



REQUEST FOR PROPOSAL (RFP) – BID# 7543369

RFP - CHILD NUTRITION PROGRAM WELLNESS COLLABORATIVE

SUBMISSION DEADLINE: Wednesday, January 08, 2014 at 11:00 AM (ET)

PRE-BID CONFERENCE: **NO**
 YES _____

Mandatory: **NO**
 YES: Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory pre-bid conference. The representative must register at the pre-bid conference and disclose the identity of the vendor whom he/she represents. Because attendance at the pre-bid conference is mandatory, a vendor’s failure to attend and register at the pre-bid conference shall result in disqualification of the vendor’s bid proposal as non-responsive to the solicitation.

Buyer Name: GAIL WALSH
Title: CHIEF BUYER

QUESTIONS concerning this solicitation must be received by the Division of Purchases at (gail.walsh@purchasing.ri.gov) no later than (Friday, December 27, 2013, 5:00 PM (ET)). Questions should be submitted in a *Microsoft Word attachment*. Please reference the bid number (Bid #7543369) on all correspondence. Questions received, if any, will be posted on the Rhode Island Division of Purchases website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: NO

BOND REQUIRED: NO

DISK BASED BID: NO

NOTE TO VENDORS:
Vendors must register on-line at the Rhode Island Division of Purchases website at www.purchasing.ri.gov. Offers received without the completed four-page Rhode Island Vendor Information Program (RIVIP) Generated Bidder Certification Cover Form attached may result in disqualification.

THIS IS NOT A BIDDER CERTIFICATION FORM

Request for Proposals (RFP)
RIDE Child Nutrition Program Wellness Collaborative

The Rhode Island Department of Administration, Division of Purchases, on behalf of the Rhode Island Department of Education (RIDE) is requesting Proposals from qualified vendors to

- provide additional technical assistance, guidance and support to those School Food Authorities (primarily Districts) who have already participated in the original Wellness Collaborative Initiative (in Federal Fiscal Year (FFY) 2013) and
- engage and enroll a *Phase 2* (new) group of School Food Authorities who will identify gaps in their current wellness policies that fail to support the new Healthier US School Challenge (HUSSC) requirements (effective as of July 1, 2012) and will develop strategies and policies that address these gaps, and incorporate these into the SFAs Wellness Policies, in accordance with the terms of this solicitation.

INSTRUCTIONS AND NOTIFICATIONS TO BIDDERS:

Potential offerors are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful bidder (s).*

Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.

Also, Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or charles.newton@doa.ri.gov. Visit the website <http://www.mbe.ri.gov>.

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis at www.purchasing.ri.gov, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.

Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email raymond.lambert@hr.ri.gov.

Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

RIGL 37-13-3.1 State public works contract apprenticeship requirements. * (a) Notwithstanding any laws to the contrary, all general contractors and subcontractors who perform work on any public works contract awarded by the state after passage of this act and valued at one million dollars (\$1,000,000) or more shall employ apprentices required for the performance of the awarded contract. The number of apprentices shall comply with the apprentice to journeyman ratio for each trade approved by the apprenticeship council of the department of labor and training.

ARRA SUPPLEMENTAL TERMS AND CONDITIONS

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions for Contracts and Sub-awards Funded in Whole or in Part by the American Recovery

and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov.

Background/Overview

The Rhode Island Department of Education (RIDE) is continuing its implementation of the new wellness requirements identified within the Healthy Hunger-Free Kids Act (HHFKA) of 2010 (USDA Child Nutrition Program reauthorizing legislation).

Through the RI Wellness Collaborative Initiative, School Food Authorities (SFAs) will receive targeted training and technical assistance on the development and documentation of local school wellness policies that comply with the new HHFKA requirements. Once compliant draft wellness policies are developed, SFAs will receive additional technical assistance and support to work towards obtaining SFA school committee approval and successful implementation of the new wellness policies.

