

Internal Notes, Re: Vended Meals and RFQ Template

- The sample procurement document provided by the WVDE is a Request for Quotation (RFQ), which will be awarded to the lowest responsible bidder. An RFQ was selected due to the short timeline that many counties are facing to get a contract in place for summer feeding. If a county believes they have sufficient time to use the Request for Proposal (RFP) process and score proposals on factors other than price, they are welcome to do so.
- Items highlighted yellow in the sample document are items which require customization or review by the county board of education. The sample RFP refers to bids being submitted to the county purchasing director, but that process may differ depending on a county's structure.
- The language in the sample document will need updated if a co-op will be bidding the pre-packaged meals on behalf of a group of county.
- WVBE Policy 8200 Section 7.11.5 outlines the sealed bid requirements for purchases \$50,000 or greater. A link to the policy is included below:
https://wvde.us/wp-content/uploads/2017/10/Policy8200_with_Cover.pdf
- County boards of education must publicly advertise the RFQ/RFP. Examples of ways to advertise include legal advertisements in local newspapers, via the internet, trade journals, purchasing bulletins, mass mailings or other media. It is permissible to email a copy of the RFP/RFQ to specific vendors that would potentially be interested, but the county must also select at least one other way to publicly advertise the RFP/RFQ in accordance with the county's normal practice.
- WVBE Policy 8200 requires that "adequate time must be provided to allow interested bidders sufficient time to submit their responses prior to the date set for the opening of bids." The standard timeframe for most RFPs/RFQs is 14 days, but WVBE Policy 8200 does not actually specify a minimum length of time for the RFP/RFQ to be open. That being said, WVDE believes the minimum length of time to be considered adequate would be 7 days to ensure potential bidders have plenty of time to prepare and submit their bids.
- The sample document contains language to allow for submission of sealed bids by email in accordance with the waiver issued by the State Superintendent during this COVID-19 health emergency. Bidders choosing to submit in this manner will attach password protected files by email and will email the password to the files separately shortly before the bid opening. The attached document can be provided to bidders who may need assistance with password protecting their files.
- This RFQ requires the successful vendor to deliver the products directly to the County, so when entering delivery locations, it is important to make sure the location has the ability to receive a large truck and unload it in a reasonable amount of time. Number of delivery locations could affect the price, so keep that in mind when deciding how many delivery locations you will require.
- The RFQ is designed to request a price for meal boxes with, and without, milk. If you only want it priced one way or the other, you can add your own instructions prior to posting and sending

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to vendors. If you decide to purchase milk with your box, make sure this is not in some way a violation of your contract with your current milk vendor first.

- Also, remember, while the WVDE has been heavily involved in the ordering and delivery process of the Compass boxes, for the Summer meals, the relationship will shift to being strictly between your County and the successful vendor. We will still be available to provide support in any way possible, but ordering and delivery will be between the County and Vendor.
- If you require your order to be delivered on a certain day, or time, make sure you make that requirement part of your RFQ so the Vendor's who bid fully understand when the delivery is expected.
- This RFQ is intended to be used by Counties that plan to purchase vended meals to use in your Summer Feeding Program. If you already have a plan that utilizes your existing contracts for food and labor, you do not have to put out a separate bid.