PROCUREMENT NOTICE

State of Connecticut
Department of Social Services
Supplemental Nutrition Assistance Program (SNAP)
Nutrition Education 4/9/2013
Request for Proposals

The State of Connecticut, Department of Social Services (the Department), is seeking proposals from private 501(c)(3) nonprofit provider organizations with an administrative office in Connecticut, Connecticut State agencies, and municipalities to provide nutrition education statewide to Supplemental Nutrition Assistance Program (SNAP) participants and low-income individuals eligible to receive SNAP benefits or other means-tested federal assistance programs, including the elderly (over 60 years old) and people with disabilities.

To be eligible to submit a response to this Request for Proposals (RFP), **a respondent and each proposed subcontractor/partner** must have: a) a minimum of three years' demonstrated experience providing nutrition education to low-income individuals and families; and b) the ability to serve multicultural, multilingual populations.

The Request for Proposals is available in electronic format on the State Contracting Portal at http://das.ct.gov/cr1.aspx?page=12 or from the Department's Official Contact:

Name: Linda Burns, Contract Administration and Procurement
Address: 25 Sigourney Street, Hartford, CT 06106
Phone: 860-424-5661
E-Mail: linda.burns@ct.gov

The RFP is also available on the Department's web site at http://www.ct.gov/dss/cwp/view.asp?a=2345&q=304920.

Questions or requests for information in alternative formats must be directed to the Department's Official Contact at 860-424-5661. Persons who are deaf or hearing impaired may use a TDD by calling 1-800-842-4524.

The deadline for submission of proposals is May 30, 2013, 2:00 p.m. Eastern Time.

TABLE OF CONTENTS

	Page
Procurement Notice	1
Section I — GENERAL INFORMATION	3
A. Introduction	3
B. Abbreviations / Acronyms / Definitions	3
C. Instructions	4
D. Proposal Format	8
E. Evaluation of Proposals	9
Section II — MANDATORY PROVISIONS	12
A. Standard Contract, Parts I and II	12
B. Assurances	12
C. Terms and Conditions.	13
D. Rights Reserved to the State	14
E. Statutory and Regulatory Compliance	15
Section III — PROGRAM INFORMATION	18
A. Department Overview	18
B. Program Overview	19
C. Main Proposal Components	25
D. Cost Proposal Components	36
Section IV — PROPOSAL OUTLINE	38

1

I. GENERAL INFORMATION

A. INTRODUCTION

1. **RFP Name.** Supplemental Nutrition Assistance Program (SNAP) Nutrition Education 4/9/2013

2. **Summary.** The State of Connecticut, Department of Social Services (the Department), is seeking proposals from private 501(c)(3) nonprofit provider organizations with an administrative office in Connecticut, Connecticut State agencies, and municipalities to provide nutrition education statewide to Supplemental Nutrition Assistance Program (SNAP) participants and low-income individuals eligible to receive SNAP benefits or other means-tested federal assistance programs, including the elderly (over 60 years old) and people with disabilities.

3. **Synopsis.** To be eligible to submit a response to this Request for Proposals (RFP), **a respondent and each proposed subcontractor/partner** must have: a) a minimum of three years' demonstrated experience providing nutrition education to low-income individuals and families; and b) the ability to serve multicultural, multilingual populations.

4. **Commodity Codes.** The services that the Department wishes to procure through this RFP are as follows:

   - 1500: Human Service Provider
   - 2000: Community and Social Services
   - 3000: Education and Training Services

B. ABBREVIATIONS / ACRONYMS / DEFINITIONS

BFO	Best and Final Offer
CDC	Centers for Disease Control and Prevention (CDC)
C.G.S.	Connecticut General Statutes
CHRO	Commission on Human Rights and Opportunities (CT)
Contractor	A private 501(c)(3) nonprofit provider organization, Connecticut State agency, or municipality that enters into a contract with the Department as a result of this RFP
CT	Connecticut
DAS	Department of Administrative Services (CT)
DSS	Department of Social Services (CT)
FNA	Food and Nutrition Act of 2008 (U.S.)
FNS	Food and Nutrition Service of the United States Department of Agriculture
FOIA	Freedom of Information Act (CT)
IRS	Internal Revenue Service (U.S.)
LOI	Letter of Intent
Low-income Persons	People participating in or applying for SNAP, as well as people with low financial resources defined as gross household incomes at or below 185 percent of poverty; participation in WIC may also be used as a proxy for low income since WIC participants have gross family incomes below 185 percent of poverty
OAG	Office of the Attorney General (CT)

OPM	Office of Policy and Management (CT)
OSC	Office of the State Comptroller (CT)
P.A.	Public Act (CT)
Partner	Any individual (other than an employee of the contractor) or business entity proposed to provide a specific health or human service as part of a contract with the Department as a result of this RFP
POS	Purchase of Service
Prospective Respondent	A private 501(c)(3) nonprofit provider organization, Connecticut State agency, or municipality that may submit a proposal to the Department in response to this RFP, but has not yet done so
Respondent	A private 501(c)(3) nonprofit provider organization, Connecticut State agency, or municipality that has submitted a proposal to the Department in response to this RFP
RFP	Request for Proposals
SEEC	State Elections Enforcement Commission (CT)
SNAP	Supplemental Nutrition Assistance Program, formerly the Food Stamp Program
Subcontractor	An individual (other than an employee of the contractor) or business entity proposed to provide a specific health or human service as part of a contract with the Department as a result of this RFP
Team Nutrition	An initiative of the USDA Food and Nutrition Service to support the Child Nutrition Programs through training and technical assistance for foodservice, nutrition education for children and their caregivers, and school and community support for healthy eating and physical activity
U.S.	United States
USDA	United States Department of Agriculture
WIC	The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), which provides federal grants to states for supplemental foods, health care referrals, and nutrition education for low-income pregnant, breastfeeding, and non-breastfeeding postpartum women, and to infants and children up to age five who are found to be at nutritional risk

■ C. INSTRUCTIONS

1. **Official Contact.** The Department has designated the individual below as the Official Contact for purposes of this RFP. The Official Contact is the **only authorized contact** for this procurement and, as such, handles all related communications on behalf of the Department. Respondents, prospective respondents, and other interested parties are advised that any communication with any other Department employee(s) (including appointed officials) or personnel under contract to the Department about this RFP is strictly prohibited. Respondents or prospective respondents who violate this instruction may risk disqualification from further consideration.

