

Q&A Submitted Questions

Posted June 24, 2026

IFB 6100066155

1. For the Case deliveries is there a fulfillment timing/delivery window? We are trying to figure out if we are allowed to build order density to build delivery efficiencies.

1.17 Minimum Orders and Frequency of Deliveries

A. NSLP RAs:

1. Weekly or Bi-weekly Deliveries: A 30-case minimum order per drop site shall apply to NSLP RAs desiring weekly or bi-weekly deliveries; however, DISTRIBUTOR may waive the minimum requirement. DISTRIBUTOR must deliver (or issue) weekly to NSLP RAs, provided the 30-case minimum order of COMMODITY is met; however, NSLP RAs may order less than the minimum order at any time by paying the 30-case charge

2. Monthly Deliveries: A 15-case minimum order shall apply to NSLP RAs desiring monthly delivery to a single drop site; orders of 14 cases or less may be, at the discretion of DISTRIBUTOR, delivered to designated host sites for (later) pick up by the RA. Host sites must be approved in advance by PDA and should be sites receiving USDA FOODS or commercial product from DISTRIBUTOR. Arrangements for pick-ups at host sites must be made by RAs. NSLP RAs desiring monthly deliveries to multiple drop sites must meet a 15-case minimum at each site.

3. Bi-Monthly Deliveries: No minimum shall apply to NSLP RAs not meeting the requirement for monthly deliveries or for NSLP RAs, which meet the monthly requirements but agree to allow the DISTRIBUTOR to schedule deliveries less frequently. PDA will assist DISTRIBUTOR in negotiating less frequent deliveries; however, less frequent deliveries may not result in excess storage fees for any USDA FOODS remaining in storage more than 60 days from the (original) allocation notice.

B. TRADITIONAL and TEFAP RAs:

1. Monthly Deliveries: A 75-case minimum order per drop site shall apply to TRADITIONAL and TEFAP RAs for deliveries within thirty (30) days of DISTRIBUTOR's allocation notice, unless DISTRIBUTOR waives the minimum.

2. Bi-Monthly Deliveries: A 30-case minimum order per drop site shall apply to TRADITIONAL and TEFAP RAs for deliveries between thirty-one (31) and sixty (60) days from the date of DISTRIBUTOR's allocation notice.

3. Quarterly Deliveries: No minimum shall apply to TRADITIONAL and TEFAP RAs for deliveries beyond sixty (60) days but within ninety (90) days from the date of the DISTRIBUTOR's allocation notice.

When PDA reallocates any USDA FOODS to a TRADITIONAL RA for the purpose of cleaning out residual volumes of USDA FOODS previously allocated to another RA, or for the prevention of loss, the minimum delivery quantities shall not apply.

No minimum order shall apply to any RAs picking up orders.

When an NSLP RA entitled to a Planned Assistance Level (PAL) of \$2,500 or more, as calculated annually by PDA, orders for delivery or pick up, an allocated USDA FOOD, and the order would leave in the RA's account a balance of five (5) cases or less of any one item, the RA is required to accept the full balance of the item. For example: an RA, with a PAL of more than \$2,500 having 13 cases of USDA FOODS available, but desiring to order (only) 8 cases, is required to take all 13 cases of the USDA FOODS. The RA could order 7 cases and leave a

balance of 6, but it cannot leave a balance of 5 cases or less for any one item. The DISTRIBUTOR assumes the responsibility of advising RA's when an order will result in five (5) cases or less of any USDA FOODS item.

2. What are the average order sizes (cases) in Region 1? And do you have the data on order cold vs dry?

Unfortunately, we do not have that information. As the individual schools, food banks, etc. establish accounts with each distributor, that information is maintained with whoever holds the contract.

3. We have a cold storage facility and several warehouses in Erie. Would it be acceptable to have two delivery sites for the inbound USDA goods one to our cold storage facility (2100 Pittsburgh Ave, Erie, PA 16502) and the second to our dry storage warehouse (1662 Greengarden Blvd, Erie, PA 16501). They are roughly 1 mile apart from each other.

Two inbound delivery sites are acceptable, as long as dry and cold and can be combined for outbound shipments.

4. Seeing the gradual decline on cases ordered between 2023-2025 do you see the same trend happening in 2026? And do you anticipate further decline in 2027 during this solicitation period.

For 2026, in Region 1, there is only a slight decline from that seen in 2025. School orders for 2026 in Region 1 include 23,338 cases of frozen product, 4,052 cases of refrigerated product, and 9,738 cases of dry product. (Volume of school ordering is largely dependent upon the levels of funding available from USDA year to year.) While TEFAP product has not yet been fully ordered for the 2026/2027 year, I anticipate the number of cases to be on par with what it has been over the past two years for Region 1.

5. In the delivery instructions it says to keep 3 years' worth of records. Will digital records suffice, or do they have to be paper copy?

Electronic records are perfectly acceptable.

6. Are there any other insights you could tell us about Region 1? It truly is our backyard, and we'd love to get you the best price possible for this solicitation.

Of the 12 counties location in Region 1, Second Harvest Food Bank of NW PA in Erie serves as the lead agency for 5 of the counties for TEFAP (Clarion, Erie, Forest, Jefferson, and McKean Counties) – which should aid in efficiencies with that program.

7. Would it be possible to request a one week extension for this IFB? **Yes**

8. Are all of the items currently stocked at your distributor? Or is this a catalog of all items available?

This is a catalog of items that we have had over the past year in both of our contracted distributors as well as at some of our larger regional food banks. Not all of these products would have been in one warehouse all at the same time.

9. Sysco Corp is asking if this could be a multiyear bid (3 year minimum) **No the contract term cannot be changed.**

10. Could we do the biweekly deliveries on the same weeks to help our transportation team with consistency and scheduling.

Yes, that is acceptable. The most important thing is that the agency in question receives a biweekly delivery.

11. Is there set items and set ship dates or do you just want us to have on hand to cover any needs?

The Bureau of Food Assistance places orders of USDA Foods up to one year in advance of expected arrival dates. Information pertaining to expected shipments, including estimated dates of arrival, product types, quantities, specifications, etc. will be shared with the contract distributor well in advance of expected delivery. Once the product has been delivered, the distributor should notify the Bureau, who will then provide the distributor with allocation information as to which accounts should be offered certain quantities of products. It is then up to the distributor to work with the accounts (schools, food banks, etc.) in order to facilitate ordering and delivery plans.