

**ATTACHMENT 1
MINIMUM QUALIFICATIONS**

**RFP 118660 O3
USDA Food Distribution**

If Bidder meets the minimum requirements as outlined in this RFP under Section (V) MINIMUM ESSENTIAL QUALIFICATIONS, EXPERIENCE AND/OR CAPABILITIES, please complete this form and include in the Appendix section of your RFP response. Fill in your company name in the two areas highlighted below, sign and date.

I have read and understand the MINIMUM ESSENTIAL QUALIFICATIONS, EXPERIENCE AND/OR CAPABILITIES requirements specified in Section (V) of the RFP, which reads:

MINIMUM ESSENTIAL QUALIFICATIONS, EXPERIENCE, AND/OR CAPABILITIES:

DHHS is seeking a contractor with the following minimum qualifications, experience and/or capabilities to be deemed responsible and eligible for evaluation. If your company does not meet and/or exceed all essential qualifications listed herein, your company is advised to not proceed with preparing and submitting an RFP response to this solicitation.

Confirmation that your company has read, understands, and meets the minimum qualifications, experience and/or capabilities is to be included in your proposal submission – see **Attachment 1 – Minimum Qualifications**. Complete the form and include in a PDF copy in the proper area of the RFP response as requested in the submission instructions outlined in Section (VII). Failure to include a signed **Attachment 1 – Minimum Qualifications** in your proposal submission shall result in the proposal being deemed as “non-Responsive” and disqualified from consideration. Meeting the minimum essential qualifications, experience and/or capabilities are required elements to be deemed responsible and eligible for evaluation.

1. Bidder must be a broadline food distributor as defined in the Glossary herein this document.
2. Bidder must have a minimum of ten (10) years’ experience and expertise as a broadline food distributor.
3. Bidder’s storage facility must have the capacity (as reflected in the attached manifests and sales orders) to receive, store, and distribute donated food, including refrigeration, freezer and dry storage.
4. Bidders must have the contracting ability to enter into separate agreements with USDA-approved processors.
5. Bidder must not be suspended or debarred from participation in Federal programs or from receiving a contract award.
6. Bidder has the capability to perform all functions as outlined herein this RFP and any related attachments.

I declare that [Company Name] meets all said requirements.

[Company Name] was identified as the Contractor/Provider contractually responsible in contract agreements performing all the requirements as listed in the above referenced section of the RFP.

Further, our company understands and agrees that this form does not represent or replace any other submissions requested under section (VII)(A)(1)(h) through (j) for SUMMARY OF BIDDER’S CORPORATE EXPERIENCE, SUMMARY OF BIDDER’S PROPOSED PERSONNEL/MANAGEMENT APPROACH, AND SUBCONTRACTORS for the evaluation. The sole purpose of this form is to declare our company meets the minimum requirements for acting in the capacity of the responsible party and to ascertain our company, regardless of sub-contractors and former experience of employees, is eligible for consideration in this RFP process.

I am an authorized signer to make this proclamation.

Authorized Company Representative