   Name: Linda Burns, Contract Administration and Procurement
   Address: 25 Sigourney Street, Hartford, CT 06106
   Phone: 860-424-5661
   E-Mail: Linda.burns@ct.gov

   Please ensure that e-mail screening software (if used) recognizes and accepts e-mails from the Official Contact.

2. **RFP Information.** The RFP, addenda to the RFP, and other information associated with this procurement are available in electronic format from the Official Contact or from the Internet at the following locations:

   - Department's RFP Web Page
     www.ct.gov/dss/cwp/view.asp?a=2345&q=304920&dssNav=

   - State Contracting Portal
     http://das.ct.gov/cr1.aspx?page=12

   It is strongly recommended that any respondent or prospective respondent interested in this procurement subscribe to receive e-mail alerts from the State Contracting Portal. Subscribers will receive a daily e-mail announcing procurements and addenda that are posted on the portal. This service is provided as a courtesy to assist in monitoring activities associated with State procurements, including this RFP.

   Printed copies of all documents are also available from the Official Contact upon request.

3. **Contracts.** The offer of the right to negotiate a contract pursuant to this RFP is dependent upon the availability of funding to the Department. The Department anticipates the following:

Total Funding Available:	$3,280,804 per year in federal funds for up to three years pending availability of funding
Number of Contracts:	Up to one
Contract Cost:	Not to exceed $9,842,412
Contract Term:	October 1, 2013 to September 30, 2016

4. **Eligibility.** Private provider organizations (defined as nonstate entities that are 501(c)(3) nonprofit corporations or partnerships) with an administrative office in Connecticut, Connecticut State agencies, and municipalities are eligible to submit proposals in response to this RFP. Individuals who are not a duly formed business entity are ineligible to participate in this procurement.

5. **Minimum Qualifications of Respondents.** To be eligible to submit a response to this RFP, **a respondent and each proposed subcontractor/partner** must have the following minimum qualifications:

   a. A minimum of three years' demonstrated experience providing nutrition education to low-income individuals and families; and
   b. The ability to serve multicultural, multilingual populations.

   The Department reserves the right to reject the submission of any respondent in default of any current or prior contract.

6. **Procurement Schedule.** See below. Dates after the due date for proposals ("Proposals Due") are target dates only (*). The Department may amend the schedule, as needed. Any change will be made by means of an addendum to this RFP and will be posted on the State Contracting Portal and the Department's RFP Web Page.

- RFP Released: April 9, 2013
- Deadline for Questions: April 23, 2013, 2:00 p.m. Eastern Time
- Answers Released (tentative): May 8, 2013
- ***MANDATORY*** Letter of Intent Due: May 15, 2013, 2:00 p.m. Eastern Time
- Proposals Due: May 30, 2013, 2:00 p.m. Eastern Time
- (*) Start of Contract: October 1, 2013

7. **Letter of Intent.** A Letter of Intent (LOI) is ***REQUIRED*** by this RFP. The LOI is non-binding and does not obligate the sender to submit a proposal. The LOI must be submitted to the Official Contact by e-mail (preferred) or U.S. mail by the deadline established in the Procurement Schedule. Prospective respondents must complete and use the Letter of Intent form, which is embedded in this section as a hyperlink. It is the sender's responsibility to confirm the Department's receipt of the LOI. ***Failure to submit the required LOI in accordance with the requirements set forth herein shall result in disqualification from further consideration.***

8. **Inquiry Procedures.** All questions regarding this RFP or the Department's procurement process must be submitted to the Official Contact before the deadline specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions received before the deadline will be answered. However, the Department will not answer questions when the source is unknown (i.e., nuisance or anonymous questions). Questions deemed unrelated to the RFP or the procurement process will not be answered. At its discretion, the Department may or may not respond to questions received after the deadline. The Department may combine similar questions and give only one answer. All questions and answers will be compiled into a written addendum to this RFP. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the addendum and duly noted as such. The agency will release the answers to questions on or about the date established in the Procurement Schedule. The Department will publish any and all addenda to this RFP on the State Contracting Portal and on the Department's RFP Web Page. At its discretion, the Department may distribute any amendments or addenda to this RFP to prospective respondents who submitted a Letter of Intent. **Proposals must include a signed Addendum Acknowledgement, which will be placed at the end of any and all addenda to this RFP.**

9. **Proposal Due Date and Time.** The Official Contact is the **only authorized recipient** of proposals submitted in response to this RFP. Proposals must be received by the Official Contact on or before the due date and time:

- Due Date: May 30, 2013
- Time: 2:00 p.m. Eastern Time

Faxed or e-mailed proposals will not be evaluated. The Department shall not accept a postmark date as the basis for meeting the proposal due date and time. Respondents should not interpret or otherwise construe receipt of a proposal after the due date and time as acceptance of the proposal, since the actual receipt of the proposal is a clerical function. The Department suggests the respondent use certified or registered mail, or a delivery service such as United Parcel Service (UPS) to deliver the proposal. When hand-delivering proposals respondents should allow extra time to comply with building security and delivery procedures.

Hand-delivered proposals must be delivered to the loading dock located on the north side of the building, at 555 Capitol Avenue, on business days between 8:30 a.m. and 2:00 p.m. Upon arriving at the loading dock, the respondent or courier must ring the buzzer by the door. The Official Contact or designee will receive the proposal and provide the respondent or courier with a receipt upon request.

Proposals shall not be considered received by the Department until they are in the hands of the Official Contact or another representative of the Contract Administration and Procurement Unit designated by the Official Contact. At the discretion of the Department, late proposals may be destroyed or retained for pick-up by the submitters.

An acceptable submission must include the following:

- one (1) original proposal;
- four (4) conforming copies of the original proposal; and
- two (2) conforming electronic copies of the original proposal (one copy on each of two Compact Disks clearly labeled with the Legal Name of the respondent and **SNAP-Ed RFP**).

