ADDENDUM NO. 3
(Posted 11/06/2019)

REQUEST FOR QUALIFICATIONS AND PRICING PROPOSAL
Strategically Sourced – Prepared Meal & Meal Delivery Services
RFQ/P NO. PMDS-2020

Due Date: November 12, 2019 at 2:00 p.m.

TO: ALL BIDDERS

DATE OF ISSUANCE: November 6, 2019

Bidders are advised that the following provisions of RFQ/P No. PMDS-2020, Prepared Meal & Meal Delivery Services, have been amended by this Addendum No. 3 and will supersede the corresponding terms and/or conditions of the RFQ/P, as set forth in this Addendum No. 3.

All terms and conditions of the RFQ/P that are not amended by this Addendum No. 3 shall remain the same as set forth in the RFQ/P.

Please note the following changes to the subject RFQ/P proposal before submitting your offer.

A signed and dated copy of this Addendum No. 3 must accompany your proposal.

See changes below regarding Addendum No. 3

1. Please use the form below to answer questions posed in Attachment 12 – Good Food Purchasing Bidder Evaluation Form and Scorecard.
All other terms and conditions in RFQ/P No. PMDS-2020 shall remain unchanged.

If you have already submitted your proposal, you are required to submit your proposal amendment(s) before the proposal due date to comply with the change(s) indicated above. You must submit your proposal amendment(s) together with this Addendum No. 3 signed and dated in a separate sealed envelope stating the RFQ/P proposal number and due date.

This Addendum No. 3 must be signed and submitted as required, otherwise the proposal offer shall be deemed unresponsive.

As with the proposal, any proposal amendments and proposal addenda received after the proposal due date will not be considered.

Contractor/Bidder Acknowledgement of Receipt and Agreement:

__________________________________________________________________________
Signature

__________________________________________________________________________
Date

__________________________________________________________________________
Print Name and Title

__________________________________________________________________________
Print Company Name

Sincerely,

Purchasing Department
Purchaser: Leon Ho
Phone: 415-241-6468 Ext. 1607
Email: hol@sfusd.edu
San Francisco Unified School District
Prepared Meals Request for Proposals – Good Food Purchasing Program Evaluation Form

Background
San Francisco Unified School District’s School Board adopted the Good Food Purchasing Policy (GFPP) in 2016. GFPP prioritizes food purchases in 5 interrelated value categories: local economies, valued workforce, environmental sustainability, animal welfare, and nutrition. Successful bidders must demonstrate the ability to partner with the District to achieve baseline purchasing goals in all 5 value categories by contract year 3; annual progress towards this goal is expected and will be measured by SFUSD and the Center for Good Food Purchasing.

Expected Timeline

- **Contract Year 1 (2020-21):** Meet baseline purchasing requirements in local economies, nutrition, and valued workforce.
- **Contract Year 2 (2021-22):** Meet baseline purchasing requirements in local economies, nutrition, valued workforce, and environmental sustainability.
- **Contract Years 3 and 4 (2022-24):** Meet baseline purchasing requirements in all 5 value categories - local economies, nutrition, valued workforce, environmental sustainability, and animal welfare.
- **Contract Year 5 (2024-25):** Accelerate progress in all 5 value categories to achieve a 4 star or higher GFPP rating.

Bidder Instructions
Please complete the far right columns in each table below, describing how your company will achieve SFUSD’s GFPP purchasing targets by the dates indicated. Please be as specific as possible and ensure you answer all questions completely. In the case of “either/or” purchasing targets described below, the successful bidder will only be required to implement one purchasing strategy during the contract; however, for the purposes of the RFP, a complete description of both strategies is required.

Additional Supporting Documents Required
To support your answers below, please also include the following:

1. Sample usage report listing product name, manufacturer/grower name and location (if known), quantity purchased (cases/lbs), and total cost (dollars).
2. Product Specification Sheets for all NAE/CRAU poultry products indicated below.
3. Product Specification Sheets for all certified humane animal products indicated below.
4. Two recipes for Elementary School entrees that show at least 50% of the creditable protein is from plant sources.

LOCAL ECONOMIES
Baseline status: In the 2017-18 school year, over 20% of SFUSD’s total food spend met local economies criteria at level 1 or above, therefore the baseline requirements for local economies has been met.
**Purchasing target:** Local economies baseline will be maintained by allocating at least 15% of SFUSD’s total food spend on local products at any level (sourced from within 250 miles of San Francisco) throughout the duration of the contract.

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<th>Question</th>
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<td>Please describe how your company will procure local products (sourced from within 250 miles of San Francisco) on behalf of SFUSD. How do you currently track local spending? How will you ensure at least 15% of annual purchases made on behalf of SFUSD are local? <strong>Please attach a sample usage report listing product name, manufacturer/grower name and location (if known), quantity purchased (cases/lbs), and total cost (dollars) here.</strong></td>
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<td>Please list the local (within 250 miles of San Francisco) farms or suppliers from which you currently buy. How long have you contracted with these farms or suppliers? Do you have a formal contract or purchasing arrangement? If so, please describe.</td>
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**NUTRITION**

**Baseline status:** In the 2017-18 school year, SFUSD met 90% of the GFPP nutrition checks, therefore the baseline requirement for nutrition (51%) has been exceeded.

**Purchasing target:** Nutrition baseline will be maintained by ensuring an ongoing commitment to healthy food procurement and preparation as well as a healthy food service environment throughout the duration of the contract.

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Please describe how your company prioritizes nutrition in your menu planning and recipe development process. What innovative menu options have you developed that highlight minimally processed whole ingredients and/or whole grains? Above and beyond the Healthy Hunger Free Kids requirements, how does your company prioritize menu items that limit refined sugar and sodium, while optimizing taste and appeal?

