

Washington State Department of Agriculture (WSDA)
We Feed Washington Pilot
K3872 Year 2 Request for Proposals (RFP)
Questions and Answers, Solicitation Updates, and Clarifications

RFP Coordinator	Jessica Hernandez, Contract Manager and Program Lead
Phone	(564) 999-3799
Email	wefeedwa@agr.wa.gov

Proposals are due on or before May 18, 2022 by 9:00 AM (PST) and must be submitted by email to wefeedwa@agr.wa.gov in Portable Document Format (PDF.) Submissions received after this date and time will not be accepted.

This document captures and responds to questions posed on the Q&A Session calls as well as those that were submitted in writing to wefeedwa@agr.wa.gov before April 29, 2022, at 5:00 PM (PST).

Q&A Sessions occurred on the following dates and time via Microsoft Teams Meetings:

1. Thursday, April 21, 2022, 11:00 AM – 12:00 PM (PST)
2. Thursday, April 28, 2022, 1:00 PM – 2:00 PM (PST)

SOLICITATION UPDATES and CLARIFICATIONS

1. The due date of the solicitation is extended to Wednesday, May 18, 2022, by 9:00 AM (PST).
2. WA Secretary of State (SOS) filing and renewal: There are currently significant filing and renewal delays. Online filings for nonprofit corporations is not currently available, so please plan for delays if you are near the time for renewal or will need to file for the first time. Paper filing options are available, however the process is taking much longer than normal.
3. System for Award Management (SAM): Please make sure your registration is Active (it needs to be renewed periodically). Also, if your registration is marked “private”, we will not be able to verify its Active status. This process can take time, so if you are registered for the first time, please plan ahead.
4. Information regarding the Food Assistance Resiliency Grants mentioned in both Q&A calls can be found here: [Resiliency Grants | Washington State Department of Agriculture](#).
5. Section 1.3. Award Types – updated types A and B to clarify 50% direct purchase from farms and other food producers.
6. Definition of “Local or Regional Food Producer” added to RFP (page 13) in alignment with the United States Department of Agriculture (USDA.)

QUESTIONS and ANSWERS

1. Please provide the Exhibits as separate Word documents.
 - a. Yes, please email us at wefeedwa@agr.wa.gov and we can email the Exhibit documents directly to you.
2. Where can I find information about the external reviewers?
 - a. Yes, please email us at wefeedwa@agr.wa.gov and we can email the Application document directly to you.
3. In the category of food boxes, what is the difference between bulk food vs. food box equivalents?
 - a. For award type A, “food box equivalent”, you’d be supplying the varied contents of an individual food box based on the menu you propose, but whether or not those items are co-packed in a box or bag is based on the need of Last Mile Distribution Partner(s). For example, if your food box menu includes produce items, 2 shelf stable food items, and 1.5 pounds of protein, and your LMDP indicates that they are moving to a shopping model and would like 200 food box equivalents rather than pre-packed boxes, you could supply and bill the following: 800 produce items (200 units each of 4 produce types), 400 shelf stable food items (200 units each of 2 shelf stable food items) and 300 pounds of protein. That is an example of a 1-to-1 equivalent for which you could bill for 200 food boxes.

This allows flexibility for organizations that are interested in shopping models, because we recognize allowing people to select the food they want results in less food waste and a more dignified, consumer-driven experience.

The supplemental food award type is more aligned for very large purchases of truckloads of produce, or large orders of culturally relevant food items (canned goods, halal meat, etc.) that are otherwise hard to access at food banks.

4. My question is related to the procurement requirements for federally funded food programs. Can you please explain if Bidders need to get bids for the produce they are procuring and where to find guidance on that?
 - a. Please refer to [2 CFR 200.320 - Methods of procurement to be followed](#).
5. Page 5, Section 1.3 Award Types, Item B. We Feed WA Fresh Food Boxes: this section states Fresh Box menus must include 6 produce items that rotate from delivery to delivery to ensure variety for the people seeking emergency food relief. Is it acceptable to rotate the menu weekly for organizations receiving multiple deliveries per week?
 - a. Yes, it is acceptable to change the produce mix weekly if you are delivering to locations multiple times per week.
6. Regarding the provision that at least 50% of items must be procured directly from farms and other food producers, is the requirement 50% per contract, per delivery, per month?
 - a. The requirement is 50% over the duration of the contract, recognizing there are seasonal challenges. You have options to manage that in the best way you see fit. The intention here is really to strengthen the local supply chains and maximize the value getting into the hands of local farmers and producers as opposed to paying for multiple

markups to go through an extended supply chain before foods reach the end consumer.