The original proposal must carry original signatures and be clearly marked on the cover as "Original." Unsigned proposals will not be evaluated. The original proposal and each conforming copy of the proposal must be complete, properly formatted and outlined, and ready for evaluation by the Evaluation Team. **The electronic copies of the proposal must be compatible with *Microsoft Office Word* except for the Financial Summary and POS-Budget Support, which may be compatible with *Microsoft Office Excel*.** If any of the required Appendices and Forms identified in Section IV are not compatible with Microsoft Office Word or Excel, they must be scanned and submitted in Portable Document Format (PDF) or similar file format.

10. Multiple Proposals. The submission of multiple proposals is not an option with this procurement.

11. Declaration of Confidential Information. Respondents are advised that all materials associated with this procurement are subject to the terms of the Freedom of Information Act (FOIA), the Privacy Act, and all rules, regulations, and interpretations resulting from them. If a respondent deems that certain information required by this RFP is confidential, the respondent must label such information as CONFIDENTIAL. In Section C of the proposal submission, the respondent must reference where the information labeled CONFIDENTIAL is located in the proposal. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the respondent must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the respondent that would result if the identified information were to be released and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b).

12. **Conflict of Interest - Disclosure Statement.** Respondents must include a disclosure statement concerning any current business relationships (within the past three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the respondent and a public official (including an elected official) or State employee that may interfere with fair competition or may be adverse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a respondent tries to influence, or succeeds in influencing, the outcome of an official decision for their personal or corporate benefit. The Department will determine whether any disclosed conflict of interest poses a substantial advantage to the respondent over the competition, decreases the overall competitiveness of this procurement, or is not in the best interests of the State. In the absence of any conflict of interest, a respondent must affirm such in the disclosure statement. *"[name of respondent] has no current business relationship (within the past three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85."*

■ D. PROPOSAL FORMAT

1. **Required Outline.** All proposals must follow the required outline presented in Section IV. Proposal Outline. Proposals that fail to follow the required outline will be deemed, at the discretion of the Department, non-responsive and not evaluated.

2. **Cover Sheet.** The Cover Sheet is Page 1 of the proposal. Respondents must complete and use the Cover Sheet form, which is embedded in this section as a hyperlink.

3. **Table of Contents.** All proposals must include a Table of Contents that conforms to the required proposal outline. (See Section IV.)

4. **Executive Summary.** Proposals must include a high-level summary of the proposal, not exceeding two pages. The Executive Summary shall include: (a) the legal address of the respondent's administrative office in Connecticut; (b) **the respondent's and each proposed subcontractor's/partner's** minimum of three years' demonstrated experience providing nutrition education to low-income individuals and families; (c) **the respondent's and each proposed subcontractor's/partner's** ability to serve multicultural, multilingual populations; and (d) the total funding requested. The Department will not evaluate proposals from organizations that do not meet these minimum qualifications.

5. **Attachments.** Attachments other than the required Appendices and Forms identified in Section IV are not permitted and will not be evaluated. Further, the required Appendices and Forms must not be altered or used to extend, enhance, or replace any component required by this RFP. Failure to abide by these instructions will result in disqualification.

6. **Style Requirements.** The original proposal and each of the four (4) conforming copies of the original proposal must conform to the following specifications:

Binding Type:	Loose leaf binders with the Legal Name of the respondent and the RFP Name appearing on the outside front cover of each binder: **SNAP Nutrition Education 4/9/2013 RFP**
Dividers:	A tab sheet keyed to each subsection that appears in bold font style in Section IV, Proposal Outline, must separate each subsection of the proposal; the title of each such subsection must appear on the tab sheet
Paper Size:	8½" x 11", "portrait" orientation
Print Style:	1-sided
Font Size:	Minimum of 11-point
Font Type:	Arial or Tahoma
Margins:	The binding edge margin of all pages shall be a minimum of one and one half inches (1½"); all other margins shall be 1"
Line Spacing:	Single-spaced

7. **Pagination.** The respondent's name must be displayed in the header of each page. All pages, from the Cover Sheet through the required Appendices and Forms, must be numbered consecutively in the footer.

8. **Packaging and Labeling Requirements.** All proposals must be submitted in sealed envelopes or packages and be addressed to the Official Contact. The Legal Name and Address of the respondent must appear in the upper left corner of the envelope or package. The RFP Name must be clearly displayed on the envelope or package: **SNAP–Ed RFP**.

   Any received proposal that does not conform to these packaging and labeling instructions will be opened as general mail. Such a proposal may be accepted by the Department as a clerical function, but it will not be evaluated. At the discretion of the Department, such a proposal may be destroyed or retained for pick-up by the submitters.

■ E. EVALUATION OF PROPOSALS

1. **Evaluation Process.** It is the intent of the Department to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. When evaluating proposals, negotiating with successful respondents, and offering the right to negotiate a contract, the Department will conform to its written procedures for POS procurements (pursuant to C.G.S. § 4-217) and the State's Code of Ethics (pursuant to C.G.S. §§ 1-84 and 1-85).

2. **Evaluation Team.** The Department will designate an Evaluation Team to evaluate proposals submitted in response to this RFP. The contents of all submitted proposals, including any confidential information, will be shared with the Evaluation Team. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that fail to comply with all instructions will be rejected without further consideration. Attempts by any respondent (or representative of any respondent) to contact or influence any member of the Evaluation Team may result in disqualification of the respondent.

3. **Minimum Submission Requirements.** All proposals must comply with the requirements specified in this RFP. To be eligible for evaluation, proposals must (a) be received on or before the due date and time; (b) meet the Proposal Format requirements; (c) follow the required Proposal Outline; and (d) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Department will reject any proposal that deviates significantly from the requirements of this RFP.

4. **Evaluation Criteria (and Weights).** Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Evaluation Team will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals. The criteria are weighted according to their relative importance. The weights are confidential.

