

USDA



Farmers to Families Food Box

BASIC ORDERING AGREEMENT SOLICITATION

Agricultural Marketing Service

Commodity Procurement Program

Domestic Commodity Procurement Division

AGENDA

- Mission emphasis
- What we are buying
 - Food Box
 - Delivery Requirements
- What is the acquisition process
 - Step 1 – Basic Ordering Agreement (BOA) Proposal Process
 - Step 2 – BOA Holder Only Solicitation
- Process and Requirements for BOA Proposal Submission
- What are the post BOA Award Activities
 - Expectations / WBSCM Activities
 - BOA Holder Only Solicitations
- What is the Solicitation Timeline – Step 1 & 2
- Post Award and Next Steps



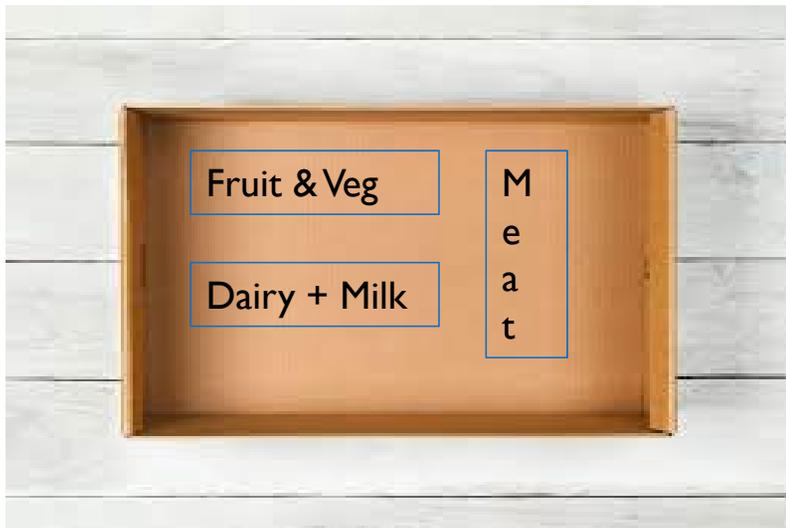
MISSION PRIORITIES

- This synopsis/solicitation reflects a shift in program emphasis
 - Solicitation focuses on experience of end recipients.
 - Prime contractors are responsible for “truck to trunk” and not shifting costs to non-profits.
- While support of American Agriculture remains an important element, distributing boxes to food insecure populations becomes of paramount importance.
- Incorporates lessons learned from previous acquisitions.

FOOD BOX REQUIREMENTS

- Food Boxes (combination box) – Between 30-40 lbs that contain all three of the following product categories:
 - Fresh Fruit and Vegetables AND
 - Dairy AND
 - Meat and Eggs
- Temperature sensitive items may be provided either physically in the box or provided simultaneously with the other box contents
 - All the materials specified above must be given simultaneously to an end user.
 - For the purposes of delivery confirmation and invoicing, all the required components are considered a single box, even if delivered simultaneously outside the box.
 - The contractor is responsible for ensuring appropriate packaging and handling to ensure food safety and compliance with all terms and conditions contained in the solicitation.
 - Food boxes must contain only package sizes suitable for household use.

ONE BOX – MULTIPLE WAYS



Box Style A – 1 box



Box Style B – still considered 1 box

Must be delivered together

FOOD BOX REQUIREMENTS

- Fresh Fruit and Vegetable Requirements
 - 2-4 lbs. of root vegetables such as potatoes, yams, carrots, onions, etc.
 - 2-4 lbs. of fruits with longer storage life such as stone fruits, citrus, apples, or melons.
 - 1 or 2 locally grown fruit or vegetable items, as available, and if none available, add additional items of vendors choice or offeror may increase the fruit or vegetables to meet a minimum.
 - F&V weight range of 10 to 12lbs.
- Pre-cooked Meat and/or Egg or Egg Products
 - 5-6 lbs of at least 2 pre-cooked frozen or refrigerated meat items.
 - No more than one lb. of lunch meat item is permitted.

