Instructions to complete Request for Proposal (RFP)

1. Place the cursor on *Enter District Name(s).* Type in the name of your SFA.

2. Place cursor on *Click here to enter a date*. On the right hand side, you will see a box with a ˅ that when you click on provides a drop down calendar. Choose the date that the RFP is due back. Place cursor on the word *time.* Type in the time that the RFP is due.

**1.01 Definitions:**

Type in the name of your SFA where you see: *District Name(s)*.

**1.02 Invitation to Proposal:**

Place cursor on *Click here to enter text* and type in any products that will not be purchased. Examples may include, fresh bakery products, milk/dairy items, dishmachine chemicals, linen/aprons, etc.

Place cursor on *Click here to enter a date* at *time.* The information entered here should match the information entered on the front page.

**1.03 Inquiries Regarding Proposal**

Place cursor on Contact name. Type the name of the person who will be answering questions about this RFP. (usually a food service person)

Place cursor on email address. Type the email address of the person whose name was written in the previous step.

Deadline for inquiries is: Place cursor on *Click here to enter a date*. This date should correspond with the date in the Calendar of Events, Section 5 under II. Procedural Requirements.

Place cursor on *Time.* Enter the time (i.e 4:00pm).

**1.04 Pre-Proposal Conference**

Place cursor on *Click here to enter a date*. This date should correspond with the date in the Calendar of Events, Section 5 under II. Procedural Requirements.

Place cursor on *time* to *time.*  Enter the appropriate times (i.e. 10am to 10:30am)

Place cursor on *Location Name and Address*. Type in meeting place and address.

**1.06 Contract Award**

Place the cursor on *District Name and Number.* Type in the name and number of the district who’s School Board will be approving the RFP.

Place cursor on *##-##*. Type in the school year that the RFP is for.

Place cursor on *$####.* Type in the estimated dollar value of the contract.

**II. Procedural Requirements A. Proposal Submission**

Place cursor on *Attn., School Name, Address, City, St ZIP.* Type in the appropriate information.

Place cursor on *Name, Title, School Name, Address, City, St, ZIP, Phone Number.* Type in the appropriate information.

**B. Calendar of Events**

Place cursor on *Click here to enter text*. Enter the dates as appropriate.

**Evaluation Criteria**

Scoring numbers can be adjusted to your liking. Pricing must be weighted with the highest score, and the 4 numbers must add up to 100. Place the cursor on the number and type in the appropriate numbers for your needs.

**D. Delivery**

**1.01 Delivery Guarantee**

In the Table in this section, the site names, frequency of deliveries, and average number of cases for each delivery site will be identified.

Place cursor on *Click here to enter text* and type in the name of the school where delivery is to be made.

Place cursor on *#/wk or mo* to enter the number of deliveries per week or month that you require.

Place cursor on *###* to enter the number of cases you anticipate per delivery.

Additional information: *Click here to enter text.* Enter any additional information.

**G. Product Specifications**

Place the cursor on *Site Name Address, City, ZIP* for information on where samples should be delivered to. Place cursor on Click here to enter a date by time. Information should correspond with the date listed in the Calendar of Events.

**IV. Standard Terms and Conditions**

**Code of Conduct**

Place the cursor next to Purchasing Contacts: *Contact Name and Phone Number.* Complete information.

Place the cursor next to Food Service: *Contact Name and Phone Number*. Complete information.

**Agreement Period**

Place cursor on *Click here to enter a date to Click here to enter a date.* (i.e. July 1, 2016 to June 30, 2017).

**Attachment C**

Place cursor on *Click here to enter a date by time.*  On the right hand side, you will see a box with a ˅ that when you click on provides a drop down calendar. Choose the date that corresponds with the date and time on Cover page of RFP.

Place cursor on *Click here to enter a date to Click here to enter a date.* (i.e. July 1, 2016 to June 30, 2017). Dates should correspond with information written in **Agreement Period**.