   - Organizational Requirements
   - Service Requirements
   - Staffing Requirements *see note*
   - Data and Technology Requirements
   - Subcontractors/Partners
   - Work Plan
   - Financial Requirements
   - Budget Requirements
   - Appendices

   Note:
   As part of its evaluation of the Staffing Requirements, the Evaluation Team will consider the respondent's demonstrated commitment to affirmative action, as required by the Regulations of Connecticut State Agencies § 46A-68j-30(10).

5. **Respondent Selection.** Upon completing its evaluation of proposals, the Evaluation Team will submit the rankings of all proposals to the Department head. The final selection of a successful respondent is at the discretion of the Department head. Any respondent selected will be so notified and offered an opportunity to negotiate a contract with the Department. Such negotiations may, but will not automatically, result in a contract. All unsuccessful respondents will be notified by e-mail or U.S. mail, at the Department's discretion, about the outcome of the evaluation and respondent selection process.

6. **Debriefing.** After receiving notification from the Department, any respondent may contact the Official Contact and request a Debriefing of the procurement process and its proposal. If respondents still have questions after receiving this information, they may contact the Official Contact and request a meeting with the Department to discuss the procurement process. The Department shall schedule and conduct Debriefing meetings that have been properly requested, within fifteen (15) days of the Department's receipt of a request. The Debriefing meeting must not include or allow any information concerning other proposals, nor should the identity of the evaluators be released. The Debriefing process shall not be used to change, alter, or modify the outcome of a competitive procurement. More detailed information about requesting a Debriefing may be obtained from the Official Contact.

7. **Appeal Process.** Any time after the submission due date, but **not later than thirty (30) days** after the Department notifies respondents about the outcome of a competitive procurement, respondents may submit an Appeal to the Department. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the thirty (30) days. Respondents may appeal any aspect of the Department's competitive procurement; however, such Appeal must be in writing and must set forth facts or evidence in sufficient and convincing detail for the Department to determine whether during any aspect of the competitive procurement there was a failure to comply with the State's statutes, regulations, or standards concerning competitive procurement or the provisions of the RFP. Any such Appeal must be submitted to the Agency Head with a copy to the Official Contact. The respondent must include the basis for the Appeal and the remedy requested. The filing of an Appeal shall not be deemed sufficient reason for the Department to delay, suspend, cancel, or terminate the procurement process or execution of a contract. More detailed information about filing an Appeal may be obtained from the Official Contact.

8. **Contest of Solicitation or Contract Offer.** Pursuant to Section 4e-36 of the Connecticut General Statutes, "Any bidder or proposer on a state contract may contest the solicitation or award of a contract to a subcommittee of the State Contracting Standards Board…" More detailed information is available on the State Contracting Standards Board web site at http://www.ct.gov/scsb/site/default.asp.

9. **Contract Execution.** Any contract developed and executed as a result of this RFP is subject to the Department's contracting procedures, which may include approval by the Office of the Attorney General.

II. MANDATORY PROVISIONS

A. STANDARD CONTRACT, PARTS I AND II

By submitting a proposal in response to this RFP, the respondent implicitly agrees to comply with the provisions of Parts I and II of the State's "standard contract":

Part I of the standard contract is maintained by the Department and will include the scope of services, contract performance, budget, reports, and other program-specific provisions of any resulting contract. A sample of Part I is available from the Department's Official Contact upon request.

Part II of the standard contract is maintained by OPM and includes the mandatory terms and conditions of the contract. Part II is available on OPM's website at: OPM: POS Standard Contract Part II.

Note:
Included in Part II of the standard contract is the State Elections Enforcement Commission's notice (pursuant to C.G.S. § 9-612(g)(2)) advising executive branch State contractors and prospective State contractors of the ban on campaign contributions and solicitations.

Part I of the standard contract may be amended by means of a written instrument signed by the Department, the selected respondent (contractor), and, if required, the Attorney General's Office. Part II of the standard contract may be amended only in consultation with, and with the approval of, the Office of Policy and Management and the Attorney General's Office.

B. ASSURANCES

By submitting a proposal in response to this RFP, a respondent implicitly gives the following assurances:

1. **Collusion.** The respondent represents and warrants that it did not participate in any part of the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance. The respondent further represents and warrants that no agent, representative, or employee of the State participated directly in the preparation of the respondent's proposal. The respondent also represents and warrants that the submitted proposal is in all respects fair and is made without collusion or fraud.

2. **State Officials and Employees.** The respondent certifies that no elected or appointed official or employee of the State has or will benefit financially or materially from any contract resulting from this RFP. The Department may terminate a resulting contract if it is determined that gratuities of any kind were either offered or received by any of the aforementioned officials or employees from the respondent, contractor, or its agents or employees.

3. **Competitors.** The respondent assures that the submitted proposal is not made in connection with any competing organization or competitor submitting a separate proposal in response to this RFP. No attempt has been made, or will be made, by the respondent to induce any other organization or competitor to submit, or not submit, a proposal for the purpose of restricting competition. The respondent further assures that the proposed costs have been arrived at independently, without consultation, communication, or agreement with any other organization or competitor for the purpose of restricting competition. Nor has the respondent knowingly disclosed the proposed costs on a prior basis, either directly or indirectly, to any other organization or competitor.

4. **Validity of Proposal.** The respondent certifies that the proposal represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFP and any amendments or addenda hereto. The proposal shall remain valid for a period of 180 days after the submission due date and may be extended beyond that time by mutual agreement. At its sole discretion, the Department may include the proposal, by reference or otherwise, into any contract with the successful respondent.

5. **Press Releases.** The respondent agrees to obtain prior written consent and approval of the Department for press releases that relate in any manner to this RFP or any resulting contract.

■ C. TERMS AND CONDITIONS

By submitting a proposal in response to this RFP, a respondent implicitly agrees to comply with the following terms and conditions:

1. **Equal Opportunity and Affirmative Action.** The State is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.

2. **Preparation Expenses.** Neither the State nor the Department shall assume any liability for expenses incurred by a respondent in preparing, submitting, or clarifying any proposal submitted in response to this RFP.

3. **Exclusion of Taxes.** The Department is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Respondents are liable for any other applicable taxes.

4. **Proposed Costs.** No cost submissions that are contingent upon a State action will be accepted. All proposed costs must be fixed through the entire term of the contract.