7. For purchasing of produce over 2,000 lbs per day, a PACA license is required. Does this apply to all purchases in the program? How does this affect organizations that are purchasing directly and distributing, especially if they are purchasing directly from farms?

a. Please visit → <https://www.ams.usda.gov/rules-regulations/paca/licensing>

“In general, any person who buys or sells more than 2,000 pounds of fresh or frozen fruits and vegetables in any given day is required to be licensed under the PACA. Wholesalers, processors, truckers, grocery wholesalers, and foodservice firms fit into this category.

A person who negotiates the sale of fruits and vegetables on behalf of another person is required to be licensed on the first transaction. A person operating in this capacity may be considered to be a commission merchant, broker, or a growers’ agent. A broker handling only frozen fruits and vegetables, however, is not subject to the PACA licensing requirements until the invoice value of the total negotiated sales exceeds \$230,000 in a calendar year.

A person selling at retail is subject to a PACA license once the invoice costs of fresh and frozen fruits and vegetable purchases exceed \$230,000 in a calendar year.”

To obtain more specific information about licensing requirements or to apply for a license telephone toll free at 1-800-495-7222 (PACA).

8. Who will enforce quality controls and safety for public consumption?
- a. For any food purchased through this contract, the Contractor is responsible for ensuring that partners and vendors comply with federal and state food safety laws, rules and regulations. WSDA Food Safety programs are available as a resource:

<https://agr.wa.gov/departments/food-safety>.

9. For procurement of processed foods, WSDA recommends that the Contractor obtain confirmation of the processor’s wholesale license and license number.

- For procurement of fresh produce, WSDA recommends that the Contractor confirm:
 - Option A: Self-attestation that the vendor is Good Agricultural Practices (GAP) certified.
 - Option B: Self-attestation that the vendor has attended Produce Safety Alliance (PSA) Grower Safety Training AND has a Food Safety Plan. The plan must include:
 - A designated person who is responsible for the farm’s food safety plan and recall procedures.
 - Produce with known or reasonably foreseeable contamination is not harvested, distributed or otherwise sold for human consumption.
 - At least annually and upon hire, all employees are trained on principles of food hygiene and produce safety, the importance of health and personal hygiene, and any other produce safety practices specific to an employee’s duties.

- Employees actively monitor and mitigate risks pertaining to contamination or cross-contamination caused by humans, animals and pests, soil amendments, tools and equipment, water, and other environmental factors that may directly affect produce.
 - Toilets and handwashing facilities are readily accessible, regularly cleaned, and adequately maintained with soap, water, toilet paper, paper towels or other hand drying device, and trash can.
 - All food contact surfaces are inspected, maintained, and cleaned and, when necessary and appropriate, sanitized as frequently as reasonably necessary to protect against contamination of produce.
9. It is understood this is a different program than year 1, however, in year 1 we have been producing boxes for other WSDA Contractors. Looking at the wording that there is a 50% farmer or producer requirement (which is awesome): if we continue providing boxes to other WSDA Contractors in year 2, we are concerned about how they could meet that requirement and what our role would be.
- a. Please see amended RFP which includes a new definition of “local or regional food producer.” Please also note that the description surrounding the 50% procurement from farmers section has been amended to include local or regional food producers.
10. Is May 6th the deadline for the \$1,000 service contract or the application itself?
- a. May 6th is the due date for the Community Proposal Reviewer application. The RFP proposal due date has been extended to May 18th by 9:00 AM PST. All Community Reviewers will be eligible for a \$1,000 service contract for performance of review responsibilities, however no payment is guaranteed or issued until a contract is executed with each selected reviewer. Community Reviewer selection and notification will take place on Thursday May 12, 2022.
11. Where in the RFP is the 50% direct buy from farms requirement?
- a. See pages 5-6 (Section 1.3)
12. Can an organization spend 50% of their food budget purchasing premade boxes and 50% directly from farms to qualify?
- b. As long as Contractor is purchasing at least 50% of the food purchased from farmers or local or regional food producers that is sufficient.
13. Is 50% weight, cost, or count?
- a. The 50% requirement is based on cost (purchasing).
14. Can commercial fishers be included in the 50%?
- a. Yes, local or regional food producers are included in this requirement, including commercial fishers.
15. Can organizations offer prepared food as a part of this project?
- a. Yes, this is allowable. All prepared food must be retail food code compliant, as well as meet local public health requirements; food safety standards are paramount.
16. Provide clarification regarding the statement that WSDA “reserves the right to require delivery

to specific sites within a Contractor's final distribution region" (Award Types A, B, and C.)