FOOD BOX REQUIREMENTS (CONTINUE)

- Dairy Requirements
 - 5-6 lbs of at least 2 dairy items including at least one from group A and one from group B plus the equivalent of 1 gal of milk (2 percent or whole)
 - Meat and Dairy must have a combined weight of at least 10 lbs

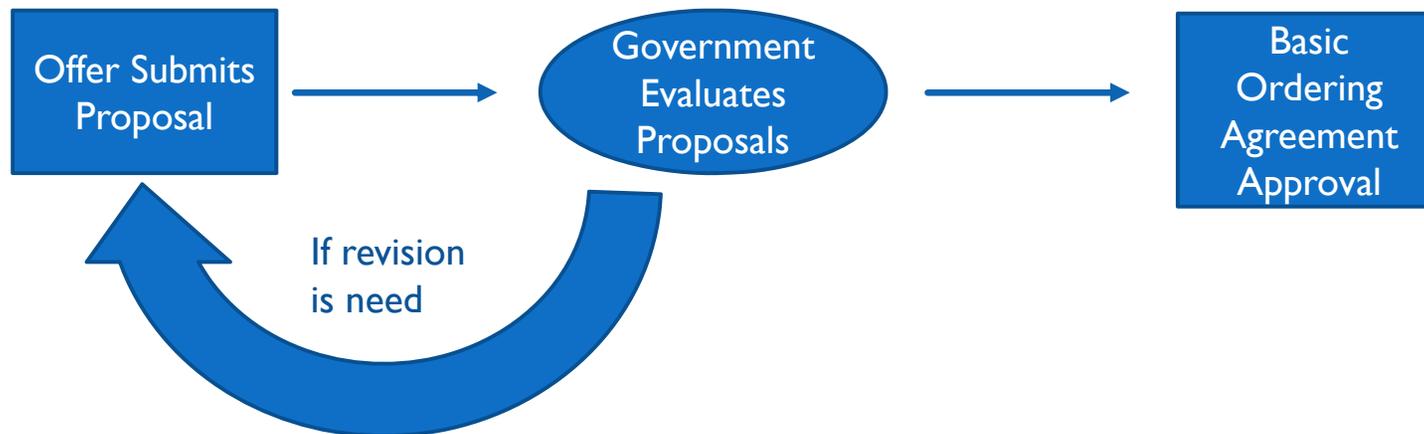
Group A	Group B
Cheddar Cheese	Cottage Cheese
Swiss Cheese	Cream Cheese
Pepperjack Cheese	Yogurt
Mozzarella Cheese	Butter
Other hard, semi-firm or semi-soft cheese	Sour Cream

DELIVERY REQUIREMENTS

- AMS/ CPP requires food boxes delivered to food insecure population in the United States.
 - Food insecure populations are defined as end food box recipients that experience disruption of food intake or supply patterns because of lack of money or other resources.
- Vendors will conduct food distribution supply chain activities to deliver U.S. domestically procured food to food insecure populations, as determined by the Government.
 - The Government agreement/contract holder would be responsible for all activities associated with delivery of product into the hands of the final recipients, individual citizens.
 - Last mile delivery is required. Last mile is defined as the final movement of goods from a transportation or distribution hub to the final delivery destination.

ACQUISITION PROCESS – STEP I

BOA PROPOSAL PROCESS



BOA SOLICITATION

- Offer must note which region or regions they would be willing to serve (region page 8)
- SAM.gov Active registration is **REQUIRED** prior to BOA Award
- The terms and conditions of this solicitation/resulting agreements are carried into any subsequent contracts.

PROPOSAL ELEMENTS

- **Demonstration of Capacity to Perform**
 - **Administrative and Technical Registrations and Certifications**
 - FDA Food Facility Registration Number (*'Farms' are exempt per 21 CFR 1.227*)
 - USDA Establishment No. (*for meat or poultry product facilities*) and
 - Commercial equivalent food safety or registration number.
 - Perishable Agricultural Commodity Act (PACA) License Number and date issuance, if PACA license is required.
 - **Subcontractors**
 - Contracting Officer reserves the right to determine responsibility of subcontractors
 - List the role and scope of all subcontractors
 - Agreements required
 - **Non-Profit Partners**
 - Contracting Officer reserves the right to determine responsibility of non-profits
 - Non-profits must be eligible – see AMS Doc Number AMS-CP-20-0040
 - Opportunity Zone locations
 - Agreements required documenting mutually agreeable requirement (documenting delivery schedule and approach)
- **Past Performance Information – Relevant experience (similar is scope and type)**
 - Three references
 - Provide the Gov't a full understanding of the experience
 - Photographs required

PROPOSAL ELEMENTS (CONT)

- Complete Description of the food box and sample pricing
 - The elements related to description of the food box are required in E.2 BOA Submission Spreadsheet tab B.3.a 'Description and Sample Pricing'.
 - Offers must submit element pricing as it pertains to the total overall pricing per box, per region. For example: distribution and logistics price + dairy contents price + fruit and vegetable content price + meat/egg content price = total regional per box price.
- The Government requires that BOA applicants submit sample pricing of boxes for the region(s) in which they are willing to deliver.
 - Sample pricing helps the Government ensure that prices offered by BOA holders would be fair and reasonable and ensure that BOA applicants understand the scope and requirements of this solicitation and related contracts.

