Does RFBO want firm, fixed price as stated in RFP (Market Basket 1 and 2)?
 - o Vendors are welcome to propose an alternative.

Market Basket 1 Questions:

- For Market Basket 1, is the expectation that product will be delivered from vendor in bulk and the kitchen will be creating meals and delivering from there?
 - o Yes, that is correct.
- What is the delivery frequency for Market Basket 1 orders?
 - o RFBO currently receives 2 deliveries per week but sometimes only use 1.

Market Basket 2 Questions:

- Regarding Market Basket 2, if vendors do not build their own shelf stable meal kits, can they propose what they carry from other vendors that meets the spec and meal pattern requirements, or must they be built in-house by vendor?
 - o Vendors are welcome to propose what they have available as long as they meet the requirements in the RFP and USDA program meal pattern requirements.
- Will CACFP during school year use any shelf stable meal kits (Market Basket 2) and can RFBO provide an estimate?
 - o On the call, it was indicated that RFBO would consider proposals for shelf-stable meal kits for CACFP, but after further discussion post-meeting it was ultimately decided that we would not incorporate vended shelf stable meal kits in CACFP. The quantities for each Market Basket listed in the RFP and Addendum will remain as is.
- Are the service number estimates based on last summer (Market Basket 2)?
 - o Yes.
- Define short dated (Market Basket 2).
 - o RFBO prefers to have product for SFSP that will not expire during the summer.

- Will delivery specifics for Market Basket 2 be provided? For example docks at locations or lift gates needed, specific delivery times, where drivers will be expected to unload, will deliveries need to be palletized?
 - o Yes, RFBO will include all delivery details close to when Market Basket 2 begins in May 2026.
- For Market Basket 2, would RFBO consider two 5-day boxes (each box having 5 breakfasts and 5 lunches) instead of 1 ten-day box (10 breakfasts and 10 lunches in one box)?
 - o Yes, that actually would be preferred for the children that receive the boxes.
- Would RFBO consider a 7-day box for Market Basket 2?
 - o A 7 day box would not be a good option for RFBO as it will complicate the serving and claim process.
- Some vendors will not have items confirmed for Market Basket 2 before the RFP deadline so the contents of the menu probably will not match the sample menu. Will that be a problem if the contents change but still meet the meal pattern requirements.
 - o No, that will be fine.
- Will there be any ship-to-home boxes needed for Market Basket 2 and what is the pack size?
 - o If RFBO does ship-to-home in 2026 SFSP, it would need to be either two 5-day boxes (each box having 5 breakfasts and 5 lunches) or 1 ten-day box (10 breakfasts and 10 lunches in one box). RFBO welcomes vendors to include a price and model for this.