- a. What this means for We Feed WA Emergency Food Boxes (Award Type A) and Supplemental Emergency Food Procurement, Logistics & Distribution (Award Type C): WSDA will not be directing which hunger relief organizations and what geographic locations organizations will serve as that information should be clear in the proposal and outlined by the Bidder. However, if the Contractor is serving a county that is impacted by severe circumstances like natural disaster, WSDA may request the Contractor shift resources to assist with a specific emergency response.
 - b. What this means for We Feed WA Fresh Boxes: Please note the fresh boxes are prescribed produce boxes that WSDA Food Assistance (FA) Programs have allocated to their partner organizations based on separate request process. Bidders interested in serving assigned Food Assistance partners should provide a bid submission in response to Section 1.3 Award Types, Item B. All successful Contractors for this category of service will have Last Mile Distribution Partners (LMDPs) assigned to them. The distribution for counties is related to where food is distributed, not where it is procured.
17. Regarding eligibility, my firm itself does not meet the requirement of having at least 1 year of experience procuring or distributing emergency food, since my firm does not work in the emergency food space; rather, it provides consulting, business planning, and contracting of technical assistance services. Is this requirement waived for the Technical Assistance Services bid?
- a. No this requirement is not waived for technical assistance services bids. All organizations that submit a bid for any category listed in the RFP must directly meet the minimum requirement of at least 1 year of experience procuring or distributing emergency food. Firms that do not meet the minimum eligibility criteria may collaborate with an eligible Bidder to propose services as a subcontractor.
13. Sample Technical Assistance Proposals: Does WSDA have any previous Bids, Proposals, or Statements of Work for Technical Services, perhaps from another contract, that I can request under the Freedom of Information Act? If so, I can submit a request through the proper FOIA channel.
- a. No, WSDA does not have any samples of previous bids, proposals, or Statements of Work for Technical Services related to the We Feed WA Pilot Food Program as these services have not been provided before.
18. For the total maximum contract a company can apply for, can you clarify if it is 25% of the total award funding or 25% of the individual category? For example, on Page 11 (Section 1.6), it states that the Technical Assistance category will be up to \$670,450. Does this mean that a firm can apply for only \$167,612.50, or is it not limited to this amount?
- a. The total maximum contract a company can apply for is 25% of the total award funding available for this RFP. For example, a firm could apply to receive the full amount of \$670,450 available in the Technical Assistance category.
19. Regarding ADA, Women Run, over 55 and Veteran certifications; as a non-profit I cannot register or get certification with this. Is disclosure enough for contract bid purposes, or are you requiring proof?
- a. This is not a requirement or minimum qualification of this RFP. If this question is in

reference to the OMWBE Certification listed on the “Checklist for Submission”, please note that OMWBE Certification is optional, not required, and not scored for the purposes of consideration for this RFP.

20. If a company has been selling to a company involved in the program, would that qualify them? There is a company that shares warehouse space with us and the company is very much interested in getting involved more so than just selling items to us and continues to assist with product and transportation in other programs. Would that qualify this company to bid?
 - a. The requirement is that the organization must have experience procuring and distributing food directly within the emergency food space including procurement, coordination, delivery, relationship with hunger relief organizations, connecting with community to ascertain need, etc. The individual or entity in their own assessment must be able to meet all requirements to apply directly for the RFP. WSDA encourages collaboration with food system partners that do not independently meet the minimum eligibility requirements.

21. I guess secondly, if we were a subcontractor (like we offered in the current round) to a company wanting to bid would that fill the requirements?
 - a. No, each Bidder must meet the requirements on their own to apply for a contract direct with WSDA. An alternative would be for an eligible business or organization to collaborate with the ineligible vendor or business to include their work into the eligible business’s proposal.

22. Will the Q&A session recordings be available?
 - a. WSDA will not be publishing the Q&A session recordings, as those are used for transcription of the Q&A only. We will, however, be posting Q&A to WEBS and the WSDA website by May 3, 2022. If a Bidder downloaded this RFP from the WSDA website located at: [Contracts and Procurement | Washington State Department of Agriculture](#), the Bidder is responsible for checking the website during the RFP process to ensure receipt of the written Q&A, if they desire it.

