



# **Attachment:**

## **TECHNICAL PROPOSAL WORKBOOK**

**Meriden Public Schools**

**City of Meriden**

Solicitation Number: RFP 026-41

**Commercial & USDA Foods**

### **Instructions**

*Proposer is to complete this Technical Proposal Workbook and submit it as their response to this RFP.*

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**PROPOSER GENERAL INFORMATION**

**Legal Company Name**

**Proposer Headquarters Address**

**Authorized Company Representative**

**Proposer Contact Information (Email and Phone)**

**If a Corporation, Where Incorporated**

**Company Website**

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**TECHNICAL PROPOSAL**

Proposer's answers to the following questions will comprise the proposer's official Technical Proposal response to this RFP. Information prepared by the proposer and submitted with their proposal may be incorporated into a final contract.

Proposers are reminded that the Cost Proposal Workbook is a separate document and must also be completed as part of the proposal.

**CATEGORY 1: QUALIFICATIONS, EXPERIENCE, AND CAPACITY (15.0 POINTS)**

**1. Qualifications and Experience**

- a. **Overall qualifications:** Provide a general overview of your organization. Why is your organization uniquely qualified to partner with Meriden Public Schools for this scope of work? **(2.5 points)**
  
  
  
  
  
  
  
  
  
  
- b. **Years in business:** Detail the number of years your organization has been in business. **(1.5 points)**
  
  
  
  
  
  
  
  
  
  
- c. **Current business:** What percentage of your current business consists of the K-12 segment? **(3.0 points)**

**2. Staffing, Capacity, and Oversight**

- a. **Team overview:** Describe the team that would work on this contract. Include a list of key team members and their expected availability throughout the contract period. Include any relevant licenses/certifications. **(2.0 points)**

- 3. References:** List at least three references that are school districts for similar work performed within the past five years. **(2.0 points per reference)**

<b>Reference 1</b>	Name	
	Email Address	
	Phone Number	
	Name and Location of School District	
	Project Start and End Dates	
<b>Reference 2</b>	Name	
	Email Address	
	Phone Number	
	Name and Location of School District	
	Project Start and End Dates	
<b>Reference 3</b>	Name	
	Email Address	
	Phone Number	
	Name and Location of School District	
	Project Start and End Dates	

### CATEGORY 2: SERVICE DELIVERY APPROACH (25 POINTS)

## 1. Product Orders

- a. **Electronic capabilities:** Describe your ordering system, including availability of nutritional information, product images, inventory levels, next delivery date, and delivery quantity. Include any training/demonstrations available. **(5.0 points)**
  
  
  
  
  
  
  
  
  
  
- b. **Order placement:** Describe the method and timeline for order placement and ability to make changes. **(2.0 points)**
  
  
  
  
  
  
  
  
  
  
- c. **Order minimums:** Indicate if a minimum order is required per site; if so, please state how much. **(2.0 points)**
  
  
  
  
  
  
  
  
  
  
- d. **Substitutions:** Describe the process for notification and handling of shortages or substitutions. Provide contact information for the person handling these issues. **(1.5 points)**

- e. **Special orders:** Describe your process for special orders, including ability to allocate spacing, typical lead times, and any other customer requirements. **(1.0 point)**
  
  
  
  
  
  
  
  
  
  
- f. **Reporting:** Describe any reports available to the district, including usage/velocity reports and the information available to be included in these reports. **(1.0 point)**

## 2. Deliveries

- a. **Delivery schedule:** Describe how your organization would approach logistics and communications with Meriden Public Schools if you could not meet the proposed delivery schedule. Include procedures to deliver to schools for holidays, half-days, and school closures due to inclement weather. **(2.0 points)**
  
  
  
  
  
  
  
  
  
  
- b. **Delivery surcharges:** Is there a proposed fuel surcharge? If so, please include the amount. **(4.0 points)**

- c. **Product issues:** Describe your organization's plan to respond to concerns with deliveries, such as wrong or damaged products delivered. **(1.5 points)**

### **3. Invoices, Statements, and Payment**

- a. **Prompt payment discounts:** Does your organization offer prompt payment discounts? If so, what opportunities are available to Meriden Public Schools? **(5.0 points)**



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**CONTINUATION OF RESPONSES**

If you require additional space to answer any required section, use the space below. Please label your response with the corresponding section and question number/letter.