



## Amendment 1

Solicitation No: RFP #24-002-29

Description: **Fixed Price Child Nutrition Program**

Vendor shall acknowledge receipt of this amendment by notation where indicated on the Offer and Award Form, page 2 of the RFP solicitation. Failure to acknowledge the amendment shall deem a proposal as non-responsive.

The following are the questions received, and the answers provided on this RFP #24-002-29 Solicitation.

Q1. How long is your SSO program in the summer?

A1. One month (June).

Q2. Do you currently provide a la carte meals, milk, or any cash sales?

A2. The District does not provide a la carte meals/special milk. We do have a snack bar at the middle school that is cash sales, typically <\$1,000 annually.

Q3. Would Altar Valley School District be open to interagency agreements with Charter Schools in your area to boost revenue for the AVSD?

A3. No.

No further questions will be addressed on this RFP.

The following pages contain information that was covered at the Pre-Proposal Conference held on February 15, 2024 at 10:30am.

*LeAnn Burns*

LeAnn Burns

Procurement Officer, CPA

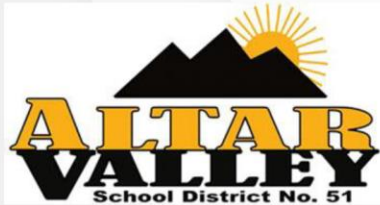
February 29, 2024



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Description: **Fixed Price Child Nutrition Program**

**RFP #24-002-29**  
**Fixed Price**  
**Child Nutrition Programs**  
**(FSMC Purchases Foods)**  
**Pre-Proposal Conference**  
**February 15, 2024 @ 10:30 AM**





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### Purpose

The purpose of this Pre-Offer conference is to clarify the contents of the solicitation to prevent any misunderstanding of Altar Valley School District's position. Any doubt as to the requirements of the solicitation or any apparent omission or discrepancy should be presented to the District at the conference. The district will then determine the appropriate action necessary, if any, and issue a written amendment to the solicitation if required. **Oral statements or instructions shall not constitute an amendment to the solicitation.** Bidder(s) may ask questions, but statements made during this conference are not amendments to the Solicitation.

Purpose

Purpose

2  
>>



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# Introductions Altar Valley School District

**LeAnn Burns**

Procurement Manager

**Lila McCleery**

Resource Associate  
Sunny Path Associates



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### Scope Overview

Altar Valley School District is requesting proposals for their child nutrition programs.

**2024-25**

Initial Contract  
Term

**Food  
Purchase**

AVSD  
The awarded  
FSMC purchases  
the food.

**Approval**

Contract is  
contingent upon  
approval by  
Arizona Dept. of  
Education.



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### Important Reminders

All formal solicitation opportunities for Altar Valley School District are posted on the website, <https://www.altarvalleyschools.org/Vendors>.

This includes all files, attachments, and Amendments. It is the vendor's responsibility to acknowledge any/all Amendments.

#### ***No Right to Rely on Verbal Responses Uniform Instructions 2.E***

*Any inquiry that results in changes to the Solicitation shall be answered solely through a written Solicitation Amendment or Addendum. An Offeror may not rely on verbal responses to its inquiries.*

***A verbal or electronic mail reply to an inquiry does not constitute a modification of the solicitation.***

Questions should be addressed during the conference. Approaching staff after the conference may give the perception of providing additional information that was not available to everyone. Therefore, once the conference has concluded, please do not approach any of the staff present today. Submit all questions in writing via email to LeAnn Burns, as outlined in the Special Instructions, Pre-Offer Conference, 3.B.



