



**REQUEST FOR PROPOSAL (RFP) – BID# 7548728**

**CHILD NUTRITION PROGRAMS**

**NUTRITION & MONITORING SUPPORT SERVICES**

**SUBMISSION DEADLINE: Wednesday, June 4, 2014 at 1:30 PM (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 (Monday, May 19, 2014, 5:00 PM (ET)). Questions should be submitted in a *Microsoft Word attachment*. Please reference the bid number (RFP #7548728) 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](http://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 Programs Nutrition & Monitoring Support Services*

The Rhode Island Department of Administration, Division of Purchases, on behalf of the Rhode Island Department of Education, Child Nutrition Programs (RIDE) is requesting Proposals from providers of nutrition/ technical culinary support services.

**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 1.2 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, without exception, and will be released for inspection immediately upon request once an award has been made.

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](mailto: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, 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](mailto:raymond.lambert@hr.ri.gov).

It is intended that an award pursuant to this RFP will be made to a prime vendor who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. 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.

All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.

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](http://www.purchasing.ri.gov).

## **BACKGROUND/OVERVIEW**

Under the technical guidance of the RIDE Child Nutrition Program's Nutrition/Health Specialist, the provider shall participate in aspects of the new USDA School Nutrition Program's Administrative Review process.

### Section 1: This is the list of tasks which will be performed by the provider:

The provider must be capable of:

1. Based on the Administrative Review schedule, gathering and tracking the collection of Pre-review information from Sponsors (Districts) and from RIDE's CNP Connect (management information system)
  - Contacting Sponsors and to assemble the required pre-review information.
  - Tracking the status of Pre-review process to ensure information is available as needed.
2. Evaluating the nutritional content of meals and compliance with associated USDA requirements
  - Gathering and evaluating documentation from Sponsors to determine compliance with nutrition specifications and dietary meal patterns. This includes menus, food production records, and food labels.
  - Determining compliance with USDA requirements which may require the use of several custom software programs.
3. Observing, documenting and evaluating meal preparation and production records
  - Participate in on-site observations of meal preparation and documentation and determine compliance with USDA requirements.
  - Participating in on-site reviews of breakfast and lunch meal service
  - Document these observations and determination.
4. Providing related training and technical assistance, for example nutrition standards, meal production and meal patterns.
  - Based on observations and supplied documentation, providing targeted training and technical assistance on meal patterns, dietary specifications, and meal production related areas.
  - Documenting technical assistance/training provided.
5. Reviewing, evaluating and documenting aspects of the Program related to meal benefit applications, claims consolidation and claim submission.
  - Participate in the review of eligibility for meal benefits, the accuracy of submission of meal claims consolidation and other

### Section 2: Develop a Technical Proposal

Develop and submit a technical proposal. The technical proposal should offer a clear demonstration of your abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions, and document the quality of past performance in similar projects based on the elements below.

Include these Required Elements in the Technical Proposal:

1. Have a demonstrated knowledge of the USDA School Meal Programs' (National School Lunch Program, School Breakfast Program) meal patterns and dietary specifications.
2. Have relevant experience and ability to successfully complete each of the tasks in Section 1.
3. Have a bachelor's degree in nutrition and/or culinary nutrition or related education.
4. Offer maximum levels of service at a competitive hourly rate.

**TERMS OF THE CONTRACT**

The contract will begin upon issuance of a state purchase order (estimated July 2014) and end September 2015. Additional years will be contingent upon funding, and at the sole discretion of the state.

**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 \$150,000. Please ensure the budget is presented by state fiscal year, which runs from July 1st through June 30th.

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](http://www.gsa.gov/perdiem).

**REVIEW CRITERIA**

A technical review team convened by the Rhode Island Department of Education will review each complete proposal using the criteria below. Proposals will be evaluated using the following criteria, including but limited to:

- Knowledge of the USDA School Meal Programs meal patterns and dietary specification,
- Demonstrated experience related to tasks outlined in Section 1
- Detailed response to above stated requirements in Section 2
- Education in nutrition or culinary nutrition, or degree in related area.

<b>Evaluation Criteria</b>	<b>Points</b>
1. Provider's understanding of the Issues	10
2. Relevant experience of nutrition/ technical culinary provider	20
3. Quality of Key Personnel (including Curriculum vitae)	20
4. Quality of Technical Proposal	20
<b>Total Possible Technical Proposal Points</b>	<b>70</b>

5. Cost Proposal	30
<b>Total Possible Points</b>	<b>100</b>

Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statement made in their proposal.

**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 help desk at (401) 222-3766 or [Lynda.moore@doit.ri.gov](mailto:Lynda.moore@doit.ri.gov).

Responses (an original plus 4 copies) should be mailed or hand-delivered in a sealed envelope marked "RFP # 7548728 - Nutrition Support Services to:

Department of Administration  
Office of Purchases, 2<sup>nd</sup> Floor  
One Capitol Hill  
Providence, Rhode Island 02908

**NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the schedule due date, and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception areas of the Division of Purchases.**

**Response Contents**

Responses should include the following:

1. A completed and signed four-page RIVIP generated Bidder Certification Cover Form, downloaded from the RI Division of Purchases Internet home page at: [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
2. A completed and signed W-9 (taxpayer identification number and certification). Form downloaded from the RI Division of Purchases Internet home page at: [www.purchasing.ri.gov](http://www.purchasing.ri.gov). **Please attach to original proposal only.**
3. A *separate* Technical Proposal describing the qualifications and background of the applicant and experience with similar programs, and all information described earlier in this solicitation.

4. A **separate, signed and sealed** Cost Proposal reflecting the hourly rate, or other fee structure, proposed to complete all the requirements of this project.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CD-Rom, disc, or flash drive). Microsoft Word/Excel or PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original."

#### CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

# **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
<b>TOTAL</b>	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 \$
<b>TOTAL REQUEST</b>				

**PURCHASED SERVICES DETAIL**

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
<b>TOTAL REQUEST</b>				\$

**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 1<sup>st</sup> – June 30<sup>th</sup>)

\*\* 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](http://www.gsa.gov/perdiem).