Through targeted training and technical assistance, The Wellness Collaborative Initiative project will:

- Extend additional support to the *Phase 1* group of 11 SFAs who have already participated in the original Wellness Collaborative Initiative (in FFY 2013), and
- Engage and enroll a *Phase 2* (new) group of SFAs who will identify gaps in their current wellness policies that fail to support the new Healthier US School Challenge (HUSC) requirements (effective as of July 1, 2012) and will develop strategies and policies that address these gaps, and incorporate these into the SFAs Wellness Policies.

Since current wellness policies often include or reference nutrition education, physical education, physical activity and fundraising, these areas will also be addressed.

The Collaborative Wellness Initiative vendor is responsible to:

Phase 1 Group

- Monitor and offer continued support and technical assistance to *Phase 1* districts' progress towards wellness policy revision, approval and successful implementation,

Phase 2 Group

- Introduce *Phase 2* SFAs to the new wellness requirements in the Healthy Hunger Free Kids Act of 2010(HHFKA) found at <http://teamnutrition.usda.gov/healthy/wellnesspolicy.html> ,
- Describe the new wellness requirements impact and alignment with the new HUSC application process found at <http://teamnutrition.usda.gov/healthierUS/index.html>
- Introduce the RI Wellness Collaborative initiative, and

- Recruit ten (10) SFAs to participate in the Collaborative regional forums resulting in the development of Wellness Policies that comply with the HUSSC and HHFKA requirements.
- Provide targeted training and technical assistance to SFAs on the development and documentation of compliant local school wellness policies.
- Once compliant draft wellness policies are developed, the vendor will provide technical assistance and support to obtain SFA school committee approval and successful implementation of the new wellness policies.

I. SCOPE OF THE WORK:

Significant Areas:

Significant areas of work for the Wellness Collaborative Initiative are:

- Coordination and outreach to and engagement of SFAs,
- Development and support of a collaborative as a forum to provide technical assistance, problem solving and peer support in implementing complex programs / initiatives with multiple partners,
- Provide technical assistance and support to individual SFAs as required,
- Collaboration with RIDE staff throughout various stages of Project development,
- Perform review of SFA Wellness Policies.

See Tasks Below

Projected Dates	Tasks
Upon issuance of state purchase order	<ul style="list-style-type: none"> • Update 36 school district wellness committee leadership contact list • Communicate <i>Round Two</i> Wellness Collaborative application process with FSA's • Develop Power Point presentation and hand-out materials for December work forum
Upon issuance of state purchase order	<ul style="list-style-type: none"> • Applications for participation in <i>Round Two</i> Wellness Collaborative due
Upon issuance of state purchase order - June 30, 2014	<ul style="list-style-type: none"> • Monitor final approval progress of <i>Round One</i> Wellness Collaborative districts' revised wellness policies • Provide ongoing technical support for policy review
Upon issuance of state purchase order	<ul style="list-style-type: none"> • Review and approve <i>Round Two</i> Wellness Collaborative applications • Notify <i>Round Two</i> participants
TBD (January)	<ul style="list-style-type: none"> • Convene first <i>Round Two</i> Wellness Collaborative forum
January 31, 2013	<ul style="list-style-type: none"> • Final school committee approval of <i>Round One</i> districts' policy revisions
February 1- March 28, 2014	<ul style="list-style-type: none"> • Develop web-based submission platform for best practices on RIDE CNP-Connect website • Publicize and encourage best practice sharing

January 1, 2014	<ul style="list-style-type: none"> Quarterly Report due RIDE
TBD (Late March)	<ul style="list-style-type: none"> Convene second <i>Round Two</i> Wellness Collaborative forum
March 1- June 30, 2014	<ul style="list-style-type: none"> Provide technical assistance to <i>Round Two</i> districts for policy review and revision work Provide regular communication of policy implementation resources to <i>Round One</i> and <i>Round Two</i> districts Organize "Wellness Best Practices Exchange Challenge" for all districts (March 1- May 31, 2014) Develop survey and collect data through Survey Monkey
April 1, 2014	<ul style="list-style-type: none"> Quarterly Report due RIDE
TBD (Early April)	<ul style="list-style-type: none"> Convene third <i>Round Two</i> Wellness Collaborative forum
July 1- September 30, 2014	<ul style="list-style-type: none"> Communications and media campaign to announce results of "Wellness Best Practice Exchange Challenge" Monitor final approval progress of <i>Round Two</i> Wellness Collaborative districts' revised wellness policies Review Survey Monkey results and make recommendations
July 1, 2014	<ul style="list-style-type: none"> Quarterly Report due to RIDE
September 30, 2014	<ul style="list-style-type: none"> Final report due RIDE

