4.5.5. Experience and Qualifications of the Firm: The proposer must possess at minimum the qualifications listed in section 19.3. The information referenced in section 19.3 must also be included as part of this section of the proposal package.

4.5.6. Description of Facilities and Fleet Information: The proposer must provide the requested information in section 26.0 with their proposal. Proposer must also provide evidence that the company has the ability to service this contract by listing the quantity and capacities of trucks to be assigned to school deliveries as specified in this RFP and including the information in this section of the proposal package.

4.5.7. Pricing: Proposer must include all the requested information in section 21.0. This section of the proposal package must also include the price proposal form attachment with the proposer's pricing as listed.

4.5.8. Delivery and Distribution Plan: The proposer shall submit a delivery and distribution plan with their proposal. The plan must, at a minimum, show the location(s) and capacities of the distribution center to be used to supply the school district and each individual school as well as the lead time needed by the distributor for the District to order prior to delivery. The plan must also include and comply with all the information requested in sections 24.0 and 25.0.

4.5.9. Inspection Reports: Verification of compliance with OSHA General Duty clause or a copy of the most recent OSHA Inspection report.

4.5.10. Marketing Plan and Strategy: Proposer must include examples that will be implemented of Marketing Strategies that will increase student participation and menu enhancement, opportunity and special food buys. This section must also include any information requested in section 28.0.

4.5.11. Implementation Plan and Strategy: The District intends to award this contract at the May 8, 2013 Board Meeting. Proposers must provide an Implementation Plan and Strategy that will be fully operational for the new 2013-2014 school year, no later than August ~~13~~12, 2013. A detailed Implementation Plan and Strategy must be included in this section of the proposal package. The details shall include, but are not limited to the following:

- Delivery route plan/set-up
- Food order plan and process
- IT department/electronic communication set-up plan
- A complete description of the set-up process for a fully operational process from beginning to end for the upcoming 2013-2014 school year

8.5. ***Product Acceptability (Maximum - 10 Points)***

If requested, proposers shall submit within ~~five~~ three ~~(5~~ 3) business days of request, samples of requested items. Products may be submitted to a Product Acceptance Committee for review and compliance with specifications and student acceptability rating. Proposals of products failing to meet the overall score of 70% will not be considered for further evaluation of the proposal. All information submitted in the proposal packages as part of section 4.5.14 will be reviewed and evaluated as part of this section of the evaluation criteria.

		MAXIMUM POINTS
A.	**Implementation, Marketing, Delivery and Distribution Plans**	**25**
B.	**Qualifications and Experience**	**20**
C.	**Costs**	**45**
A.	**Product Acceptability**	**10**
	Total	**100**

8.6. The Evaluation Committee will consist of the following members or their designees:

- Representatives, M-DCPS Department of Food and Nutrition (2);
- Representative, M-DCPS School Operations;
- Representative, M-DCPS Office of Economic Opportunity/W/MBE;
- Representative, M-DCPS Office of Treasury Management; and
- Representative, M-DCPS Procurement Management Services (Non-voting);

8.7. The school district reserves the right to reject any and all proposals submitted, or any phase thereof. When the final selection is made and awarded by the Board, a professional services agreement acceptable to the Board Attorney will be entered into with the successful proposer. The information contained in this proposal is supplied as an aid to the proposer in determining whether it will be able to supply the services, which may be required by the Board.

9.0 EQUAL EMPLOYMENT OPPORTUNITY

9.1. Equal Employment Opportunity - It is the policy of the School Board that no person will be denied access, employment, training, or promotion on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference or disability, and that merit principles will be followed.

E. Market Orders: Screen orders, discuss orders with District staff on a weekly basis, ensure compliance with scheduled delivery, discuss substitutions and shortages, facilitate approval of substitutions, finalize orders for delivery, and screen delivered orders for shortages, errors, and pricing mistakes.

19.3. Profile and Qualifications:

19.3.1. Availability: The successful proposer will maintain an office conveniently available to the schools with an organizational structure to include a supervisor and a dedicated District contract representative. Please provide proof along with your proposal package.

19.3.2. No company's proposal shall be considered unless all facilities and vehicles are available for unannounced inspections by District personnel.

19.3.3. Service Level Performance: The successful proposer must maintain a minimum on time fill ratio of ninety seven percent (97%). Failure to maintain the on time fill ratio or repeated failure to comply with any of the terms and requirements of the bid will indicate non-conformance to contract conditions and may result in the District exercising its option to terminate the contract.

19.3.4. Proposer shall submit three (3) letters from other customers of similar size dated within the current calendar year. Do not submit a list of references, but rather a detailed letter from that customer.

19.3.5. State the experience your firm has had in the last three years with clients the size of the School District.

- Give examples of any conflicts or issues that have arisen and how they have been resolved by your company.

- Give examples of how the business relationship transpires with each client, from ordering process to delivery details.

~~19.3.6. Proposers must provide proof of application to the Florida Department of Agriculture and have been approved by the USDA for a State of Florida Commodity Processing Agreement.~~

~~19.3.7.~~19.3.6. The contractor shall hold an appropriate occupational license. The license must be valid at the time of the bid opening. A copy must be provided with the proposal and updated annually. The Contractor shall notify the District if any change occurs in regards to licenses.

~~19.3.8.~~19.3.7. Proposer shall give the names of the individuals who will be assigned to service this contract and provide documentation to substantiate their qualifications, such as resume, certifications, etc.