23. If Bidder believes they can service the maximum in multiple categories, should they bid the maximum in each of those categories independently, or split the maximum between the categories?
 - a. WSDA looks to the Bidder to use their business acumen and judgment when determining the parameters of their proposal that work best for the Bidder’s organization or business while making the most impact towards meeting the goals of the We Feed WA Pilot Program. Bidder’s Proposal may not be above the dollar threshold defined for each unique award category of funding, nor may the total proposal amount across all categories be over 25% of the total funding available.

25. What reporting does the Bidder need to maintain regarding direct from farm purchases versus other alternative vendor sources?
 - a. Bidders should be prepared to keep detailed purchasing records of all purchases by vendor in a way that the amounts purchased direct from farms and other local and regional food producers can be broken out and reported separately from other vendors.

24. I'm looking to clarify the 50% direct buy from farms and producers – do items purchased have to be exclusively grown at the farm? For instance, one of our partners, also a farm, often gets kicked loads of good food from major retailers etc. When we buy these we are invoiced by the partner directly. Does this qualify as purchasing from a farm or no since they didn't grow the product?
- a. The 50% direct buy verbiage is in relation to purchasing directly from farmers and local or regional food producers (see definition of the latter on page 13 of the RFP.) Food products sold by a local farmer that didn't originate on the farm would still qualify as procurement from a local or regional producer.
25. As we are preparing an application for the We Feed WA RFP, do we need to include information on the Food Assistance (FA) allocation we are anticipating receiving, or is this from a separate allocation of funds?
- a. This is a separate allocation of the same funds. These funds are specifically for Food Assistance Contractors, but you are welcome to apply for the other award types (so all other award types except the one called "Fresh Boxes.")
26. Can you confirm 1) we are restricted to distributing the fresh boxes in King County (as TEFAP Contractor for this county), and; 2) we are restricted to distributing the fresh boxes to subcontractors (TEFAP based on our food assistance contract)?
- a. This question is specific to an allocation of Fresh Boxes made through WSDA's Food Assistance Program and will be addressed separately, directly with Contractor.
27. Is the technical assistance award category available to an organization to provide their subject matter expertise in the form of technical assistance as part of the contract or, alternately, are organizations able to apply if they are seeking to get outside consulting and help to support their proposed contracts?
- a. The Technical Assistance (TA) award type is intended for Bidders to submit a proposal to WSDA to provide their subject matter expertise and technical assistance to Apparent Successful We Feed WA Contractors, Vendors and the Last Mile Distribution Partners.
 - b. The TA award is intended to provide technical assistance to the ecosystem of vendors and partners necessary to the success of the We Feed WA Pilot Food Program. Bidders may include subcontractors in their Technical Assistance proposal to provide consulting and services that they proposed are necessary and beneficial to the success of the second year of the pilot.
28. Page 12 of the RFP states there is \$2,227,410 of funding for the NW Region for the emergency box and the fresh box programs. Does that include the funds that have already been set aside for the Fresh Boxes referenced in your recent emails?
- a. Yes, the \$2,227,410 figure includes the monies for the Fresh Box funding information sent to participating Food Assistance organizations on April 25, 2022.
29. Does the food associated with the We Feed WA Emergency Boxes need to literally arrive in a box or a one box per family style, or can it arrive "cased out" or in bulk and then be used in a shopping style model food security intervention activity?
- a. WSDA is unable to advise which Award Type best suits a Bidder's programming and organizational capacity. See the response to question 3 to differentiate the intent of food box equivalents vs. bulk food.