Significant Areas:

Significant areas of work for the RI Child Nutrition Programs' Wellness Collaborative are:

- Coordination and outreach to and engagement of sponsors,
- Development and support of a collaborative as a forum to provide technical assistance, problem solving and peer support in implementing complex programs/initiatives with multiple partners,
- Collaboration with RIDE staff throughout various stages of Project development,
- Perform review of SFA Wellness Policies.

ADDITIONAL CONTRACTOR REQUIREMENTS/QUALIFICATIONS

- Bidders must submit a letter of transmittal signed by an owner, officer, or other authorized agent.
- Bidders must submit relevant organizational information, a list of similar projects undertaken and/or clients served, agency expertise relative to the services requested, and a statement of existing workload as it impacts the performance of the project.
- Bidders must provide an overview of key personnel assigned to the project including education and prior experience.

- Bidders must disclose any work to be sub-contracted including the specific work to be performed and staffing, organizational structure, and business background of the sub-contractor.

TERMS OF THE CONTRACT

The contract will begin upon issuance of state purchase order (on or about January, 2014) and end September 30, 2014. RIDE reserves the right to align the contract end date with the state fiscal year end of June 30, 2015. The scope of the work may be modified by RIDE prior to beginning work on a given task. RIDE retains the option of granting a time extension of up to twelve months with additional funding if available and if the level of work is expanded by mutual written consent. If necessary, deficiencies in performance of services and/or failure to supply deliverables in a complete and timely manner will be documented in writing by RIDE. Should a pattern of substantial dissatisfaction become apparent, RIDE reserves the right to terminate the contract.

COST PROPOSAL/TERMS OF PAYMENT

The contractor must prepare a cost proposal reflecting the hourly rate or other fee structure proposed for this scope of services using the Cost Proposal Forms contained in Appendix A. The total cost of the contract is not to exceed \$25,000. Please ensure the budget is presented by state fiscal year, which runs from July 1st through June 30th.

The forms in **Appendix B**, however, must be completed by the amount not to exceed \$25,000, with a breakdown for each task within the date parameters.

Please note that reimbursement for travel within the continental United States will be limited to the per diem rates established by the General Services Administration (GSA). Per diem rates are posted at www.gsa.gov/perdiem.

Proposal Submission

Questions concerning this solicitation may be e-mailed to the Division of Purchases at the address on the cover sheet of this solicitation and no later than the date & time listed. **Send your questions in Microsoft Word format.** Please reference the RFP# on all correspondence. Questions received, if any, will be posted and answered on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the helpdesk at 401-222-3766 or lynda.moore@doit.ri.gov.

Proposals (an original plus 4 copies) should include the following:

1. A completed and signed four-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.
2. A **separate sealed** Cost Proposal as described above.

APPENDIX A

BUDGET MULTI-YEAR PROJECTS

The Contractor estimates that its budget for work to be performed under this Agreement is as follows:

<u>Expense Category</u>	<u>Estimated Expenditures</u>	
	Year 1	Year 2
1. Employee Salary and Benefits	0	0
6. Purchased Services	0	0
3. Supplies and Materials	0	0
4. Travel	0	0
5. Printing	0	0
6. Office Expense	0	0
7. Other: <i>(describe)</i>	0	0
8.	0	0
Subtotal	0	0
Indirect Cost *	0	0
TOTAL	0	0

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by RIDE; provided, however, that the Contractor shall notify the contract officer of the variance and obtain pre-approval, in writing; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Contractor for reimbursement by RIDE under this Agreement if such expenditure shall have been incurred in a line item category not listed above. Transfer of funds between categories requires prior written approval by RIDE. In no event shall the total amount of reimbursement claimed by the vendor under this agreement exceed the total approved contract amount.