5. **Changes to Proposal.** No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, the Department may request and authorize respondents to submit written clarification of their proposals, in a manner or format prescribed by the Department, and at the respondent's expense.

6. **Supplemental Information.** Supplemental information will not be considered after the deadline for submission of proposals, unless specifically requested by the Department. The Department may ask a respondent to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Department. At its sole discretion, the Department may limit the number of respondents invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per respondent.

7. **Presentation of Supporting Evidence.** If requested by the Department, a respondent must be prepared to present evidence of experience, ability, data reporting capabilities, financial standing, or other information necessary to satisfactorily meet the requirements set forth or implied in this RFP. The Department may make on-site visits to an operational facility or facilities of a respondent to evaluate further the respondent's capability to perform the duties required by this RFP. At its discretion, the Department may also check or contact any reference provided by the respondent.

8. **RFP Is Not An Offer.** Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the State or the Department or confer any rights on any respondent unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the respondent and the Department and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for costs incurred by the respondent or for payment of services under the terms of the contract until the successful respondent is notified that the contract has been accepted and approved by the Department and, if required, by the Attorney General's Office.

■ D. RIGHTS RESERVED TO THE STATE

By submitting a proposal in response to this RFP, a respondent implicitly accepts that the following rights are reserved to the State:

1. **Timing Sequence.** The timing and sequence of events associated with this RFP shall ultimately be determined by the Department.

2. **Amending or Canceling RFP.** The Department reserves the right to amend or cancel this RFP on any date and at any time, if the Department deems it to be necessary, appropriate, or otherwise in the best interests of the State.

3. **No Acceptable Proposals.** In the event that no acceptable proposals are submitted in response to this RFP, the Department may reopen the procurement process, if it is determined to be in the best interests of the State.

4. **Offer and Rejection of Proposals.** The Department reserves the right to offer in part, and/or to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The Department may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. The Department reserves the right to reject the proposal of any respondent who submits a proposal after the submission date and time.

5. **Sole Property of the State.** All proposals submitted in response to this RFP are to be the sole property of the State. Any product, whether acceptable or unacceptable, developed under a contract executed as a result of this RFP shall be the sole property of the State, unless stated otherwise in this RFP or subsequent contract. The right to publish, distribute, or disseminate any and all information or reports, or part thereof, shall accrue to the State without recourse.

6. **Contract Negotiation.** The Department reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Department further reserves the right to contract with one or more respondent for such services. After reviewing the scored criteria, the Department may seek Best and Final Offers (BFO) on cost from respondents. The Department may set parameters on any BFOs received.

7. **Clerical Errors in Contract Offer.** The Department reserves the right to correct inaccurate offers resulting from its clerical errors. This may include, in extreme circumstances, revoking the offering of the right to negotiate a contract already made to a respondent and subsequently offering the right to negotiate a contract to another respondent. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the contract with the initial respondent is deemed to be void *ab initio* and of no effect as if no contract ever existed between the State and the respondent.

8. **Key Personnel.** When the Department is the sole funder of a purchased service, the Department reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel that have terminated employment. The Department also reserves the right to approve replacements for key personnel who have terminated employment. The Department further reserves the right to require the removal and replacement of any of the respondent's key personnel who do not perform adequately, regardless of whether they were previously approved by the Department.

■ E. STATUTORY AND REGULATORY COMPLIANCE

By submitting a proposal in response to this RFP, the respondent implicitly agrees to comply with all applicable State and federal laws and regulations, including, but not limited to, the following:

1. **Freedom of Information, C.G.S. § 1-210(b).** The Freedom of Information Act (FOIA) generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption, as defined by C.G.S. § 1-210(b). Respondents are generally advised not to include in their proposals any confidential information. If the respondent indicates that certain documentation, as required by this RFP, is submitted in confidence, the State will endeavor to keep said information confidential to the extent permitted by law. The State has no obligation to initiate, prosecute, or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information pursuant to a FOIA request. The respondent has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. While a respondent may claim an exemption to the State's FOIA, the final administrative authority to release or exempt any or all material so identified rests with the State. In no event shall the State or any of its employees have any liability for disclosure of documents or information in the possession of the State and which the State or its employees believe(s) to be required pursuant to the FOIA or other requirements of law.

2. **Contract Compliance, C.G.S. § 4a-60 and Regulations of CT State Agencies § 46a-68j-21 thru 43, inclusive.** Connecticut statute and regulations impose certain obligations on State agencies (as well as contractors and subcontractors doing business with the State) to ensure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons. Detailed information is available on CHRO's web site at Contract Compliance.
   IMPORTANT NOTE: **The respondent and each proposed subcontractor/partner** must upload the Workplace Analysis Affirmative Action Report into the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to submitting a proposal in response to this RFP. More information about uploading standard contract documents is embedded in this section as a hyperlink.

3. **Consulting Agreements, C.G.S. § 4a-81.** Proposals for State contracts with a value of $50,000 or more in a calendar or fiscal year, excluding leases and licensing agreements of any value, shall require a consulting agreement affidavit attesting to whether any consulting agreement has been entered into in connection with the proposal. As used herein "consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information or (C) any other similar activity related to such contract. Consulting agreement does not include any agreements entered into with a consultant who is registered under the provisions of C.G.S. Chapter 10 as of the date such affidavit is submitted in accordance with the provisions of C.G.S. § 4a-81. The Consulting Agreement Affidavit (OPM Ethics Form 5) is available on OPM's website at OPM: Ethics Forms.
   IMPORTANT NOTE: The respondent must upload the Consulting Agreement Affidavit (OPM Ethics Form 5) into the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to submitting a proposal in response to this RFP. More information about uploading standard contract documents is embedded in this section as a hyperlink.