30. The food bank is set up to allow for a shopping style food bank. If we seek support for this program, is it more appropriate to apply under the We Feed WA Emergency Box category OR the Equity-Centered Household and Local Distribution category?
- a. WSDA is unable to advise which Award Type best suits a Bidder's programming and organizational capacity. Award Types A, C, and D could all support a shopping style food bank, depending on the Bidder's approach to the project. Be advised that Award Type D is meant to stress the unique and non-traditional models of distribution that prioritize equitable, culturally responsive food access for Black, Indigenous, and People of Color and other socially disadvantaged groups. Traditional emergency food distribution programs like food banks, food pantries, and meal programs are also encouraged to visit [WSDA's Food Assistance Resiliency Grants](#) for additional grant opportunities.
31. Can we pay \$1,000 for technical assistance with our proposal?
- a. The Technical Assistance Contract is for prospective Contractors to apply to provide technical assistance to fellow WFW Year 2 Contractors, Vendors, and Last Mile Distribution Partners after awards are made and contracts have been finalized. For instance, if one of the prospective Contractors has significant experience with the CFR200 Uniform Guidance, they could apply to do a training for all WFW Contractors to help them with Federal funding and regulation compliance. Per section 2.14 Costs to Propose, WSDA is not liable for any costs incurred by the Bidder in preparation of a proposal submitted in response to this RFP. No costs to propose should be included in a Bidders proposal to this RFP.
32. Can you share a link to WEBS?
- a. <https://pr-webs-vendor.des.wa.gov/>
33. Do contents in the Emergency Food Boxes or Fresh Boxes need to be packaged? For instance, can we pack corn in a husk without it being in a bag?
- a. It depends on what the produce item is and what your last mile distribution partners want and need. That said, the corn in a husk is a perfect example of something that doesn't need to be in a bag. Bagging loose greens or small items like berries would likely make transport of the items safer to reduce the chance of damage to the contents.
34. When you say 'bulk food' - some partner agencies prefer cases of one item, with multiple items on a pallet. Would this qualify for the box program??
- a. Please review the response to question 3 to differentiate food box equivalents from bulk food award types and determine which approach your organization is best suited for.
35. This question is specific to the Category A. We Feed WA Emergency Food Boxes section: for organizations interested in distributing food box equivalents, are the last mile distribution partners expected to take all of the box contents, or can they choose to accept and distribute only certain elements of the bulk box contents?
- a. To bill for food box equivalents, the last mile distribution partner must receive the total contents for which WSDA is billed in a given month. WSDA is unable to advise which Award Type best suits a Bidder's programming and organizational capacity.

36. If we are doing boxes, which is very common, how do we bid that? What does WSDA want to see in the invoicing?
- a. In the Bidder's proposal, Bidder should share the minimum and maximum number of boxes Bidder can successfully distribute and the corresponding box weight that works for the communities the Bidder serves. Invoices must include the type of food box distributed, the price for that type of food box, the quantity of boxes (or equivalents), the date of distribution, the name of the Last Mile Distribution Partner, and the county in which the boxes were distributed.
37. On working across county lines, how does WSDA want that evidenced in the proposal?
- a. Exhibit A to the RFP, Proposal Summary and Checklist, asks the Bidder to select the regions and counties they propose to execute program activities in. Bidder must select areas in which they have capacity to operate because there is very little room for changes to this service contract and distribution plan once the contract has been finalized.
38. Grassroots organizations are finding many people are showing up and saying their community also needs help. What ability do you have to help those not named in proposals to receive food in year 2?
- a. Bidder's proposal should be thoroughly researched and vetted prior to submission, taking into consideration not only the ebbs and flows of harvest and produce availability due to the seasons, but also have in place confirmed distribution partners. If Bidder chooses to have the ability to pivot some of their monthly box resources for unexpected or new community needs and requests, one possibility is that the Bidder could name themselves as the last mile distribution partner and allot a fixed number of boxes or percentage of boxes per month to allow distribution to community that needs help and was not being served prior that is not already named in the Proposal.
39. One organization mentioned they are hesitant to take on new partners under the new contract since this requires them to serve the organization for the one-year lifecycle of the contract. Would it be acceptable to send extra food/boxes to an existing LMDP to be reserved for the organization that could be picked up by them? Then, if anything falls through, the regular LMDP could otherwise distribute. This would decrease our direct risk and also help to ensure food does not go to waste.
- a. If they are partnered with an LMDP that is named in the contract and it's not above the projected distribution numbers for that LMDP, it could be acceptable. However, adjusting contract distribution numbers to provide more food than allocated in the signed contract is not allowable. Contractor cannot add LMDPs after the contract has been executed. All planned LMDPs will need to be named in the proposal to be able to receive resources funded by this program. WSDA is no longer operating under emergency procurement provisions, as directed by the WA State Department of Enterprise Services (DES) and therefore contracts are constrained by the projections and terms the Bidder states in the proposal and resulting contract.
40. Can you please share the link to the Federal CFR 200 guidance?
- a. [eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

41. Do all 6 items in the fresh box need to rotate from delivery to delivery?
 - a. Ideally, yes. However, there are some things communities want regularly and the most important thing is that the Contractor is communicating often with their LMDPs on a regular basis about community needs. It is imperative that the Contractor actively engages with their LMDPs to ensure that the needs of the community are being met as it relates to this contract.

42. Are there any preset geographic funding allocations for non "boxes" distributions?
 - a. If you are looking at RFP page 11, the available funding by award type gives amounts for the Emergency Food and Fresh Boxes, as well as the other categories. However, WSDA did not define specific funding allocations by geographic regions for the remaining award categories (Supplemental Emergency Food Procurement, Logistics & Distribution, Household & Local Distribution, or Technical Assistance).

