

Mississippi Department of Education

Request for Proposal No. 3737

Automated Food Purchasing System

Vendor Conference

Tuesday, March 11, 2014

RFP 3737

RFP No. 3737 is for the acquisition of an Automated Food Purchasing System (APS) for the Mississippi Department of Education (MDE)

Attendance

- Roll Call
- Vendors must forward an electronic business card to ITS Contact
- Attendees will be posted on the ITS website (www.its.ms.gov)

Agenda

- Project Overview – Priscilla Ammerman, MDE
- Mandatory Requirements – Priscilla Ammerman, MDE
- Procurement Guidelines – Sandra Randall, ITS
- Questions/Answers

Mississippi Department of Education Purchasing and Food Distribution

- The Mississippi Department of Education and participating Child Nutrition programs initiated a statewide purchasing program in 1992
- The Department issues bids for food and supplies used under this program
- These bids represent manufacturers' pricing as well as institutional distributors and suppliers

Mississippi Department of Education Purchasing and Food Distribution

- Local organizations order products from the approved bid list at a fixed price for the duration of the contract
- The foods are delivered by contract distributors on a weekly basis
- The specific items on the bid are determined by the Purchasing Management Committee
- The determination includes quality of product, packaging and pre-approval of brands based on student acceptability
- Members can also utilize contract pricing for produce, bread, milk and ice cream

Project Overview

- The Mississippi Department of Education (MDE) is seeking a vendor to upgrade its Automated Food Purchasing System (APS).
- The automated, web-based program will serve as the purchasing vehicle for the entire state.
- The system processes orders for between \$80 - \$100 million in food and supplies annually for 183 organizations and approximately 950 delivery sites for seven (7) regions in the state.

Project Scope

- The current system utilizes SQL2000. MDE desires the upgraded application to utilize SQL2012 or higher, taking advantage of any security patches and remaining up-to-date with industry standards.
- MDE would like the updated system to be web-based, written in .NET 4.5 using Visual Studio 2012 and Team Foundation Server, keeping the same basic workflow and potentially the same backend system design, with some upgrades to the look and feel of the system.

Project Scope

- The current system has four modules. Below is a list of modules:
 - File Maintenance
 - Contract
 - Bid Module
 - Order Entry

Project Scope

- File Maintenance
 - Maintain Vendor List (Includes Distributor and Manufacturer Information)
 - Maintain Product List (includes approved brands, regional pricing, approved product specifications, distributor contract information, manufacturer contract information, including all current pricing information)
 - Maintain Participating Organization List (School Districts, schools within districts)

Project Scope

- Contract
 - Award contracts
 - Maintain contracts
 - Evaluate bid responses by Vendors

Project Scope

- Bid Module
 - Draft bids
 - Solicit bids
 - Vendors submit bids

Project Scope

- Order Entry
 - Submission and view of orders by local organizations
 - Review of orders by local organizations
 - Run order reports (detailed list of reports and descriptions in Section VII, Item 9.7 of RFP)
 - Retrieval of orders by distributors
 - Upload of filled orders by distributors

Mandatory Items

- Vendors are specifically disallowed from taking exception to mandatory requirements, and proposals that do not meet all mandatory requirements are subject to immediate disqualification, at the sole discretion of the State
- The Vendor must have a minimum of 2 years of experience implementing automated food purchasing systems

RFP Response

- 1 original, 7 copies, 1 electronic copy
- Proposal Exceptions, Section V – not able to take exceptions after the fact
- Cost Information Submission, Section VIII
- Point by point response to Section VII

Upcoming Dates

- Deadline for Vendor's Written Questions – 3:00pm Central Time on Monday, March 17, 2014
- Deadline for Questions Answered and Posted – Wednesday, April 2, 2014
- Proposal Due Date – Thursday, April 17, 2014 at 3:00 p.m. Central Time

Cost Information Submission

- Section VIII
- Costs must be submitted using the format provided
- Vendors cannot update costs after the proposals are opened
- Project Budget data is not available

Standard Contract

- Attachment A, Standard Contract
- Review and take exception if necessary

Additional Information

- Communication with the State, see Section II, Item 14. The State's contact person is Sandra Randall, Sandra.Randall@its.ms.gov
- Answers to Questions posed during the vendor conference are not official unless submitted in writing
- Continue to check the ITS website for updates related to the RFP (www.its.ms.gov)

Questions and Answers