PROPOSAL ELEMENTS (CONT)

- Required Performance Elements and Affirmations
 - Last Mile Delivery
 - Offeror should include a written narrative outlining specific distribution plans.
 - The offeror should address how offeror intends to support deliveries into opportunity zones (see ordering procedure preference in Section C pertaining to opportunity zone delivery). Details regarding eligible opportunities zones may be found at: <https://www.eda.gov/opportunity-zones/> and <https://www.irs.gov/pub/irs-drop/n-18-48.pdf>
 - The offeror should address how offeror intends to support to support “truck to trunk” model. Truck to trunk should be understood as the Gov’t efforts to ensure the food boxes are delivered to “trunks” of final recipients of the product. The costs of this effort should not be passed to non-profits and/or food banks.
 - Compliance of Non-Profit/Means Testing
 - Offeror must self-certify that nonprofits have capability to ensure that only food insecure populations will receive the food boxes through this program.
 - Support of American Agriculture
 - Offer should include a written narrative describing their role in support of American agriculture.
 - The offeror should address how their participation supports the mission of facilitating agricultural markets.
 - The offeror should also describe how they intend to engage small farmers (e.g those farms servicing local and region interests and farmers markets).
 - Domestic Origin Certificates for all products

PROPOSAL ELEMENTS (CONT)

- Capability Requirements (indicate a response and attach)
 - Company Letter – Historical experience that describes the number of years the company has sold these, or similar products, in the commercial marketplace.
 - Confirmation that company, and its principals are not debarred or suspended
 - Gov't or Regulatory audits or inspections completed (FSIS and GAP Requirements)
 - Describe how the company is engaged in the wholesale or retail trade
 - Adequate financial resources to perform or the ability to obtain them
 - Audited financial statement
 - Bank letter
 - D&B Comprehensive report

BOA CHECKLIST – PAGES 39 &40

12-3J14-20-B-0588

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3.4 E-4 BOA SUBMISSION CHECKLIST

Provide acknowledgement of any/all amendments (SF-30)

- _____ Fill in Block 8 (Contractor Information)
- _____ Print name in Block 15a, sign in Block 15b, and date in Block 15c
- _____ Upload in PDF format into WBSCM

B.1 Demonstration of Capacity to Perform:

- _____ Administrative and Technical Registrations and Certifications
 - _____ FDA Food Facility Registration Number (*'Farms' are exempt per 21 CFR 1.227*) and
 - _____ USDA Establishment No. (*for meat or poultry product facilities*) and
 - _____ Commercial equivalent food safety or registration number.
 - _____ Perishable Agricultural Commodity Act (PACA) License Number and date issuance, if PACA license is required.
- _____ Subcontractor(s). (Identify their primary role in the contract (e.g. producer, distributor etc). Offerors must identify any subcontractors they intend to partner with as part of this agreement and potential contract(s).)
- _____ Non-Profit Partners. (Identify any non-profit entities vendor intends to partner with as part of this Agreement and potential contract(s).)

B.2 Past Performance Experience

- _____ References
- _____ **Photos** of Food Boxes

B.3 Description of Food Box/Sample Pricing

B.4 Affirmations and Description of How Offeror Intends to Perform (Complete a written narrative affirming their ability to execute all aspects of this acquisition and give complete written descriptions of the offeror's approach to items below.)

- _____ Last Mile Delivery
- _____ Compliance of non-profits/Means testing
- _____ Domestic origin certifications certificates
- _____ Support of American Agriculture

E.1 Capability Information Checklist

E.2 Excel Spreadsheet – Excel Spreadsheet must be completed and submitted in its entirety.