4. **Limitation on Use of Appropriated Funds to Influence Certain Federal Contracting and Financial Transactions, 31 USC § 1352.** A responsive proposal shall include a Certification Regarding Lobbying form, which is embedded in this section as a hyperlink, attesting to the fact that none of the funds appropriated by any Act may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the: (A) awarding of any Federal contract; (B) making of any Federal grant; (C) making of any Federal loan; (D) entering into of any cooperative agreement; or (E) extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

5. **Gift and Campaign Contributions, C.G.S. §§ 4-250 and 4-252(c); Governor M. Jodi Rell's Executive Orders No. 1, Para. 8 and No. 7C, Para. 10; C.G.S. § 9-612(g)(2).** If a respondent is offered an opportunity to negotiate a contract with an anticipated value of $50,000 or more in a calendar or fiscal year, the respondent must fully disclose any gifts or lawful contributions made to campaigns of candidates for statewide public office or the General Assembly. Municipalities and Connecticut State agencies are exempt from this requirement. The gift and campaign contributions certification (OPM Ethics Form 1) is available on OPM's website at OPM: Ethics Forms.

IMPORTANT NOTE: The selected respondent must upload the Gift and Campaign Contributions Certification (OPM Ethics Form 1) into the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to contract execution. More information about uploading standard contract documents is embedded in this section as a hyperlink.

6. **Nondiscrimination Certification, C.G.S. §§ 4a-60(a)(1) and 4a-60a(a)(1).** If a respondent is offered an opportunity to negotiate a contract, the respondent must provide the Department with *written representation* or *documentation* that certifies the respondent complies with the State's nondiscrimination agreements and warranties. A nondiscrimination certification is required for all State contracts – regardless of type, term, cost, or value. Municipalities and Connecticut State agencies are exempt from this requirement. The nondiscrimination certification forms are available on OPM's website at OPM: Nondiscrimination Certification.
IMPORTANT NOTE: The selected respondent must upload the Nondiscrimination Certification into the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to contract execution. More information about uploading standard contract documents is embedded in this section as a hyperlink.

III. PROGRAM INFORMATION

A. DEPARTMENT OVERVIEW

The Department of Social Services delivers a broad variety of services to children, families, adults, people with disabilities, and the elderly, including health care coverage, child care, child support enforcement, independent living services, energy assistance, food and nutrition aid, and program grants. DSS administers more than 90 legislatively authorized programs and one third of the State budget, currently serving more than 700,000 individuals in nearly 450,000 households (June 2012 data).

By statute, DSS is the State agency responsible for administering a number of programs under federal legislation, including the Food and Nutrition Act of 2008, the Older Americans Act, and the Social Security Act. The Department is also designated as a public housing agency for the purpose of administering the Section 8 program under the federal Housing Act.

The Department is headed by the Commissioner of Social Services and there are two Deputy Commissioners -- a Deputy Commissioner for Programs and a Deputy Commissioner for Health Services, Finance, and Administration. The Department administers most of its programs through 12 field offices throughout the State, with central administrative offices located in Hartford. In addition, many services funded by the Department are available through community-based agencies, including the 156 senior centers throughout Connecticut. The Department has out-stationed employees at hospitals to expedite Medicaid/HUSKY applications, and also works with community service providers to facilitate program applications.

Attached to the Department for administrative purposes only are the Department of Rehabilitative Services, encompassing vocational rehabilitation services, services for the blind and visually-impaired and the deaf and hearing-impaired, and disability determination services; the Commission on Aging; and the Child Day Care Council.

Department Mission

The Connecticut Department of Social Services provides a continuum of core services to:

- Meet basic needs of food, shelter, economic support, and health care
- Promote and support the choice to live with dignity in one's own home and community
- Promote and support the achievement of economic viability in the workforce.

We gain strength from our diverse environment to promote equal access to all DSS programs and services.

Department Vision

The Connecticut Department of Social Services is people working together to support individuals and families to reach their full potential and live better lives. We do this with humanity and integrity.

B. PROGRAM OVERVIEW

1. Supplemental Nutrition Assistance Program (SNAP) Overview

The Supplemental Nutrition Assistance Program (SNAP), formerly known as the Food Stamp program, is a nutrition program funded and administered by the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS). The program helps low-income individuals and households to buy food and provides nutrition education to help recipients choose foods that enhance their health and well-being. The current program was set up in 1971, and underwent a name change from Food Stamps to SNAP in October 2008. The Connecticut Department of Social Services operates the program at the state level following rules from the USDA.

As of January 2013, the Department provided federal SNAP benefits to 220,516 households. Those households were comprised of 404,159 individuals. The average monthly benefit for January 2013 was $246. The Department also serves 485 people under the State-funded SNAP.

2. Supplemental Nutrition Assistance Program Education (SNAP-Ed) Overview

The Healthy, Hunger-Free Kids (HHFK) Act of 2010 (Public Law 111-296), signed December 13, 2010, included Section 241 and amended the Food and Nutrition Act (FNA) of 2008, Section 28, establishing a nutrition education and obesity prevention grant program. Emphasis on obesity prevention, in addition to nutrition education, promises to foster a more effective and comprehensive SNAP-Ed to address the critical problem of obesity, especially its effects on low-income Americans. The Food and Nutrition Service mission is *to provide children and needy families better access to food and a more healthful diet through its food assistance programs and comprehensive nutrition education efforts.*

3. *SNAP-Ed Goal and Focus*

The SNAP-Ed goal is to improve the likelihood that persons eligible for SNAP will make healthy food choices within a limited budget and choose physically active lifestyles consistent with the current Dietary Guidelines for Americans (Dietary Guidelines) and U.S. Department of Agriculture (USDA) food guidance.

The focus of SNAP-Ed is:

a. Health promotion to help the SNAP-Ed target audience establish healthy eating habits and a physically active lifestyle; and

b. Primary prevention of diseases to help SNAP eligibles that have risk factors for diet-related chronic disease prevent or postpone the onset of disease by establishing healthier eating habits and being more physically active.

SNAP-Ed programs should include behaviorally-focused, evidence-based nutrition education and obesity prevention interventions, projects, or social marketing campaigns that are consistent with FNS' mission and the goal and focus of SNAP-Ed. An evidence-based approach to nutrition education and obesity prevention is defined as the integration of the best research evidence with the best available practice-based evidence. The best research evidence refers to relevant rigorous nutrition and public health nutrition research including systematically reviewed scientific evidence. Practice-based evidence refers to case studies, pilot studies, and evidence from the field on nutrition education interventions that demonstrate obesity prevention potential.

