

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGES

2. AMENDMENT/MODIFICATION NUMBER

3. EFFECTIVE DATE

See Block 16C

4. REQUISITION/PURCHASE REQUISITION NUMBER

5. PROJECT NUMBER (If applicable)

6. ISSUED BY

CODE

United States Department of Agriculture
 Agricultural Marketing Service, Commodity Procurement Staff
 1400 Independence Ave SW
 Room 3522-S, STOP - 0239
 Washington, DC 20250-0239

7. ADMINISTERED BY (If other than Item 6)

CODE

See block 6

8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code)

9A. AMENDMENT OF SOLICITATION NUMBER

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NUMBER

10B. DATED (SEE ITEM 13)

CODE

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended. is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.

CHECK ONE

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

(Signature of Contracting Officer)

Previous edition unusable

STANDARD FORM 30 (REV. 11/2016)

Prescribed by GSA FAR (48 CFR) 53.243

Pre-Proposal Conference call FAQs

AG-12-3J14-20-R-0377

FAQs

1. Should freight be included in the "unit price" or as a separate line item?
-The box price you offer to the Government should be the comprehensive price including all components (including but not limited to freight).
2. For "exhibit 2" can I copy it into Excel to fill in or does it have to be completed on the form provided? (Asking because there is not enough space provided for some of the information).
-Yes, exhibit two may be replicated to allow for space expansion. The offeror shall use exactly the same column order, format and contents as the original exhibit. All submissions must be legible and complete to be considered.
3. Will all establishments and any distributors that bid be required to have a food defense audit?
-Food safety and security remain a top priority of USDA under the Farmers to Families Food Box Program. Food defense audits are not required. However, the contract will require submission of a commercial food safety plan and USDA reserves the right to inspect and audit post award.
4. Please speak to the 100% domestic origin requirement as it applies to spices and small ingredients?
-All product provided under this solicitation SHALL be 100% U.S. domestic origin. In the Emergency Master Solicitation for Commodity Procurement (attachment 1 to the RFP) clauses at 52.212-4 and 4A52.225-1 speak to the origin of product, including those that can be considered a "minor ingredients." Ingredients from nondomestic sources will be allowed to be

utilized as a United States product if such ingredients are not otherwise: (1) produced in the United States; and (2) commercially available in the United States at fair and reasonable prices from domestic sources.
5. Are we to make our best guess of needed boxes per region? How else would we know?
The offeror is to work with non-profit entities to determine an outlet for any boxes they propose to provide to the Government. Again, the prime contractor is responsible for all aspect of performance of the contract.
6. What kind of past performances carry more weight? Federal contracts, commercial/national contracts, or agreements where using local & smaller farms is required? Would you recommend providing more than 3 to show variety of past performances?

-The criteria for evaluating past performance is contained in the RFP (see basis for award, page 17). Past performance references are required to be “similar” to the offer being submitted to the Government under this solicitation.

7. Generally speaking, how many people is the box supposed to feed? And how long is it supposed to last them?

The Offeror determines the arrangement with the non-profit entity receiving the box. The offeror determines frequency of delivery and size of the box being offered should be indicated on exhibit 2.

8. Can fresh fruit and vegetables be provided solely in bags ready for distribution to families or does the bag need to be placed in a box for the family?

-All items, with the allowable exception of fluid milk, must be boxed.

9. Can the responses to the vendor capability information checklist be provided within the narrative response to Proposal Part 2 - Offeror Capability, or does each item on the vendor capability information checklist need to be a separate attachment to the proposal narrative?

-The offeror needs to address each proposal part in the RFP separately in their RFP response.

10. Financial Responsibility on page 13: Three items are noted that we "can" provide to demonstrate our financial resources (audited financial statement, bank letter of reference, D&B comprehensive report) - are one of these three items required?

-The Government requires a demonstration of the financial capability to perform. The methods listed above are all acceptable submissions for review. Should an offeror have other means of making the demonstration to the Gov't those should be included as part of the proposal part 2 submission.

11. Exhibit 2 - Can you aggregate the option periods on the same row if the product and pricing are the same for each option period.

-An offeror may offer the same price for base period and subsequent option periods but does have the ability to offer unique pricing per period of performance. The offeror must CLEARLY articulate the number of boxes they are proposing for each unique period.

12. Does the offeror need a SAM.gov registration at the time of offer.

-No. But the SAM.gov registration must be complete three days prior to invoice submission or 30 days post award; whichever is earliest.

13. What documentation does an offeror need to obtain from a non-profit?

-Non-profit entities identified as food banks, food pantries, churches, schools, community groups and other non-profit and governmental organizations may receive deliveries under this program. They must comply with the requirements of RFP Schedule Section B(3). The contracting officer reserves the right to audit records of and confirm compliance of partner entities.