BOA CHECKLIST (CONT)

- Offerors should send a single email to FFFBsubmissions@usda.gov. The offer should be identified in the following format:
 - OFFEROR NAME and D&B Number
- The body of the message must include:
 - No more than two points of contact, who are authorized to represent the offeror.
 - Name
 - Title
 - Email address
 - Direct phone number.
- The body of the message must also include all region(s) the offeror intends to serve (table on page 40)
- Offerors must submit a single Adobe pdf document, inclusive all required elements identified in Section B, in addition to the E.2 BOA Submission Excel Spreadsheet

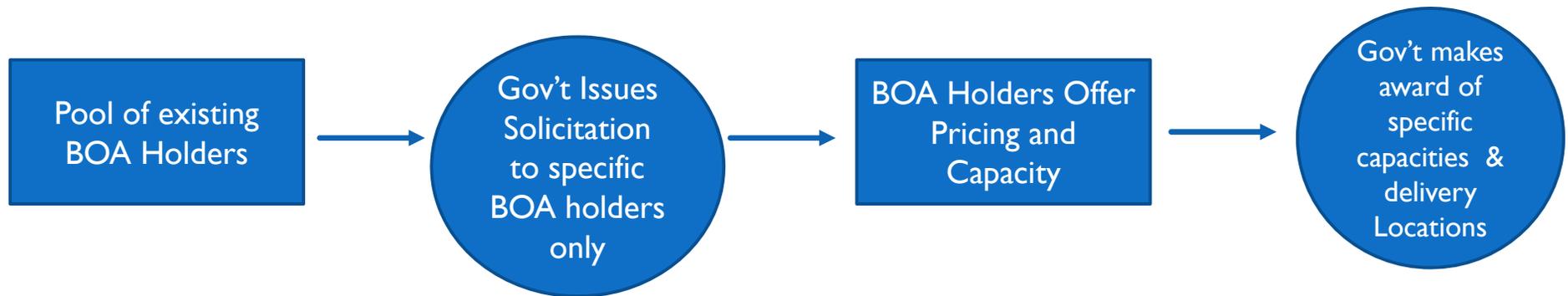
SOLICITATION TIMELINE

- Offerors can begin submitting BOA proposals immediately.
- There is no deadline for submission of BOA Proposal

“BOA Agreements will be issued on a rolling basis during an open season until such time as the Government has enough BOA holders per region to adequately meet the Government’s requirements.”

- BOAs effective from date of award to August 15, 2022
- There is no “award deadline” for BOA Proposals.
 - Best interest to submit complete proposal that require minimal revision.
- Only specific BOA Holders will be allowed to compete on solicitations for the specific requirements of the Gov’t.
 - No definitive timeline has been published for ‘BOA Holder Only’ solicitations.

ACQUISITION PROCESS – STEP 2 BOA HOLDERS ONLY SOLICITATION



AFTER AWARD OF BOAS

- Must immediately register in WBSCM.
 - Will not be eligible to offer under 'BOA holder' solicitations until complete
 - USDA will offer training on submitting 'BOA holder' solicitations
- Recognize the “pool” of BOA holders will expand.
- No guarantee of follow-on contracts.

BOA HOLDER ONLY SOLICITATION

- C.1 Ordering Procedures – Unusual and Compelling Urgency
- C.2 Ordering Procedures
- This solicitation will specify box quantity, delivery timeline and delivery location. (C.2 Only)
 - The delivery location as specified in the ‘BOA Holder Only Solicitation’ allows the Gov’t to pinpoint “underserved” areas with varying specificity. Delivery locations may be:
 - A specific state (allowing the offeror to rely on the BOA agreed to non-profit network)
 - A specific zip code, warehouse etc OR
 - A specific opportunity zone within the state or region
- Only BOA holders that can supply within that region will be sent the ‘BOA Holder Only Solicitation’ (C.2 Only)
- If you cannot meet ALL of the terms as specified in the ‘BOA Holder Only’ Solicitation, please do not offer pricing and capacity. (C.2 Only)
- Award for ‘BOA Holder Only’ Solicitations will be made on lowest price technically acceptable and other preference criteria deemed appropriate by the Gov’t (e.g. small business set-aside, shipment into opportunity zones) (C.2 Only)

KEY TAKEAWAYS

- Read the solicitation completely.
- Important to get the most up-to-date information from the USDA's acquisition staff.
- Two key submissions
 - Adobe pdf
 - Excel spreadsheet
- Submit questions to FFFBQuestions@usda.gov