Evidence may be related to obesity prevention target areas, intervention strategies, and/or specific interventions. The target areas are identified in the Dietary Guidelines. Intervention strategies are broad approaches to intervening on specific target areas. Interventions are a specific set of evidence-based, behaviorally–focused activities and/or actions to promote healthy eating and active lifestyles. Evidence-based allowable use of funds for SNAP-Ed include conducting and evaluating intervention programs, and implementing and measuring policy, systems, and environmental changes in accordance with SNAP-Ed Guidance, embedded in this section as a hyperlink.

Relative to the enhanced emphasis on obesity prevention called for in the HHFKA and to help States identify evidenced-based policy and environmental change interventions, the Food and Nutrition Service (FNS) has engaged the National Collaborative on Childhood Obesity Research (NCCOR) to help develop an intervention toolkit. The toolkit contains strategies and interventions that are being used successfully to address obesity in communities across the nation that may be useful in SNAP-Ed. More information about the toolkit is found in Guiding Principle #2 of the SNAP-Ed Guidance Overview Section and on the SNEP-Ed Connection: http://snap.nal.usda.gov.

The Dietary Guidelines is the foundation of nutrition education in all FNS nutrition assistance programs. The Food and Nutrition Act (FNA) stipulates that SNAP-Ed activities must promote healthy food choices based on the most recent Dietary Guidelines for Americans. Therefore, messages delivered through SNAP-Ed should continue to be consistent with the Dietary Guidelines and the associated USDA Food Guidance System, MyPlate. For complete information on the Dietary Guidelines and MyPlate, refer to the USDA Center for Nutrition Policy and Promotion's web site at http://www.cnpp.usda.gov/.

FNS also has a series of complimentary messages available that address some of the key food groups. The messages and related resources address motivational mediators and intervening factors that are relevant to low-income moms and children. These tested resources can be used in educational resources to help low-income audiences take action to put the Dietary Guidelines for Americans into practice. The resources are available at http://www.fns.usda.gov/fns/corenutritionmessages/default.htm.

As SNAP-Ed nutrition education and obesity prevention activities and interventions are grounded in the Dietary Guidelines for Americans, states may base their project messaging and activities on any or all of the Dietary Guidelines for Americans recommendations or messages, including promoting foods and nutrients to increase, as well as foods and food components to reduce. However, FNS has determined that states may not use SNAP-Ed funds to convey negative written, visual or verbal expressions about any specific brand of food, beverage or commodity. Such messaging about specific brands are not acceptable parts of a SNAP-Ed Plan.

4. SNAP-Ed Key Behavioral Outcomes

In addition to consistency with the mission of FNS and the goal and focus of SNAP-Ed, FNS encourages states to focus their efforts on the following behavioral outcomes for SNAP-Ed participants in order to magnify the impact of SNAP-Ed:

a. Make half your plate fruits and vegetables, at least half your grains whole grains, and switch to fat-free or low-fat milk and milk products;

b. Increase physical activity and reduce time spent in sedentary behaviors as part of a healthy lifestyle; and

c. Maintain appropriate calorie balance during each stage of life -- childhood, adolescence, adulthood, pregnancy and breastfeeding, and older age.

5. Coordination and Collaboration Requirements

In conformance with the FNA, states may coordinate their SNAP-Ed programs with other publicly- or privately-funded health promotion or nutrition improvement strategies. The Department strongly encourages respondents to coordinate their activities with other national, State, and local nutrition education and health promotion initiatives and interventions, particularly those implemented by other FNS nutrition assistance programs and initiatives such as the Special Supplemental Nutrition Assistance Program for Women, Infants, and Children (WIC Program) and Team Nutrition.

6. Approaches

SNAP nutrition education and obesity prevention services are any combination of educational strategies, accompanied by environmental supports, designed to facilitate voluntary adoption of food and physical activity choices and other nutrition-related behaviors conducive to the health and well-being of SNAP participants and low-income individuals eligible to participate in SNAP and other means-tested Federal assistance programs. Examples of other means-tested Federal assistance programs include but are not limited to Supplemental Security Income (SSI), the WIC program, and Temporary Assistance for Needy Families (TANF). Nutrition education and obesity prevention services are delivered through multiple venues and involve activities at the individual, community, and appropriate policy levels. Acceptable policy level interventions are activities that encourage healthier choices based on the current Dietary Guidelines for Americans.

The FNA stipulates that SNAP-Ed funds may be used for evidence-based activities using these approaches:

a. Individual or group-based nutrition education, health promotion, and intervention strategies;

b. Comprehensive, multi-level interventions at multiple complementary organizational and institutional levels; and

c. Community and public health approaches to improve nutrition.

SNAP-Ed activities may be implemented considering the Social-Ecological Model (SEM) described in the *Dietary Guidelines for Americans 2010*, Chapter 6.

7. Examples of Potential SNAP-Ed Activities

a. Individual or group-based nutrition education, health promotion, and intervention strategies:

   i. Conducting nutrition education programming on all Dietary Guidelines messages, including promoting foods and nutrients to increase such as vegetables, fruits, and foods with more potassium and recommending limitations on foods and food components to reduce such as sodium, solid fats, and foods with added sugar like sugar-sweetened beverages;
   ii. Conducting individual or group educational sessions on calorie balance and weight management based on the Dietary Guidelines;
   iii. Integrating nutrition into ongoing physical activity group sessions; and
   iv. Implementing classes to build basic skills such as cooking classes.

b. Comprehensive, multi-level interventions at multiple complementary organizational and institutional levels:

   i. Developing and/or implementing nutrition and physical policies at organizations where SNAP eligible groups are predominantly located such as work sites of low-wage earners or eligible youth- and faith-based organizations;
   ii. Collaborating with schools and other organizations to improve the school nutrition environment including providing nutrition education classes and serving on school wellness committees;
   iii. Coordinating with outside groups to strategize how healthier foods may be offered at sites such as emergency food sites frequented by the target audience;
   iv. Establishing community gardens in low-income areas such as public housing sites, eligible schools, and qualifying community sites;
   v. Working to bring farmers' markets to low-income areas; and
   vi. Coordinating with WIC to promote and support breastfeeding activities.

c. Community and public health approaches to improve nutrition:

   i. Working with local government in developing policies for eliminating food deserts in low-income areas;
   ii. Collaborating with community groups and other organizations to improve the food and nutrition environment in low-income areas;
   iii. Providing consultation to SNAP retailers on stocking healthier food options;
   iv. Participating in civic work groups that provide input on changing the physical environment to facilitate safe physical activity opportunities in low-income areas;
   v. Facilitating the reporting of statewide surveillance and survey data on nutrition indicators among the SNAP-eligible population; and
   vi. Providing interventions at settings with large proportions of low-income people such as schools, work sites, community centers, places of worship, community gardens, farmers markets, food retail venues, or other settings with a majority low-income population.

