

**STATEMENT OF WORK  
BUSINESS ENTERPRISE PROGRAM (BEP)  
RANDOLPH-SHEPPARD RETAIL SALES  
INVITATION TO QUALIFY (ITQ) CONTRACT**

**OVERVIEW:** The purpose of the Business Enterprise Program (BEP) Randolph-Sheppard Retail Sales ITQ is to qualify responsible and responsive Contractors the opportunity to install, operate, and maintain retail food service facilities at designated state and federal government locations located throughout the Commonwealth of Pennsylvania (Commonwealth). The types of operations and services, covered under this ITQ, include, but are not limited to, micro-market food service facilities and vending machine food services. The Pennsylvania Office of Vocational Rehabilitation’s Bureau of Blindness and Visual Services’ (BBVS) will manage this ITQ.

A Contractor may provide stipulated contract services directly or through subcontractors whose use has been approved by the BEP. A Contractor’s intention to administer contract services through subcontractors must be identified in its response to this ITQ and must be accompanied by information identifying and verifying the subcontractors’ credentials to perform the contracted retail food service.

Contracts awarded, through this ITQ process, are designed to generate income for the BBVS/BEP through commissions paid by contractors providing food services as stipulated in this ITQ.

BEP will provide Contractors information regarding the location and circumstances of other eligible food service sites which express interest in micro-market or vending machine services as that information becomes known.

**ISSUING OFFICE:** The Bureau of Blindness and Visual Services, Business Enterprise Program (Issuing Office) has issued this ITQ on behalf of the Commonwealth of Pennsylvania. All inquiries should be referred to:

The PA Office of Vocational Rehabilitation  
BBVS Business Enterprise Program  
Attention: Jennifer Cave  
1521 North Sixth Street  
Harrisburg, PA 17102  
Telephone: (717) 787-9934      TTY: (717) 787-4885  
E-mail: [jcave@pa.gov](mailto:jcave@pa.gov)

**QUALIFICATIONS:** Contractors interested in becoming an ITQ Contractor must meet the following requirements. Failure to meet the below requirements will result in the application being rejected. Each Contractor that meets the minimum qualifications will be awarded a contract. Award of a contract to a Contractor is not a guarantee of business.

A. **72150000-ITQ-184 Micro-Market.** Contractors will be required to submit the following documentation:

1. Contractor must provide documentation of two (2) years of experience in managing the installation and operation(s) of state-of-the art food and beverage vending machines, including the sale of food products. Evidence of compliance with USDA, FDA and/or other federal, state, or local health and safety requirements that may apply must be available for review by BBVS/BEP upon request.

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2. Contractors must have at least one (1) year of experience conducting surveys of customer interests, etc., in advance of installing vending machine services service within any government or equivalent location. Please provide an example of survey findings to be incorporated into the design, product-line and operation in vending machine services.

**B. 72150000-ITQ-185 Vending Machine.** Contractors will be required to submit the following documentation:

1. Contractors shall provide documentation of two (2) years of experience in the management and operation(s) of Micro-markets including, but not limited, to the sale of consumer self-serve fresh and packaged food and/or any other food products produced only in USDA and FDA-inspected facilities. Evidence of compliance with USDA, FDA and/or other federal, state, or local health and safety requirements that may apply must be available for review by BBVS/BEP upon request.
2. Contractors shall have at least one (1) year of experience conducting surveys of customer interests, etc., in advance of installing micro-markets within any government or equivalent location. Contractors shall provide an example of survey findings to be incorporated into the design, product-line and operation in Micro Markets.

**C.** Contractors must select the county(ies) in which they can serve.

**SERVICE CATEGORIES:** Contractors will be responsible for choosing the appropriate commodity code(s) to qualify for this contract. Contractors will select the appropriate code(s) under the Business Details section of the qualification process. The Commonwealth may add additional commodity codes as the need arises. The table below lists the appropriate commodity code and description of each service category.

COMMODITY CODE	DESCRIPTION OF SERVICE CATEGORY
72150000-ITQ-184 Micro-Market	<p>A micro-market is a customer-focused, self-service fresh-food, packaged-food and beverage retail outlet situated in and serving customers in secure state and federal government locations throughout the Commonwealth.</p> <p>Features of a responsive micro-market food service include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Customer self-service;</li> <li>• Automated self-check-out;</li> <li>• Variable payment options;</li> <li>• Extensive product variety;</li> <li>• Convenience;</li> </ul>

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	<ul style="list-style-type: none"> <li>• Accessibility, including handicapped accessibility;</li> <li>• Clean, attractive customer-considerate environment, equipment and automation;</li> <li>• 24-hour security camera surveillance; and</li> <li>• Prompt and responsive customer service.</li> </ul> <p>Products available for sale through micro-market food services must include healthy, nutritional food choices. Guidance as regards what foods constitute healthy choices is available to the Bidder at the following website: <a href="http://www.blindmerchants.org/education/stocking-healthyoptions-for-randolph-sheppard-vendors">http://www.blindmerchants.org/education/stocking-healthyoptions-for-randolph-sheppard-vendors</a>.</p>
<p>72150000-ITQ-185          Vending Machine Services</p>	<p>Vending machine food services refers to the use of automated cash or credit machines to dispense hot foods, cold foods, coffee, ice cream, sodas, juice, water, and snacks. The definition includes the delivery, maintenance, cleaning, repair, and/or replacement of vending machines owned, leased, or contracted by the Contractor.</p> <p>Features of responsive food and beverage vending machine services include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Extensive product variety;</li> <li>• Variable payment options;</li> <li>• Convenience;</li> <li>• Accessibility, including handicapped accessibility;</li> <li>• Sanitary, attractive customer-considerate environment, equipment, and automation;</li> <li>• Off-site computerized product inventory management and prompt product replenishment; and</li> <li>• Prompt and responsive customer service.</li> </ul> <p>Products available for sale through vending machine services must also include healthy, nutritional food choices. Guidance as regards what foods constitute healthy choices is available to the Bidder at the following</p>

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	website: <a href="http://www.blindmerchants.org/education/stocking-healthyoptions-for-randolph-sheppard-vendors">http://www.blindmerchants.org/education/stocking-healthyoptions-for-randolph-sheppard-vendors</a> .
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**REQUEST FOR QUOTES (RFQ) PROCEDURES:** The Pennsylvania Office of Vocational Rehabilitation’s Bureau of Blindness and Visual Services’(BBVS) will issue an RFQ to qualified Contractors, through the Commonwealth’s Custom Portal, powered by the JAGGAER system. Contractors will respond to the RFQ in the system. The requesting agency, BBVS, may require the qualified Contractors to furnish, upon request, additional documentation in the RFQ. The qualified Contractors selected for the RFQ process will receive a Purchase Order (PO) and will supply the service to meet the specific requirements as indicated in the RFQ.

BEP will select a Contractor to provide the services specified in each RFQ based on the contractor who submits the highest commission on gross sales presented in combination with the most responsible, responsive compliance with RFQ specifications.