14. What is the best way to receive all the details about this program?
-USDA will post pertinent details regarding this program to the Agricultural Marketing Service website. Interested parties may also sign up for emails by subscribing to Stay Up To Date on USDA Food Purchases.
15. Can colleges, universities or non-profits be the federal prime contract holder?
-The offering entity must have or obtain a D&B number and must be able to demonstrate all item requirements under the RFP Offeror Capability section. There are no further restrictions on participation.
16. Do I need to be pre-approved and how do I demonstrate my ability to perform?
-There is no requirement for pre-approval to make an offer on the RFP. Proposal Part 2 and the required information on exhibit 6 will demonstrate capability and are required RFP submission elements.
17. Can you please explain key quality requirements associated with this solicitation?
-The Emergency Acquisition Master Solicitation for Commodity Procurement (incorporated by reference into the RFP) contains pertinent quality requirements. Please see clause "4A52.246-1(a) Contract Quality Requirements."
18. Please explain the goal of the government regarding execution of these contracts?
-The prime contractor receiving an award is responsible for all aspects of contract performance. The aspects of performance include but are not limited to sourcing product for inclusion in boxes, conducting all aspects of preparing the boxes, sourcing and communicating with non-profits and transportation and final delivery of boxes to the non-profit on a mutually agreeable, recurring schedule.
19. Are there small business or priority set-asides for specific types of businesses and producers?
-There are no small business or specialty set-asides. Offerors should carefully review the technical proposal factors and subfactors in the RFP and address all elements required, including engagement of small farms and impact to local and regional agriculture.
20. Who can receive food under this program?
-Recipients identified as food banks, food pantries, churches, schools, community groups and other non-profit and governmental organizations may receive deliveries under this program.
21. Can you please explain what "base period" and "option periods" mean and how they work?
-The base period is the initial performance period under the contract (e.g. May 15-June 30). The option periods extend the contract's period of performance (at the unilateral right of the government) in two-month increments (e.g. Option 1: July-August, Option 2:

September – October, Option 3: November – December). During the initial proposal submission offerors may offer different prices for the option periods of the contract.

22. How frequently should deliveries take place to non-profit entities?

- The offeror can propose a delivery schedule that is mutually agreed to by the non-profit they are serving.

23. Please clarify if raw milk and “lunch meat” are acceptable content for the boxes.

- The program will only accept “lunch meat” that consists of pre-cooked chicken or pork. Raw milk is not acceptable under the program.

24. Louisiana was not listed in any region in the list, please clarify.

- The solicitation is hereby amended to add Louisiana to the Southwest Region

25. I need assistance on how to write a proposal.

- The USDA is unable to offer guidance on certain matters that may give one offeror an advantage over another. Examples of this may be pricing, how to craft a proposal, or creating a distribution network. The Small Business Administration (SBA) offers procurement technical assistance centers or (PTAC) to those who qualify.

26. What does the 10-page limit apply to?

- The 10-page limit applies to proposal part 1, exhibits and attachments are not included.

27. Fresh Fruit and Vegetables are seasonal products. Is there a way I can offer different boxes for based on the different period of performance?

- Yes, the table in exhibit 2 allows offerors to submit a combination of different products for each time period proposed. Exhibit 2 may be replicated to allow for space expansion. The offeror shall use exactly the same column order, format and contents as the original exhibit. All submissions must be legible and complete to be considered.

28. For CLIN 0003 (pre-cooked pork or chicken) can product be frozen?

- The state of refrigeration is open and likely unique and dependent to what is proposed so long as food safety is paramount throughout the entire distribution process.

29. Is it a requirement that a distributor remain on site for the length of the entire food distribution?

- There is not a requirement that the contractor remain on site. The contractor is responsible for all supply chain and logistic activities necessary to ensure the boxes are distributed to persons in need of food assistance in the United States. The RFP does not dictate how this will happen.

30. Is there a pre-approved company list?

- No, the USDA does not have a pre-approved company list for the Farmers to Families program.

31. Is it a requirement that a distributor remain on site for the length of the entire food distribution?

- There is not a requirement that the contractor remain on site. The contractor is responsible for all supply chain and logistic activities necessary to ensure the boxes are distributed to persons in need of food assistance in the United States. The RFP does not dictate how this will happen.

32. I am a local fruit orchard; I do not supply fresh vegetables. Can CLIN 0001 include only fruit?

- The RFP does not stipulate that you must include both Fresh Vegetables and Fresh Fruit together in your offering.

33. What are the packaging sizes for the boxes?

- It is incumbent upon the offeror to propose what size of a box they plan on offering and distributing.

34. It is likely that food banks may be included in multiple RFP's. Once the contracts are awarded, how will the food banks be able to track how many RFP's they were included in were accepted?

- The non-profit will need to manage their agreements with distributors and their distributions schedule.

35. Will information on contract awards as well as volumes to be provided to specific non-profits be publicized?

- Award quantity and dollar value will be made available by contract line item (product category) and region post award.

36. For CLIN 0005 Fluid Milk can the products offered include both regular pasteurized milk and UHT milk?

- No, UHT milk should be included in the dairy box (CLIN 0002)

37. Can milk be sent in a box or returnable milk crate?

- CLIN 0005 does not need to be offered in boxes. It is incumbent upon the offeror to describe the type of packaging they will provide their product in.

38. Do I need to go through the new vendor process to participate in the Farmers to Families Foodbox program?

- No you do not, however if you would like to participate in our other programs you need to follow instructions on how to become a vendor found here:

<https://www.ams.usda.gov/selling-food/becoming-approved>

39. Do I need to submit exhibit 3 with my proposal?

- No, however exhibit 3 can be requested by the Contracting Officer for clarification.

40. Where is the Amendment? How do I find the SF-30?

- The amendment and subsequent SF-30 are found on the webpage:

<https://www.ams.usda.gov/selling-food-to-usda/farmers-to-families-food-box> Look for the link titled "RFP – ER Acquisition, Amendment 1-SF30"

END OF DOCUMENT