19.4. Please answer these questions and/or address these subjects as part of your proposal package. This information will be used in the evaluation process.

19.4.1. Company as an Entire Entity

1) Is your Company publicly or privately held?

2) How many truckloads of product flow through your company annually and how does this volume affect your pricing structure?

3) State your entire Company's Gross Sales.

4) State the experience your company has had in serving School District's of a similar size as Miami-Dade County.

5) What audit compliance system do you have in place? Explain.

6) What Quality Assurance Programs does your company have in place? Explain.

7) Does an outside third party inspect your Facility? If so, who? Provide copies of their reports for the past 12 months?

8) Are all of your company's facilities and vehicles available for unannounced inspections by District personnel?

9) Provide HACCP Plan.

10) Provide OSHA Inspection Reports for the past 12 months.

11) Provide Pest Control Inspection Reports for the past 12 months.

12) Provide names and percentage of Distribution Center staff who have completed ServSafe or other industry accepted safety and sanitation certification courses.

13) Provide Distribution Centers' product recall procedure.

14) What additional value-added service and/or training programs do you currently have in place? Would they be available to Miami-Dade County?

15) Describe the capacity (frozen, chilled, dry) at Proposed Distribution Center's to handle contract volume

16) Describe your company's electronic communication capabilities

19.5. Product Solicitations

19.5.1. The awarded Distributor will solicit and record bids from manufacturers to determine the low bidder. Upon the award of this RFP the Distributor will provide a product pricing spreadsheet. The awardee will be required to complete the spreadsheet provided to including unit cost, pack size and product code of all items. Units may be expressed as case, each, pound, serving, gallon, etc. Pack size shall be the number of units in the pack offered. For example: If an item description call for six #10 cans and the unit specified is case and you offer a pack size of four #10 cans, you must enter a Pack Size of .6667. If the unit size is each and you offer to deliver the units 48 to a case, you must enter a Pack Size of 48.

19.5.2. Product Specifications: The Product Specifications lists the products and quantities that the District expects to purchase. These specifications are to be used by the distributor in their bidding process.

19.5.3. Inconsistencies: If an inconsistency exists between a product description and a pre-approved brand, the approved brand will prevail. The decision as to whether a product does or does not meet the requirements is at the discretion of the District. The proposer may be requested to furnish acceptable confirmation from the manufacturer that the product does or does not meet the requirements set forth.

19.5.4. Initial Distributors' Submittal: The District shall review the proposal in terms of unit costs and conformation with the requirements as specified for items submitted as "acceptable equals". In addition, a review will be made of the conformance of the products offered with the product requirements as related to grade, standards, product source and content. The distributor shall provide to the District with the product data sheets, to include ingredient statement, nutrition statement and allergen worksheet only for those items submitted as "acceptable equals". USDA certificates of grade or compliance must be supplied upon request. Product samples, if requested, shall be provided within three (3) working days. Product Data Sheets, samples and attachments are to be furnished at no additional cost to the school district.

19.5.5. Product Bids: The awardee shall solicit competitive, firm pricing from manufacturers for the items identified by the District on the attached spreadsheet, and additional products as specified by the District. The awardee shall solicit costs for three or more approved brands. A single brand is inferred whenever one item is listed, but this product must still be bid with the term "or acceptable equal" accompanying it. All products must be competitively bid, to include Commodity Processed Product and "mimic" purchased product.

23.5. The District retains the right to modify the above electronic procedures in the event of updated technologies or processes.

23.6. The successful Distributor must demonstrate competency in processing customer orders and generating customer invoices via EDI.

24.0 DELIVERY

24.1. Delivery and Distribution Plan: The Distributor shall have the capability to store and deliver sufficient products to service approximately 392 schools in Miami-Dade County and the capacity and financial strength to support substantial growth. The proposer shall submit a distribution plan with their proposal. The plan must, at minimum, show the locations and capacities of the distribution center to be used to supply each individual school as well as the lead time needed by the distributor for the District to order prior to delivery.

24.2. Deliveries will be made once a week at hours agreed to by the cafeteria manager as long as the required minimum is reached. Some of the larger secondary schools will require deliveries twice a week, at least one school day will separate delivery days at these schools. The successful bidder will receive a list of the secondary schools involved. If a designated delivery day is a holiday or an in-service day, the delivery will be made on the next school day or the prior school day. Any and all delivery schedules changes must be submitted in writing, at least two weeks in advance, to the FNS District Office for approval prior to implementation.

24.3. Deliveries will be accepted Mondays through Thursdays, unless otherwise specified. The District will furnish school name, location, contact name, phone number, school calendar, and product orders per site to the Distributor. The District will work with the Distributor to develop a delivery schedule.

24.4. During the regular school year, elementary school deliveries shall be completed between 7:00 am and 3:00 pm, middle school deliveries shall be completed between 7:30 am to 3:30 pm, and high school and Jr/Sr High school deliveries shall be completed between 6:00 am to 2:00 pm, once weekly. The time of delivery shall be scheduled so that a responsible school employee can check on all products at the time of delivery. Under NO circumstances will a driver be given a key to a school.

24.5. Confirmed delivery schedules must be met. In the event that a delivery cannot be met, ~~in the case of an emergency, the cafeteria manager~~ the Department of Food and Nutrition must be notified ~~forty eight (48) hours prior to the scheduled delivery.~~ Immediately to determine the course of action.

24.6. Excessive late deliveries will be cause for contract cancellation.