**** Attach a copy of the approved indirect cost documentation***

BUDGET DETAIL SHEET *
 FISCAL YEAR _____

EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)**

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
TOTAL REQUEST				

PURCHASED SERVICES DETAIL

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
TOTAL REQUEST				\$

OTHER EXPENDITURES DETAIL

EXPENSE CATEGORY	DESCRIPTION	TOTAL
Supplies and Materials		
Travel ***		
Printing		
Office Expense		
Other: <i>(describe)</i>		
Indirect Cost		

Total \$

* Please include a detail budget sheet for each state fiscal year (July 1st – June 30th)

** Please round hourly rates to the nearest whole dollar and ensure there are no rounding differences with the extended totals.

*** Reimbursement for travel within the continental United States is limited to the per diem rates established by the General Services Administration (GSA). Per diem rates are posted at www.gsa.gov/perdiem.

Appendix B: Costs for Wellness Initiative

Dates	Tasks	Hours	Hourly Rate	Total
Upon issuance of state purchase order	<ul style="list-style-type: none"> Present <i>RI Wellness Collaborative Initiative</i> & recruit <i>Round Two</i> districts at RIHSC Breakfast for school leaders 			
Upon issuance of state purchase order	<ul style="list-style-type: none"> Update 36 school district wellness committee leadership contact list Communicate <i>Round Two</i> Wellness Collaborative application process with FSA's Develop Power Point presentation and hand-out materials for December work forum 			
Upon issuance of state purchase order	<ul style="list-style-type: none"> Applications for participation in <i>Round Two</i> Wellness Collaborative due 			
Upon issuance of state purchase order	<ul style="list-style-type: none"> Monitor final approval progress of <i>Round One</i> Wellness Collaborative districts' revised wellness policies Provide ongoing technical support for policy review 			
Upon issuance of state purchase order	<ul style="list-style-type: none"> Review and approve <i>Round Two</i> Wellness Collaborative applications Notify <i>Round Two</i> participants 			
Mid January (TBD)	<ul style="list-style-type: none"> Convene first <i>Round Two</i> Wellness Collaborative forum 			
January 31, 2013	<ul style="list-style-type: none"> Final school committee approval of <i>Round One</i> districts' policy revisions 			
February 1-March 28, 2014	<ul style="list-style-type: none"> Develop web-based submission platform for best practices on RIDE CNP-Connect website Publicize and encourage best practice sharing 			

January 1, 2014	<ul style="list-style-type: none"> Quarterly Report due RIDE 			
Late March (TBD)	<ul style="list-style-type: none"> Convene second <i>Round Two</i> Wellness Collaborative forum 			
March 1- June 30, 2014	<ul style="list-style-type: none"> Provide technical assistance to <i>Round Two</i> districts for policy review and revision work Provide regular communication of policy implementation resources to <i>Round One</i> and <i>Round Two</i> districts Organize "Wellness Best Practices Exchange Challenge" for all districts (March 1- May 31, 2014) Develop survey and collect data through Survey Monkey 			
April 1, 2014	<ul style="list-style-type: none"> Quarterly Report due RIDE 			
Early April (TBD)	<ul style="list-style-type: none"> Convene third <i>Round Two</i> Wellness Collaborative forum 			
July 1- September 30, 2014	<ul style="list-style-type: none"> Communications and media campaign to announce results of "Wellness Best Practice Exchange Challenge" Monitor final approval progress of <i>Round Two</i> Wellness Collaborative districts' revised wellness policies Review SurveyMonkey results and make recommendations 			
July 1, 2014	<ul style="list-style-type: none"> Quarterly Report due to RIDE 			
September 30, 2014	<ul style="list-style-type: none"> Final report due RIDE 			