

**DHHS FOOD DISTRIBUTION
INVITATION FOR BID NUMBER 003-16**

Dated May 31, 2016

Pursuant to the

MASTER SOLICITATION FOR COMMODITY PROCESSING

Dated December 1, 2015

Department of Health & Human Services

DHHS

N E B R A S K A

SEALED BIDS ARE DUE June 30, 2016

TECHNICAL REQUIREMENT

The Contractor must be a USDA approved NPA (National Processing Agreement) processor.

PRODUCT SPECIFICATIONS

A USDA item code is specified but an equal end product of an NPA processor may be bid. The performance and relevant requirements of end products to be bid are:

1. The WBSCM item code of the USDA food to be processed must be the same as specified.
2. The meal credits contained in a CN serving should be no less and no more than specified.
3. The amount of sodium in a CN serving should be no more than specified.
4. The number of calories in a CN serving should be no less than specified.
5. Shelf life as defined in the Master Solicitation is revised to be 90 days.
6. An NPA processor's end product that is bid should be similar to the USDA product in that distinguishing characteristics are not readily apparent or obvious. The descriptions listed on the Contractor's USDA approved SY16-17 SEPDS will be used for comparison. If end product descriptions include trade names or do not include distinguishing characteristics, descriptive information from the CN Label, Product Formulation Statement, Fact Sheet or similar contractor signed documentation will be used for comparison. DHHS Food Distribution will make a final determination if distinguishing characteristics are apparent or not.

BID SUBMISSION

Sealed Bids must be received by DHHS Food Distribution, Nebraska State Office Building, 4th Floor, Lincoln, NE 68509 no later than 5:00 PM June 30, 2016. A Sealed Bid consists of:

1. The 003-16 NEPDS Bid Form signed in ink
2. CN labels, acceptable Product Formulation Statements, Fact Sheets or similar contractor signed documentation to substantiate nutritional information that is submitted on the Bid Form
3. The Contractor's USDA approved SY16-17 SEPDS*
4. A fully initialed copy of the "Terms and Conditions of the DHHS Food Processing Invitation for Bid", including all additional information responsive to those Terms and to the Master Solicitation*

* The documents attributable to lines 3 and 4 **are not required to be resubmitted** if a Contractor is currently awarded under the Nebraska DHHS Master Solicitation.

The specification number from the Bid Specification List must be entered in the appropriate column of the NEPDS Bid Form. Contractors may also bid Catalog items. Catalog items are indicated by entering "C" in the specification column. No points are awarded for Catalog items but are available from awarded Contractors to DHHS Food Distribution at the prices bid per the terms of the Master Solicitation. Contractors are strongly cautioned to carefully examine the NEPDS Bid Form and to include all information in the appropriate columns. Bids will be rejected if not submitted on the NEPDS Bid Form and may be rejected if information is missing or submitted in the wrong column. The NEPDS Bid Form should not be altered. An Excel version of the NEPDS Bid Form may be requested from the Contact Person. Multiple NEPDS Bid Forms may be submitted if necessary and all must be signed in ink. Bids may also be rejected if any selection criteria in the Master Solicitation are not met or for failure to comply with all basic requirements of the Invitation for Bid or Master Solicitation, or for failure to accept any material term or condition listed in the "Terms and Conditions of the DHHS Food Processing Invitation for Bid."

BID OPENING

Bids will be opened at 10:00 AM July 1, 2016 at the DHHS offices, 4th Floor, 301 Centennial Mall South, Lincoln, NE.

TOTAL PRICE DETERMINATION AND EVALUATION

Only Contractors who have agreed to all material Terms and Conditions of the DHHS Food Processing Invitation for Bid shall have bids evaluated. The total price is first determined by adding the value of donated food per case to the fee-for-service per case. The value of donated food per case is the value listed on the Contractor's SY16-17 USDA approved SEPDS for the end product being bid. The total price is then evaluated by dividing the total price by the number of CN servings per case. Preference may be given to end products with greater net weights per case if it would result in lower distribution costs per serving and a lower overall cost (inclusive of distribution costs) per serving. Only specified Core Group items will be evaluated. Core Group end products to be bid are organized by the WBSCM item code or category of the raw donated food that is to be processed. A Contractor will earn one point for each end product meeting specifications that has been submitted with the lowest total price. No more than one point per specification number may be earned by any Contractor.

CONTRACT AND PURCHASE ORDER AWARD

The Contractor with the most points will be awarded up to the maximum number of Contractors specified with an ending date of June 30, 2019. Purchase orders may then be issued to awarded Contractors.

DELIVERY PERIOD

Contractors will be required to obtain appointments and make monthly deliveries to The Thompson Co. located at 3636 West Stolley Park Road, Grand Island, NE. The purchase order will specify the exact quantities of end products to be delivered and an acceptable delivery date range.

CONTACT PERSON

Questions may be directed to:

Chad Mohr

Program Coordinator
Nebraska State Office Building
301 Centennial Mall South, 4th Floor
Lincoln, NE 68509

Phone (402) 471 9644
chad.mohr@nebraska.gov