



Solicitation Information
September 30, 2014

RFP# 7549043

TITLE: Outreach and Coordination – Summer Food Service Program

Submission Deadline: Tuesday, October 28, 2014 at 2:30 PM (ET)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than Friday, October 10, 2014 at 5:00 PM (ET) . Questions should be submitted in a <i>Microsoft Word attachment</i> . Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.
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SURETY REQUIRED: NO

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GAIL WALSH
CHIEF BUYER

Applicants must register on line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed four-page R.I.V.I.P. Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

Request for Proposals (RFP)
*RIDE Child Nutrition Programs Summer Food Service Program Outreach and
Coordination 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 outreach and coordination services for the Summer Food Service Program.

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considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.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

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.

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

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. 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.

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

Under the technical guidance of the RIDE Child Nutrition Program's Nutrition/Health Specialist, the provider shall coordinate and support the outreach, application process, and provide training / technical assistance to potential sponsors of the Summer Food Service Program (SFSP).

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

The provider must be capable of:

1. Coordinating with current SFSP community partners (for example, Providence Public School Department, Providence Mayor's Office of Healthy Communities, RI Community Food Bank, 2-1-1 United Way hotline) to ensure collaboration in outreach, communications and effective data use during Jan-September.
2. Working to increase the number of SFSP Sponsors during Jan – May by:
 - identifying SFSP eligible, underserved areas based on data,
 - Identifying potential SFSP Sponsors in these underserved areas,
 - Recruit new SFSP Sponsors to increase access to SFSP in underserved areas.
3. Developing, assembling and updating as needed the listing of SFSP sites in formats that could be used by 2-1-1 Hotline, the Hunger Free Hotline and the RIDE Website; submit this data to outreach organizations by June 15th.
4. Analyze participation rates to identify potential best practices or areas where improvements might increase Program access. Prepare a written monthly report (June, July, August and final report) which will be used to inform Program strategies for the following summer season.
5. Assisting new SFSP Sponsors in the CNP Connect Application process to ensure timely and complete information is submitted to RIDE by May 15th.
6. Provide technical assistance on menus and meal pattern requirements.

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 Summer Food Service Program and its Sponsor and site eligibility requirements.
2. Have relevant experience and ability to successfully complete each of the tasks in Section 1.
3. Have a bachelor's degree in nutrition, communications 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 January 2015) and end September 2016. RIDE reserves the right to align the contract end date with the state fiscal year. Additional years will be contingent upon funding, and at the sole discretion of the state.

The contractor must prepare a cost proposal reflecting the hourly rate or other fee structure proposed for this scope of services. The total cost of the contract will not exceed \$40,000 over the two year period.

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.

REVIEW CRITERIA

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

1. Knowledge of the USDA Summer Food Service Program and its Sponsor / site eligibility requirements,
2. Demonstrated experience related to tasks outlined in Section 1
3. Detailed response to above stated requirements in Section 2
4. Education in nutrition, social services or communications or degree in related area.

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

5. Cost Proposal	30
Total Possible Points	100

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.

Responses (an original plus 4 copies) should be mailed or hand-delivered in a sealed envelope marked "RFP # 7549043 - SFSP Outreach and Coordination to:

Department of Administration
Office of Purchases, 2nd 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.
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. **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 (CDRom, diskette, 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.