43. Will the invoicing and backup documentation be the same as the current WFW process?
 - a. As a part of the technical proposal, WSDA is requesting each Bidder "Describe the qualitative and quantitative metrics that the Bidder is equipped to report on, including: households served, pounds of food, types of food, amount spent procuring food from farms and food businesses, and amount of service & handling fees paid to LMDPs." (See page 20 of the RFP).

44. Would boxing organizations producing ready-to-go-food for the public much like someone who would bag onions for a farmer, qualify as a food producer and therefore be an acceptable food purchase within the 50% procurement requirement?
 - a. Please see the updated definition of Local or Regional Food Producers.

45. If critical intermediary food producers are not recognized in the food stream as an acceptable "food producer" for WSDA, what does WSDA recommend to Contractors if the fisherman, farmers, meat growers, etc. don't sell directly to the Contractor, as is often the case in the food business?
 - a. Please see the updated definition of Local or Regional Food Producers.

46. If we are sourcing boxes from another company who are ultimately sourcing the food that goes into the boxes and the only cost they are adding is the box packaging cost, is that considered an acceptable cost as a part of the requirement to procure at least 50% of emergency food directly from farms and other food producers?
 - a. Please see the updated definition of Local or Regional Food Producers.

47. What is your definition of a food producer?
 - a. Local or Regional Food Producer: Local and regional producers are farmers, ranchers, producers, processors, or distributors and other businesses involved in food production or distribution that are located in the state of tribal region or within 400 miles of the delivery destination. This updated definition aligns with the USDA definition.

48. Related to the questions above, Award Types A & B mention a 50% sourcing requirement from farms and other food producers. Do farmers cooperatives and food hubs count? As an example, food hubs are owned by their farmers.

- a. Yes, see definition of Local or Regional Food Producer above.
49. Prepared foods follow-up: In this case, they wouldn't be charging for a whole food bag because they have to charge for production costs and food gets condensed in the food preparation process. How is WSDA expecting them to bill for this food?
- a. Bidders should use Exhibit C to describe various food box and unit types. The Bidder must propose the cost of the prepared food item(s) you are requesting funding for and how you propose to bill for that type of food box or item.
50. Can the Bidder add the prepared meals to bulk distributions under Section C Supplemental Emergency Food Procurement, Logistics & Distribution?
- a. WSDA is unable to advise which Award Type best suits a Bidder's programming and organizational capacity. Since it's not a "box", consider reviewing if what Bidder is proposing might fit Award Types C & D.
51. If a farm receives product at their location that was not grown by them, but the successful Bidder remits directly to that farm for the purpose of placing those items in a box for the program, do those items meet the requirement of being viewed as a direct purchase from the producer (the 50% requirement in option 1 and 2)?
- a. The definition of Local or Regional Food Producer and should guide Bidder in determining if this is allowable.
52. Given the contracting constraints, is serving a general community (e.g. south King County) specific enough for distribution plans? And specific cities and neighborhoods could be determined later?
- a. As a part of the proposal (Exhibit A), Bidder must propose to deliver goods and services within counties. Specific cities/neighborhoods is not a proposal consideration for this RFP. Bidders may elect to list themselves as the Last Mile Distribution Partner for services in certain counties if they will be sponsoring distribution directly, or in partnership with organizations that are not named in their proposal.
53. Can there be flexibility if you have extra food that didn't get distributed due to last minute changes made by a last mile distribution partner (LMDP)? For example, if they requested 50 boxes but at the last minute tell you they can only take 30. Can the WSDA Contractor donate the extra food to another organization that needs it in order to ensure food is not wasted? Why won't you give us flexibility in this contract?
- a. WSDA shares a concern and commitment to preventing food waste and will work with Contractors on a case-by-case basis when these events arise once contracts are issued. At this point in the process, WSDA encourages all Bidders to have conversations about "right sizing" up front, at the time of proposal, to ensure a strong project plan. When Bidders identify external Last Mile Distribution Partners in their proposal, the strengths and assets of these LMDPs add value to the proposal that affect the scoring. In effect, the Bidders inclusion of Last Mile Distribution Partners in their proposal is a commitment to those organizations that the Bidder, if selected for a contract, is bound

to uphold.

