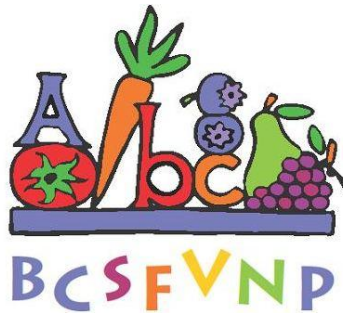




REQUEST FOR PROPOSALS

www.aitc.ca/bc



For the BC School Fruit and Vegetable Nutritional Program
2013-14 School Year

Closing Date and Time
Friday, May 31st, 2013 ~ 4:00pm

Mailing Address and Contact Person

Tammy Watson
Program Operations Manager

BC Agriculture in the Classroom Foundation
#208 33119 South Fraser Way
Abbotsford, BC, V2S 2B1

Introduction

The British Columbia Agriculture in the Classroom Foundation (BCAITC) is requesting proposals from BC growers and processors of fresh cut products to supply fresh fruits and vegetables for the 2013-14 BC School Fruit and Vegetable Nutritional Program (BCSFVNP).

The BCSFVNP is part of Healthy Families BC, an initiative to improve the health of BC children and families. The BCSFVNP is a collaborative Program between the BC Ministries of Health Services, Education, and Agriculture.

The Program is administered by the BCAITC, a non-profit foundation dedicated to “working to bring BC’s agriculture to our students”.

Terms of Reference and Project Requirements

Over a select number of weeks between September 2013 and June 2014, fruit and vegetable products are delivered to BC public schools and First Nations schools who are enrolled in the program. Students will receive one serving of product per delivery, the equivalent of approximately ½ cup.

The BCSFVNP has been running since 2005 and currently supplies product to 1,416 public and First Nation’s schools and over 513,000 students throughout the province of BC. For the 2013-14 school year the program will add an additional 40 schools in September 2013. As a frame of reference, the BCSFVNP will provide approximately 7.2 million servings during the 2013-14 school year or approximately 1.8 million pounds of fresh, BC fruits and vegetables.

In addition to providing fresh fruits and vegetables to the participating schools, the BCAITC also provides information materials on the delivered fruit or vegetable product (i.e.) where it came from, its supplier, and the benefits of eating fruits and vegetables. The materials can be used by the schools to introduce the product when it is offered to the students.

Interested parties will be able to supply whole or fresh cut fruit or vegetable products to the Program. **Products must be packed to order in new containers and ready to eat.** We require that your farm, production or packing facility has an industry recognized food safety program in place that is third party audited by a recognized auditor. Proof of your third party audit is required to accompany your RFP submission.

In your application, you will need to specify the weekly case volume your organization can allocate to the program and the period over which you can guarantee the supply.

Our product rotation plan will be built to accommodate, as best we can, the weekly case volumes suppliers are able to commit to the program.

Timelines:

We are seeking proposals from potential suppliers of fruit and vegetable products for the BC School Fruit and Vegetable Nutritional Program over the period of September 2013 to June 2014.

Proposals are due **Friday, May 31th, 2013 ~ 4:00pm**

Guidelines for your Proposal:

- All prices are to be quoted FOB farm gate. Case weight, dimensions and units per case are also to be specified. See Appendix I for completion and submission with proposal.
- Interested suppliers are welcome to bid on any of the products noted below. We strongly encourage Suppliers to submit new ideas for consideration in the BCSFVNP that are not listed.

Apples (Whole or Sliced)	Mandarin Oranges
Peppers, baby bells, mini	Cucumbers (Baby, Mini)
Blueberries	Pears (Asian, Bartlett, Bosc, Anjou)
Carrots (Baby Peeled)	Plums
Tomatoes (Grape, Strawberry, Cherry)	Snap Peas
Peaches	Grapes
Kiwifruit	Celery (Sliced)

- Preference will be given to **BC GROWN** products.
- All products must be packed to order, have a minimum two week shelf life and be free of un-natural additives or any type of sweetener.
- Preference will be given to products packed in 100% recyclable or biodegradable packaging materials.
- Case sizes of 50 and no more than 100 servings are desirable.

Format for Proposal Submissions

The following guidelines for formatting the Proposal are outlined below and must be adhered to for consideration by the Selection Committee.

1. Letter of Introduction

- One page introducing who you are and what products you can supply to the program. You should include a brief history of your company and how long you have been in business. If a joint bid is being submitted, the proposal should clearly identify the lead organization for the submission.

2. Qualifications and References

- Include a brief resume of the persons providing the services. Identify any subcontractors that you would engage to assist in project completion.
- References may be contacted and used to verify your firm's experience and work quality. A minimum of three references are required.
- A copy your 2013-14 shipping season Food Safety Audit. The Audit is to be inclusive of all grower, packing and warehouse operations used in preparing and/or processing the product you are identifying in the Proposal. The Audit must be conducted by a recognized 3rd party auditor.

3. Supply Volumes and Case Size

- The amount of product in cases that you would be able to supply for each week, from the first week of September 2013 to the end of June 2014.
- Minimum and maximum weekly range in case volume, if applicable.
- Units per case as well as eaches per unit. (# of pieces of fruit or vegetables per unit, as applicable)
- Dimensions for the case/box/container in which the product is packed.

4. Costs

- A full cost breakdown for all product case sizes included in the proposal.
- All prices are to be quoted FOB farm gate.

5. Product Samples

- A .pdf visual of the packaging and product being proposed is required and must accompany the proposal. We encourage you to send actual product samples to BC Agriculture in the Classroom Foundation.

6. Appendices

- Supplemental information you consider to be of value and assistance in evaluating your response.

Selection Criteria

Selection will be made by the Committee and will be based on:

- Demonstrated understanding of the scope of the program and its objectives.
- Qualifications of your organization and key individuals assigned to the project.
- Demonstrated ability to work with the BC agriculture industry.
- Demonstrated ability to provide fresh quality product.
- Cost effectiveness, food safety and quality control mechanisms.
- Ability to provide reliable product supply in a timely manner.
- Preference will be given to BC GROWN products.
- Ability to provide case serving size to accommodate, 50 to 100.

Submission Instructions and General Information

This section states the proposal submission procedures that are to be followed and general information regarding the RFP process.

- It is the responsibility of the proponent to inquire about and clarify any requirement of this RFP that is not understood.
- All conditions and provisions of this RFP are assumed to be accepted by the Proponent submitting the proposal and incorporated by reference in the response, except those conditions and provisions expressly excluded by the Proponent.
- On the basis of the information received, the Selection Committee may select the Proponent(s) whose proposal represents the best overall value as solely determined by the Selection Committee. Best value will include, but is not limited to:
 - Relevant experience, capability, and qualifications in effectively providing comparable services on other similar assignments.
 - The respondent's plan to provide the required services.
- The Selection Committee, as a result of this Request for Proposals process, has no obligation to award a contract, is not bound to select the lowest priced proposal, and reserves the right to reject any and all proposals. In no event will the Foundation be responsible for costs of proposal preparation or submission. Proposals will not be returned.
- Proponents that wish to be considered must either e-mail one copy to Tammy@aitc.ca or provide two copies of a written proposal submitted to the following address by mail, courier or hand delivery.

Tammy Watson
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