



March 22, 2018

**Two-Step Sealed Bid Solicitation:  
Cream of Mushroom Soup  
Step One: Request for Technical Proposals (RFTP)**

Pursuant to Federal Acquisition Regulation (FAR) 14.5, this document is a Request for Technical Proposals (RFTP), step one of a two-step sealed bid solicitation for the acquisition of cream of mushroom soup.

Required components of technical proposals are outlined in Part III of this document. Offerors should submit proposals that are acceptable without additional explanation or information. The Government may make a final determination regarding a proposal's acceptability solely on the basis of the proposal as submitted. Note: The Government may proceed with the second step without requesting further information from any offeror; however, the Government may request additional information from offerors of proposals that it considers reasonably susceptible of being made acceptable.

Each offeror may submit multiple technical proposals, though a maximum of one proposal per offeror may be chosen by the Government for step two of the two-step sealed bid process. Offerors are cautioned against submitting multiple technical proposals that have large differences in prices between them, since step two will be awarded on a low bid basis.

The Government will forward a notice of unacceptability to an offeror when, upon completion of the proposal evaluation, there is a final determination of unacceptability. This will be done in accordance with the dates outlined in Part I below.

In the second step of this two-step sealed bid solicitation process, only bids based upon technical proposals determined to be acceptable. Bids in the second step will only be accepted electronically through WBSCM. Awards in the second step will be based on lowest price. Each bid in the second step must be based on the bidder's own technical proposals.

This document is organized into the following parts:

- Part I. General Information
- Part II. Contract Terms and Conditions
- Part III. Solicitation Provisions
  1. Requirements of the technical proposal
  2. Evaluation criteria for technical proposal
  3. Additional FAR and AGAR provisions

**Part I. General Information**

**1. Invitation number and date**

Acquisition Method:	Two-Step Sealed Bid
Description:	Cream of Mushroom Soup,
Number:	12-3J14-18-S-0194, 2000005256



Step-one Issue date: March 22, 2018  
Technical Proposals due: April 5, 2018, 13:00 Central Time  
Notification of Technical Acceptability: April 11, 2018, Midnight, Central Time

**2. Name, address, and telephone number of the Specialist /Contracting Officer**

Per the Inquiries provision included in this solicitation, all inquiries and correspondence concerning this solicitation should be submitted **in writing to the contract specialist, Jenny Watson.**

Jenny Watson Contract Specialist  
Telephone: 816.823.1145  
Email: [jenny.watson@ams.usda.gov](mailto:jenny.watson@ams.usda.gov)

Sean Frey, Contracting Officer  
Telephone: 202.378.1075  
Email: [sean.frey@ams.usda.gov](mailto:sean.frey@ams.usda.gov)

USDA Agricultural Marketing Service  
Commodity Procurement Program  
1400 Independence Ave SW, Stop 0239  
South Building – 3512 S  
Washington, DC 20250

Hours of business are Monday through Friday except Federal holidays, 6:00 a.m. to 6:00 p.m. Eastern Time.

**3. Commodity Specifications / Requirements**

The requirements for the condensed cream of mushroom soup being procured can be accessed via the full link:

<https://www.ams.usda.gov/sites/default/files/media/CannedVegetableAmendment1January2018.pdf>

**Part II. Contract terms and conditions**

Contact terms contained in the Master Solicitation for Commodity Procurements (MSCP) dated April 12, 2017, are incorporated by reference. The MSCP is available online at:  
<https://www.ams.usda.gov/sites/default/files/media/MSCP.pdf>.

The requirement in paragraph K, is hereby revised from—

“Soups – 24/#1 size can or equivalent size container[.]”

to read—

“Soups – either 12 or 24/#1 size can or equivalent size container[.]”

[End of revision]



### Part III. Solicitation Provisions

Solicitation provisions contained in the Master Solicitation for Commodity Procurements (MSCP) dated April 12, 2017, are incorporated by reference.

1. Requirements of the technical proposal.

IMPORTANT: Technical proposals shall **not** include prices or pricing information.

Contents of technical proposals:

- A. A narrative (not to exceed two pages) on the offeror's experience with producing a cream of mushroom soup commercial product, and that product's past performance (acceptability in the marketplace).
- B. A sample prototype for the cream of mushroom soup that offeror will deliver under the USDA contract, if awarded. The sample shall be delivered/mailed directly to AMS at no expense to the Government. **The sample shall contain four #1 cans with retail commercial packaging to include nutritional information on the back of the label.**

Sample prototype shall include: A nutrient analysis, a copy of the nutrition facts panel, ingredients statement, allergen declaration (if applicable), a copy of the CN label statement or manufacturer's product formulation statement, and instructions for preparation of the sample for testing. Samples, certificate, and analyses must be marked in such a way as to clearly link the specific sample product to its supporting documentation (*e.g.*, lot number/code). Child Nutrition serving information must be included with sample, in accordance with—  
<https://www.fns.usda.gov/cnlabeling/child-nutrition-cn-labeling-program>

Sample prototype will be used for taste and packaging evaluation purposes.