54. If our organization is allotted to receive Fresh Boxes from the Apparent Successful Contractor in our region, are we also eligible to receive other foods from other Apparent Successful Contractor's that won different award types?
- a. Yes.
55. Are Bidders allowed to submit more than 3 Letters of Support?
- a. Please be strategic in your response to this requirement and do not provide more than 3 letters of support.
56. Related to the Equity-Centered Household Distribution, specific to pop-up mobile food giveaways: My company has 13 years of experience preparing foods and procuring ingredients, but not specifically in the "emergency" food space. Does this disqualify my company from applying directly to the RFP to participate in the mobile food pop-ups and food giveaways, or since we have a lot of experience in the activity itself that would be required, is that acceptable? If we would be ineligible to bid this year, in order to gain this experience for next year, would becoming a supplier to a successful Bidder who is awarded the contract technically give us the experience we need to meet this requirement in the future?
- a. As stated in the RFP Minimum requirements: "Bidder must have 1 or more years' experience procuring and/or distributing emergency food within Washington State within the past 2 years". However, partnering with an organization that does meet those requirements is a reasonable option to gain the experience outlined in the RFP minimum requirements to help you qualify for the ability to directly for contracts in future years.
57. Related to the Equity-Centered Household Distribution, specific to pop-up mobile food giveaways: Do the prepared foods offered in mobile food pop-up giveaways have to meet a certain weight requirement per individual recipient?
- a. There is no minimum weight requirement expectation for prepared meals. However, a reasonable range of weights (min/max) for each prepared meal should be included in the proposal.
58. Specific example question: A load of produce gets rejected from a retailer because the truck is late. That product is 100% fine, but the truck needs to get it off. They unload at a farm that also provides product to a contract holder. The farm takes title to the product from the original grower. Can that farm sell that product to a Contractor and have it hit the 50% requirement?
- a. Yes. Please see the definition for Local or Regional Food Producer.
59. Is the letter of submittal supposed to be a separate document from the RFP or can it be included in the RFP?
- a. There are 7 parts to the Bidder's Proposal and the Letter of Submittal should be submitted with the Proposal and the other 6 parts. For a list of the required documents that should accompany the submission to be considered, please see page 16 of the RFP.
60. Regarding Exhibit C of the RFP, section A: If we are bidding the base period, are we allowed to have 4 seasonal boxes per performance period, for a total of 16 boxes in Exhibit C?

- a. No. Bids may include up to 5 different WFW Emergency Food Box types total, or up to 4 total WFW Fresh Box types. Box types for either award type may be differentiated by season, contents, weight, and/or product value.
61. What will the process be after awards are made if a company needs to change the proposed products?
- a. Prior to making any adjustments to your distributions, you will need to notify WSDA in writing and include details about the situation with a proposed change. You must wait for approval in writing from WSDA prior to making any changes to menus in your executed contract.
62. Can you clarify the language used in Section 1.3 Award Types, in sub-sections a. & b., “Bidders must be equipped to procure at least 50% of emergency food directly from farms and other food producers.” Does ‘directly’ convey that the Contractor is the ‘first purchaser’ (i.e. paying the farmer directly for the food items procured)? If this is not the definition of ‘directly’, how does WSDA define that term? How does WSDA define ‘other food producers’ — foragers, fishers, etc?
- a. Please see page 1 of this document for the definition of Local or Regional Food Producer.
63. Section 4.4 Evaluation Criteria, Weighting and Scoring identifies 15% of the score to be associated with Goods & Services Description & Prices (Exhibit C), and then provides a sub-breakout of that scoring regarding quality and cultural relevance — given Exhibit C provides space to provide basic item description, quantities and pricing, but not space for narrative specifically regarding characteristics of quality and cultural relevance, where should applicants ‘make their case’ on these scoring criteria? We expect to share relevant information across our Proposal Narrative, but it is unclear if evaluators will be considering those narrative sections in scoring this particular area, given the identification of Exhibit C in the description.
- a. Bidder should include details about quality and cultural relevance of foods being procured in the proposal narrative. The proposal narrative will be considered in scoring this section, in addition to Exhibit C.
64. Regarding the References and Letters of Support (Exhibit E) in Section 4.4, and the guidance provided in Section 3.5 that current WSDA staff should not supply letters of support, can WSDA as a contracting agency be provided as a past performance reference (Exhibit E) (in contrast to being asked to supply a letter of support). In the case that such a past performance reference is acceptable, is there any preference by the agency between a submission containing such a past performance reference versus a letter of support from a different entity?
- a. Bidders may list WSDA contracts as a past performance reference, but may not request a letter of support from WSDA employees. There is not a preference between letters of support and past performance references.
65. Page 2 of Exhibit F, the Services Contract Including General Terms and Conditions, it is indicated that indirect costs will be included in contracts for services under this solicitation, which is in contrast to the current We Feed WA Contract. Is it correct that all contracts issued in response to this solicitation will include an indirect cost rate?
- a. This RFP is for a goods and services contract and each Bidder will complete Exhibit C, Goods & Service Description Pricing Form to summarize the total proposed fees for all

items proposed for any award type. This proposed fee must be inclusive of all direct and indirect costs. Contracts will not include any additional indirect cost rate beyond the Bidder's proposed fees.

