**REQUEST FOR INFORMATION (RFI)**

**For**

**direct Diversion of U.S.D.A. Foods**

**Date of Request: \_\_\_\_\_\_\_\_\_\_\_**

**Completed request must be submitted no later than \_\_\_\_\_\_\_\_\_\_\_** (*date*) **by \_\_:\_\_\_ P.M. CST**

**RFI issued by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*school name*)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*school address*)

**Contact Person: \_\_\_\_\_\_\_\_\_\_\_**

**Contact Person Title: \_\_\_\_\_\_\_\_\_\_\_**

**Contact Person Phone Number: \_\_\_\_\_\_\_\_\_\_\_**

**Contact Person Email: \_\_\_\_\_\_\_\_\_\_\_**

**Please read RFI carefully!**

 ***(Cover Page)***

**Request For Information (RFI) – End Products**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*school name*) is requesting information from processor(s)/distributor(s) (*school to strike one*) regarding “end products,” those products that have been further processed using diverted bulk USDA Foods. We would like to know more about your organization, products and related services for the purposes of utilizing bulk USDA Foods. The same information will be gathered from different processor(s)/distributor(s) (*school to strike one*) and will be used to develop internal knowledge banks and to formulate end product specifications. This information will be used in the formulation of future pricing requests for end product procurement using either Request for Proposal (RFP) or Invitation for Bid (IFB). **No contract will be awarded as a result of this RFI.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*school name*) invites those processor(s)/distributor(s) (*school to strike one*) which are capable of supplying schools with the end products listed within this RFI or with end products you feel may meet the needs of the school as described in this RFI.

Processor(s)/distributor(s) (*school to strike one*) are encouraged to participate in this request if they are interested in selling the end products listed in this RFI to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*school name*). Processor(s)/distributor(s) (*school to strike one*) may include alternate end products that meet the needs as described in this RFI.

**How to respond to RFI:** Processor(s)/distributor(s) (*school to strike one*) should provide all requested information outlined in this RFI. Furthermore, Processor(s)/distributor(s) (*school to strike one*) will need to attach any additional requested documentation and submit it together with this request to:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*school name*)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*school street address*)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*school city, state, zip*)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*attention “contact person”*)

**Contact Person Information:**

Contact Person: \_\_\_\_\_\_\_\_\_\_\_

Contact Person Title: \_\_\_\_\_\_\_\_\_\_\_

Contact Person Phone Number: \_\_\_\_\_\_\_\_\_\_\_

Contact Person Email: \_\_\_\_\_\_\_\_\_\_\_

Responses to this RFI will be accepted until \_:\_\_ PM CST on \_\_\_\_\_/\_\_\_\_\_/20\_\_\_ (*due date*)

Inquires can be submitted to the above contact person.

Email is the preferred method of receiving responses to this RFI.

The Responses must include the firm name or company.

**Statement of Need**

Our School is requesting information and samples from processor(s)/distributor(s) (*school to strike one*) on availability of end products as described in attachment A: “End Product List.”

**General Requirements**:All End Products shall conform to the minimum requirements of Federal and State regulations. These requirements include, but are not limited to nutritional value, cleanliness, safety, weights, and contamination.

**Nutrition Standards in the National School Lunch and School Breakfast Programs**: All End Products shall conform to Federal and State regulations and requirements in the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and other Federal and State regulated nutritional programs the School participates.

**What to provide in response to this RFI**: We are interested in obtaining product specification information, copies of CN Labels and nutrient data submission forms from processor(s)/distributor(s) (*school to strike one*) who are interested in participation of future procurement events for those products listed in attachment A: “End Products List”.

1. Nutrition Information: Processor(s)/distributor(s) (*school to strike one*) will provide product specification information, copy of CN label, nutrition fact panel, and nutrient data submission form on end products listed on attachment A: “End Products List” of this RFI that they intend on submitting for future bids or proposals.
2. Packaging: Processor(s)/distributor(s) (*school to strike one*) will provide details on packaging and handling requirements for each of the end products.
3. Additional Information: Processor(s)/distributor(s) (*school to strike one*) will provide additional information to verify product meets specifications when applicable.
4. Samples: Processor(s)/distributor(s) (*school to strike one*) to submit end product samples as a part of this RFI.

**Questions:** For each of the end products please answer the following questions:

 (*school to insert additional questions, as necessary*)

1. Will you impose any minimum order quantity in either product or dollars or minimum run requirements or minimum delivery requirements?
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ?
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ?
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ?

**Attachment A**

 **End Product List**

*The following end products and end product specifications are intended as samples only. School will need to modify, delete and/or add end products and end product specifications based on actual school need.*

*SAMPLE*

***Apple Products:***

1. ***APPLESAUCE, CUP, SHELF STABLE;*** *Individual 4.5 oz. cups of plain applesauce with colorful foil lids. To be made with USDA Foods frozen apple slices. Shelf stable in dry storage for a minimum of one year. Each portion to meet ½ cup fruit for USDA child nutrition meal pattern requirement.*

***Beef Products:***

1. ***BEEF CRUMBLE****; Frozen, fully cooked, IQF. To be made with USDA Foods ground beef and soy protein isolate or concentrate; medium grind; lightly seasoned. Minimum portion 2.50 oz. to meet 2 oz. meat/meat alternate for child nutrition meal pattern. Product must be CN labeled.*
2. ***BEEF TACO FILLING;*** *Frozen, fully cooked, IQF. Made with USDA Foods ground beef with taco seasoning and VPP. Minimum weight 2.91 oz. to meet 2 oz. meat/meat alternate for child nutrition meal pattern. Product must be CN labeled.*

***Cheese Products:***

1. ***CHEESE, AMERICAN PROCESS, SLICED, REDUCED FAT****;**Pre-sliced, reduced fat processed American cheese. USDA grade approved. Each slice to contribute minimum ½ oz. meat/meat alternate for child nutrition meal pattern. 160 per 4/5# pk. To be made with 100010, cheddar cheese. Product must be CN labeled.*

***Chicken Products:***

1. ***CHICKEN BREADED NUGGETS (CHUNKS)****; Frozen, fully cooked nuggets to be chopped and formed. To contain USDA Foods chicken, Pro-Plus or Isolated Soy Protein, breading to be made from whole grain wheat flour\*. Minimum weight of each nugget .60 oz. (5 each = 1 serving), to provide 2 oz. meat/meat alternate and 1 oz. equivalent grains for child nutrition meal pattern. Product must be CN labeled.*

*\*Product must meet the whole grain-rich requirements as specified by USDA in USDA’s Memo SP 30-2012, dated April 26, 2012.*

***Egg Products:***

1. ***EGG, PRE-COOKED, CHEESE OMELETS****;**Frozen, ready to use, made with USDA pasteurized fresh eggs and real Colby cheese. Minimum weight 2.1 oz. to provide 2 oz. meat/meat alternate for child nutrition meal pattern. Product must be CN labeled.*