How does your company promote healthy menu items to students? What successful strategies have you used in the past to promote healthy options to students?

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<td>Please describe how your company will ensure at least 5% of SFUSD’s annual food spend meets level 3 valued workforce requirements (suppliers or farms have union contract or are worker owned cooperative.) Please describe specific products you plan to purchase from specific suppliers or farms for use in SFUSD meals. How do you plan to track this spend?</td>
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**VALUED WORKFORCE**

**Baseline status:** In the 2017-18 school year, 2.5% of SFUSD’s total food spend met valued workforce criteria at level 3, therefore the baseline requirement for valued workforce has not been met.

**Purchasing target:** Valued workforce baseline will be achieved by spending at least 5% of our total food spend on level 3 products by June 2021.
ENVIRONMENTAL SUSTAINABILITY

Baseline status: In the 2017-18 school year, 1.3% SFUSD’s total food spend met environmental sustainability criteria at level 2 or above, therefore the baseline requirement for environmental sustainability has not been met. Additionally, 22% of animal products purchased in 2017-18 were raised without antibiotics (NAE) or Certified Responsible Antibiotic Use (CRAU).

Purchasing target: By June 2022, environmental sustainability baseline will be achieved by:

1. Ensuring at least 25% of SFUSD’s animal product spend is raised without antibiotics (NAE) or Certified Responsible Antibiotic Use (CRAU). Note, the contract requires all poultry to be either NAE or CRAU.
2. Ensuring any seafood purchased is not listed as “Avoid” on the Monterey Bay Aquarium’s Seafood Watch Guide.
3. EITHER spending at least 5% of our total food spend on level 3 products (USDA Organic, Certified Biodynamic, or Certified Sustainable Seafood) OR a 4% or greater reduction in carbon and water footprint1 using robust strategies to decrease animal products (especially beef and cheese) on the SFUSD menu while maintaining USDA standards and serving appealing meals to students.

1 Calculated from 2017-18 school year baseline. Carbon and water footprint varies by product; beef and cheese are the menu items with the highest footprint. Per The Center for Good Food Purchasing, a 4% carbon and water footprint reduction would require replacing approximately 15% of meat and dairy products with plant proteins, in alignment with the purchasing target under the animal welfare value category.
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<td>Please list the poultry suppliers and products you plan to procure on behalf of SFUSD here. Please attach Product Specification Sheets showing NAE or CRAU certification. How will your company ensure all poultry purchased on behalf of SFUSD is either NAE or CRAU? How will your company track and ensure at least 25% of the total SFUSD animal product spend is NAE or CRAU?</td>
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<td>Does your company currently purchase any seafood listed as “Avoid” on the Monterey Bay Aquarium’s Seafood Watch Guide? If so, how will you ensure this is not purchased on behalf of SFUSD?</td>
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<td>Please describe how your company will divert 5% or more of the SFUSD food spend to level 3 products (USDA organic, biodynamic, or certified sustainable seafood.) Please be as specific as possible. What products will you purchase from what farms or suppliers and in what quantity?</td>
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<td>What strategies has your company used in the past to purchase organics without increasing costs? Please describe your strategy to increase organic purchases for SFUSD while simultaneously ensuring full use of USDA commodity foods annual entitlement.</td>
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<td>Please list the USDA Organic certified farms or suppliers from which your company buys. How long have you contracted with these farms or suppliers? Do you have a formal contract or purchasing arrangement? If so, please describe.</td>
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**ANIMAL WELFARE**

**Baseline status:** In the 2017-18 school year, 2.5% of SFUSD’s total meat and dairy spend met animal welfare criteria at level 1 or above, therefore the baseline requirement for animal welfare has not been met.

**Purchasing target:** By June 2023, animal welfare baseline will be achieved by **EITHER** spending at least 15% of our total meat and dairy spend on humane products at any level (level 1, 2 or 3) **OR** by replacing 15% of the total volume\(^2\) of animal protein menued with plant protein, while maintaining USDA standards and serving appealing meals to students.

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<td>Please describe how your company will procure at least 15% of SFUSD’s animal products from certified humane suppliers at any level (1, 2 or 3)? Please be as specific as possible: what products will your purchase from what suppliers and in what quantity? <strong>Please attach Product Specification Sheets showing humane certification for products you plan to purchase here (e.g. Certified Humane Cage Free, GAP Steps 1-3, USDA Organic, etc.)</strong></td>
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<td>Are you able to commit to serving one or more third-party certified humane product on SFUSD’s menus? For example, cage free eggs, grass-fed hot dogs and/or hamburgers, organic yogurt, etc. If so, please indicate the anticipated annual product volume. <strong>Please attach a Product Specification Sheets showing humane certification.</strong></td>
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<td>What strategies has your company used in the past to purchase certified humane products without increasing costs?</td>
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\(^2\) In the 2017-18 school year, SFUSD purchased 859,000 lbs of meat and dairy products. A 15% reduction is 128,850 lbs.
Please describe how your company will reduce animal protein, particularly beef and cheese, on SFUSD’s menus by at least 15%? How will you track animal protein content on menus and incorporate reduction goals into menu planning priorities?

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<td>What strategies have you successfully used in the past to serve high quality, student-vetted menus that reduce animal protein? What student-vetted menu items do you currently produce that are either vegan or have creditable protein from both animal and plant sources (e.g. beef and bean chili)? How do you promote these menu items to students? <strong>Please attach two (2) Elementary School recipes that show at least 50% of the creditable protein is from plant sources.</strong></td>
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