66. Will responsive technical services proposals need to be prepared to provide services to all successful Contractors? Would a technical service proposal providing services to Washington farms and food producers supplying products to successful Contractors (but not necessarily to the Contractors themselves, or was not focused on Contractors) be considered "responsive" per section 2.11?
- a. Responsive technical services proposers that are awarded a contract through this RFP will be providing technical services to successful Contractors, their Vendors, and their Last Mile Distribution Partners (LMDPs). Bidders are not required to be able to provide technical assistance to **all** successful contractors, but must be able to indicate the scope of service, intended audience (based on the categories named above), and limitations in the Proposal Narrative and on Exhibit C.
67. If a Bidder proposes services across several award types, how would WSDA prefer the Bidder present the maximum and minimum quantities per period within the constraint table of any one service/award type in Exhibit D? (I am not sure how to articulate this clearly/efficiently in writing — if a Bidder can supply 500 units of food during a service period, should the aggregate maximum capacity across service/award types not exceed that number? Or should a Bidder indicate 500 units of food for each type of service, not knowing if they may be awarded a contract for one service but not the other?)
- a. Please respond to each Award Type table that Bidder intends to propose performing services in as though Bidder will be successful in all award types they submit a proposal in. For instance, if Bidder proposes to perform services for Award Types A & C, Bidder should be prepared to operate between minimum and maximums stated for both award types if awarded a contract to perform services in their stated distribution regions. Bidder should propose only what bidder is able to perform within each Award Type and distribution region.
68. Can proposals be partially successful? E.g. one county awarded but not another, or one award type in one county but not another award type? (also one season awarded, but not another?)
- a. Yes.
69. Are all hunger relief partners for Award Type B already locked in? Can additional hunger relief partners request funding for this program?
- a. Yes, all hunger relief partners for Award Type B have already been determined through existing involvement with the WSDA Food Assistance (FA) Program.
70. Can hunger relief orgs targeted for Award B type boxes also be targeted for Award A type boxes or Award type C bulk purchasing so they can access Dairy/Eggs/Protein through the program? (Additional funding, not redirecting Type B funding)
- a. Yes
71. Regarding Procurement Standards mentioned on p.11 – For Award Type B - If we're sourcing produce only, do we need to worry about this section? Our plan is to source from our member farms, local non-member farms, and larger distributors to fulfill the variety and weight

requirements of produce boxes – is this section for organizations that outsource the packing of boxes/box equivalents? The farmers we'd like to target (BIPOC, organic, and small-scale farms) are often not at a competitive price point with commodity prices, and we balance those high-value purchases with purchases from farmers with economies of scale so the overall budget and weight requirements are met.

- a. Procurement Standards are applicable to all award types. For more information, please refer to [2 CFR 200.320 - Methods of procurement to be followed](#).
72. Regarding Procurement Standards mentioned on p.11 – For protein/dairy/eggs, is an initial price analysis and quote system with potential vendors sufficient for award type C – we're moving fast to match potential products/vendors with what our hunger relief partners would like – if we have a price analysis in our proposal does that satisfy the procurement requirements listed on p.11 if we show who we asked, what we asked for, and how we decided to go with a given vendor?
- a. Please refer to [2 CFR 200.320 - Methods of procurement to be followed](#) for guidance on Procurement Standards.
73. Can WSDA provide any formal comment on taxation for payments from We Feed WA contract? Furthermore, for the purposes of Phase 2 and the upcoming RFP, can WSDA clarify the taxation requirements expected on the \$54M dollars allocated?
- a. After consulting with WSDA's Contracts and Procurement Manager and Chief Financial Officer, and due to the different and unique types of organizations and businesses (i.e. for profit, nonprofit with employees, nonprofit without employees, etc.) that currently have and will in the future contract with WSDA via the We Feed WA Pilot Food Program, WSDA is unable to provide tax counsel to any prospective Bidders. WFW Contractors are encouraged to check with their tax professional or the Department of Revenue to determine if these revenues are taxable based on your business structure and tax status.