The samples must be labeled with the following statement: **“SAMPLES SUBMITTED UNDER SOLICITATION 2000005256 FOR EVALUATION BY THE AMS, CP STAFF.”**

Technical proposals and product samples must be delivered by express service—

Attn: Rick Peterson/Laura Walter  
USDA AMS SCID/CP  
1400 INDEPENDENCE AVE SW  
ROOM 0720 SOUTH BUILDING  
WASHINGTON, D.C. 20250

Note: No deviations from approved formulations will be permitted after award.

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2. Evaluation criteria, to include all factors and any significant subfactors.

Factor 1	Past performance and experience	Evaluation of offeror’s narrative on its firm’s experience with producing a cream of mushroom soup commercial product, and that product’s past performance (acceptability in the marketplace).
Factor 2	Sample prototype	Evaluation of the sample prototype in accordance With the subfactors below:
Sample Prototype	Product Characteristics: Examined after opening and heating	Must have the: product performance, texture, appearance, color, and flavor typical of condensed cream of mushroom soup.
Subfactor 1	Product performance	Easy to remove from container, reconstitutes with water with no starchy clumps.
Subfactor 2	Texture	Must have: good mouth feel, mushroom pieces are slightly firm, yet easy to chew.
Subfactor 3	Appearance	Must have: creamy, smooth appearance which is neither excessively thick, or thin and watery, with visible mushroom pieces.
Subfactor 4	Color	Must have: beige color typical of commercial reconstituted cream of mushroom soup.
Subfactor 5	Flavor	Must have: a mild garlic, and other discernible flavoring typical of commercial reconstituted cream of mushroom soup. No scorched, or under cooked flavor.

**3. Additional FAR and AGAR provisions**

**452.204-70** Inquiries (Feb 1988)

Inquiries and all correspondence concerning this solicitation should be submitted in writing to the Contracting Officer. Offerors should contact only the Contracting Officer issuing this solicitation about any aspect of this requirement prior to contract award.

**52.214-23** Late Submissions, Modifications, Revisions, and Withdrawals of Technical Proposals under Two-Step Sealed Bidding (Nov 1999)

(a) Bidders are responsible for submitting technical proposals, and any modifications or revisions, so as to reach the Government office designated in the request for technical proposals by the time specified in the invitation for bids (IFB). If no time is specified in the IFB, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that bids or revisions are due.



(b)(1) Any technical proposal under step one of two-step sealed bidding, modification, revision, or withdrawal of such proposal received at the Government office designated in the request for technical proposals after the exact time specified for receipt will not be considered unless the Contracting Officer determines that accepting the late technical proposal would not unduly delay the acquisition; and—

(i) If it was transmitted through an electronic commerce method authorized by the request for technical proposals, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals; or

(ii) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt; or

(iii) It is the only proposal received and it is negotiated under Part 15 of the Federal Acquisition Regulation.

(2) However, a late modification of an otherwise successful proposal that makes its terms more favorable to the Government will be considered at any time it is received and may be accepted.

(c) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the technical proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(d) If an emergency or unanticipated event interrupts normal Government processes so that technical proposals cannot be received at the Government office designated for receipt of technical proposals by the exact time specified in the request for technical proposals, and urgent Government requirements preclude amendment of the request for technical proposals, the time specified for receipt of technical proposals will be deemed to be extended to the same time of day specified in the request for technical proposals on the first work day on which normal Government processes resume.

(e) Technical proposals may be withdrawn by written notice received at any time before the exact time set for receipt of technical proposals. If the request for technical proposals authorizes facsimile technical proposals, they may be withdrawn via facsimile received at any time before the exact time set for receipt of proposals, subject to the conditions specified in the provision at 52.214-31, Facsimile Bids. A technical proposal may be withdrawn in person by a bidder or its authorized representative if, before the exact time set for receipt of technical proposals, the identity of the person requesting withdrawal is established and the person signs a receipt for the technical proposal.

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**452.219-70** Size Standard and NAICS Code Information (Jan 2005)

The North American Industrial Classification System Code(s) and business size standard(s) describing the products and/or services to be acquired under this solicitation are listed below:

<b>Commodity</b>	<b>NAICS Code</b>	<b>Small Business Size Standard</b>
Cream of Mushroom Soup	311422	1,250

The small business size standard for a concern which submits an offer in its own name, but which proposes to furnish an item which it did not itself manufacture, is 1,250 employees.

Sean Frey,  
Contracting Officer, USDA

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Commodity Procurement Program  
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