

**STATE OF CONNECTICUT**  
*DEPARTMENT OF ADMINISTRATIVE SERVICES*

Lynn Peccerillo-Hills  
Contract Specialist

**PROCUREMENT DIVISION**  
450 Columbus Boulevard, Hartford, CT 06103

860-713-5255  
Telephone Number

RFP NO.:	19PSX0056
Proposal Due Date:	30 May 2019
Date Addendum Issued:	13 May 2019

**PLEASE NOTE:**

This document has been marked as "Returnable". Electronic submittal of this document indicates that your company has read and accepted any modifications to the RFP that are contained in this Addendum.

**RFP ADDENDUM #1**

DESCRIPTION: **Food Distribution**

FOR: All Using State Agencies, Political Subdivisions, and Not-for-Profit Organizations

**PROPOSERS NOTE:**

This addendum is being issued to:

1. Post answers to questions received.
2. Post revised documents: Reverse Auction Vendor Workbook, RFP and Submittal Requirements Response form.
3. To provide the following clarification regarding the Reverse Auction Vendor Workbook:

Clarifications:

*Reverse Auction Vendor Workbook:*

*The products listed in the "Reverse Auction Vendor Workbook" represents historical usage for the current contract from July 1, 2018 through February 22, 2019 by Category.*

*The State is requesting a cost plus percentage mark-up per unit for each for the following categories: Dairy Products; Meats; Seafood; Poultry; Frozen; canned and dry; Fresh Produce; Beverages.*

*Phase 1 - As part of Phase 1 of the Reverse Auction Process, proposers shall complete and submit the Reverse Auction Vendor Workbook along with all submittal requirements outlined throughout the RFP through the BizNet system no later than the RFP due date and time specified in the Proposal Schedule.*

*Proposer shall indicate if they are bidding as specified (brand & pack size) if not, proposers shall indicate what brand and pack size for the alternate item. (Proposer must submit specification for all alternate items. The State may request samples of the alternate item for testing purposes.)*

In order to analyze the most advantageous percentage mark-up, the state is requesting proposers to enter the Cost (case) per unit that your company purchased the item for from your supplier for the month ending April 30, 2019.

Phase 2 – Live Pricing event -

*For evaluation purposes proposer in phase 2 will be submitting a cost plus percentage on each category against your submitted cost per item in the group.*

*The reverse auction event will consist of 2 Groups.*

*Group 1: Main Food group*

*Line NC1: Dairy cost plus percentage across entire category*

*Line NC2: Meats cost plus percentage across entire category*

*Line NC3: Seafood cost plus percentage across entire category*

*Line NC4: Poultry cost plus percentage across entire category*

*Line NC5: Frozen cost plus percentage across entire category*

*Line NC6: canned and dry cost plus percentage across entire category*

*Line NC7: Beverages cost plus percentage across entire category*

*Line Added Value: Third party vendor markup*

*Group 2: Produce*

*Line NC1: Fresh Produce cost plus percentage across entire category*

*The percentage mark-up for each category will remain fixed and the cost of the item may fluctuate based on the Contractor's cost.*

*Prior to the reverse auction EASi will work the approved proposers to make sure their pricing interface is configured correctly including weighting for pack size reconciliation. For each category there will be an extended aggregate weighted amount that the approved proposers will be submitting their cost plus percentage against.*