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Solicitation No: RFP #24-002-29  
Description: Fixed Price Child Nutrition Program

### Child Nutrition Programs Request for Proposal Altar Valley School District Fixed-Price

Solicitation/RFP Number: 24-002-29  
Solicitation Release Date: February 8, 2024

Pre-Offer Conference Date: February 15, 2024  
Pre-Offer Conference Time: 10:30 am MST  
Pre-Offer Conference Location: Altar Valley District Office  
10105 S. Sasabe Road, Tucson, AZ 85736

Solicitation Due Date: March 6, 2024  
Solicitation Due Time: 1:00 pm MST  
Submittal Location: Altar Valley District Office  
10105 S. Sasabe Road, Tucson, AZ 85736

Offer Opening Date: March 6, 2024  
Offer Opening Time: 1:30pm MST  
Offer Opening Location: Altar Valley District Office  
10105 S. Sasabe Road, Tucson, AZ 85736

**Description of Procurement:**  
Competitive sealed proposals for the materials or services specified will be received by **Altar Valley School District** at the above specified location until the time and date cited. Offers received by the correct time and date will be opened and the name of each Offeror will be publicly read. Offers must be in the actual possession of **Altar Valley School District** on or prior to the time and date, and at the submittal location indicated above. **Late offers will not be considered.**

Offers must be submitted in a sealed envelope or package with the Solicitation/RFP Number and the Offeror's name and address clearly indicated on the envelope or package. All offers must be completed in ink or typewritten. Additional instructions for preparing an offer are included in this Solicitation.

Persons with disabilities may request special accommodations such as interpreters, alternate formats, or assistance with physical accessibility. Requests for special accommodations must be made with seventy-two (72) hours prior notice. Such requests are to be addressed to the Solicitation Contact Person or Procurement Officer listed below.

**OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION**

SFA Procurement Officer/Contact: LeAnn Burns, CPA  
Procurement Officer/Contact Phone Number: (520) 822-1484  
Procurement Officer/Contact E-Mail Address: lburns@avsd.org

## Solicitation: Request for Proposals

The anticipated cost for this project exceeds the \$100K threshold that requires a formal, competitive sealed solicitation, as outlined in the School District Procurement Rules and related statutes.



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Attachments are separately  
identified



Sealed Proposal Package

Follow instructions



Attachments

Completed thoroughly



Proposal Submission

Check and recheck





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### Proposal Requirements

Checklist to ensure all required attachments are included as outlined in the Uniform and Special Instructions to Offerors.

- 01 Read, complete and sign all attachments. Note that Attachment 7.21 requires notarization for non-collusion.
- 02 Verify if any Amendments have been issued. If so, complete and sign to include.
- 03 Prepare the proposals with all required attachments. Have another person review for accuracy.
- 04 Submit before the deadline. Do not wait until the last minute – late proposals shall not be considered.

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*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#) (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:*

1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov).





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### Important Dates

Questions due  
February 28<sup>th</sup> by 1:00 PM

***Proposals due no later than  
1:00 PM on March 6, 2024.***

*Late proposals shall not be  
considered.*

Contract award tentatively  
anticipated at the April or May  
meeting by the Altar Valley  
School District Governing Board.



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### Successful Proposal Development

- 1 Read the RFP and all related information.
- 2 Submit all questions in writing prior to the deadline.
- 3 Attachments – be sure to review for consistency and complete accurately.
- 4 Submit proposal in a sealed package on or before the deadline to the AVSD District Office.





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### Frequently Asked Questions

- 1 How do I get a contract?
- 2 What happens after I submit a proposal?
- 3 What if we realize we made a mistake in our proposal?
- 4 When can we change our pricing?
- 5 Who can I talk to about this once proposals are opened?





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### Responsive & Responsible

Responsive &  
Responsible

- ▶ Proposal Requirements followed
- ▶ Attachments completed, signed and notarized.
- ▶ No suspension, debarment or pending litigation
- ▶ No conflicts of interest
- ▶ Properly authorized to conduct business in AZ for the requested services.

Non-Responsive  
or Not  
Responsible

- Non-collusion affidavit issues ✕
- Incomplete proposal ✕
- Unsigned Offer & Acceptance (Page 2 of RFP) ✕
- Excessive Deviations/Exceptions ✕
- Financial distress or litigation ✕



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### Campus Operational Tour

1st – Robles Elementary School

2nd – Altar Valley Middle School



Offerors are encouraged to take photos and measurements while onsite.

It is important to note that this is an occupied campus, however, and you must take **extreme caution** to make sure that **students are not included** due to FERPA.



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Thank you!