SNAP-Ed programs may implement one or more of the above approaches to deliver evidence-based nutrition education and obesity prevention activities. To enhance their efforts, the Department encourages SNAP-Ed programs to integrate multiple approaches in implementing these activities.

8. Guiding Principles

The SNAP-Ed Program:

a. Is intended to serve SNAP participants and low-income individuals eligible to receive SNAP benefits or other means-tested federal assistance programs.

b. Includes nutrition education and obesity prevention services consisting of any combination of educational strategies, accompanied by environmental supports, designed to facilitate voluntary adoption of food and physical activity choices and other nutrition-related behaviors conducive to the health and well-being of SNAP participants and low-income individuals eligible to participate in SNAP and other means-tested federal assistance programs. Nutrition education and obesity prevention services are delivered through multiple venues and involve activities at the individual, community, and appropriate policy levels. Acceptable policy level interventions are activities that encourage healthier choices based on the current Dietary Guidelines for Americans.

c. Has the greatest potential impact on the nutrition-related behaviors of the overall SNAP low-income population when it targets women and children in SNAP-eligible households.

d. Uses evidence-based, behaviorally-focused interventions and can maximize its national impact by concentrating on a small set of key local outcomes, environmental, and/or policy level interventions.

e. Can maximize its reach when coordination and collaboration take place among a variety of stakeholders at the local, State, regional, and national levels through publicly- or privately-funded nutrition intervention, health promotion or obesity prevention strategies.

f. Is enhanced when the specific roles and responsibilities of local, State, regional, and national SNAP agencies and nutrition education providers are defined and put into practice.

9. Target Population

The SNAP-Ed Guiding Principles identify the target population for SNAP-Ed as Supplemental Nutrition Assistance Program (SNAP) participants and low-income individuals eligible to receive SNAP benefits or other means-tested federal assistance programs, including the elderly (over 60 years old) and people with disabilities. Individuals readily identifiable as members of the target population include: persons referred by the local SNAP office; persons reached through direct marketing to SNAP participants; persons participating in the Food Distribution Program on Indian Reservations; parents ineligible for SNAP who receive SNAP benefits on behalf of their children; and SNAP participants in a SNAP Job Readiness Training Program. SNAP-Ed providers may use the following measures in order to identify additional persons appropriate for the target population:

a. Income-based. Persons eligible for other means-tested federal assistance programs such as Supplemental Security Income (SSI), the WIC program, or Temporary Assistance for Needy Families (TANF). Persons typically not eligible for SNAP such as incarcerated persons, boarder or college/university students are ineligible for SNAP-Ed.
b. Location-based. Persons at food banks, food pantries, soup kitchens, public housing, and SNAP/TANF job readiness program sites, etc.
c. Persons at venues when it can be documented that the location/venue serves generally low-income persons where at least 50% of persons have gross incomes at or below 185% of poverty guidelines/thresholds. This would include persons residing in or schools located in census tract areas or other defined areas where at least 50% of persons have gross incomes that are equal to or less than 185% of the poverty threshold or children in schools where at least 50% of children receive free and reduced price meals.
d. Persons shopping in grocery stores when the store has been documented to redeem average monthly SNAP benefits of $50,000 or more or persons shopping in grocery stores located in census tracts where at least 50% of persons have gross incomes that are equal to or less than 185% of the poverty threshold. Respondents may propose alternate methods for defining grocery stores that serve the low-income target population as potentially eligible for SNAP-Ed activities. For example, in rural areas a particular store may not redeem a monthly average of $50,000 in SNAP benefits, but may be serving the majority of the SNAP low-income population or be the only grocery outlet in the community for the entire population, including the low-income population.

FNS recommends that states maximize the SNAP-Ed investment by first targeting women in households with children, and then children themselves since these two groups comprise the majority of persons receiving SNAP benefits.

10. Roles and Responsibilities of the SNAP-Ed Provider

a. Deliver nutrition education and obesity prevention services to the SNAP audience according to the approved State SNAP-Ed Plan;

b. Help the SNAP-Ed audience understand how to eat a healthy diet on a limited food budget using SNAP benefits and managing their food resources;

c. Use appropriate educational strategies and implementation methods to reach the SNAP-Ed population;

d. Coordinate and collaborate with other local nutrition education and obesity prevention programs, especially those recognized by or receiving support from USDA and CDC;

e. Collect and report data regarding participation in SNAP-Ed and characteristics of those served;

f. Build relationships with other local service providers (such as WIC, local health departments, and school meals programs) so referrals of SNAP-Ed participants to other nutrition and health related services can be made as appropriate; and

g. Provide referrals to SNAP for low-income non-participants to access SNAP benefits, as appropriate.

C. MAIN PROPOSAL COMPONENTS

This RFP seeks to execute one contract for the implementation of a SNAP-Ed program, directly and through subcontracting, to Supplemental Nutrition Assistance Program (SNAP) participants and low-income individuals eligible to receive SNAP benefits or other means-tested federal assistance programs, including the elderly (over 60 years old) and people with disabilities. The contractor must be able to go on site to community locations where the target population may congregate regularly for other services and activities such as schools, senior centers, and WIC sites, and offer nutrition education.

The respondent's proposed SNAP-Ed program must be led by a qualified organization, which will act as respondent, contractor, and fiduciary agent, and which will assume primary responsibility for the success of the program. SNAP-Ed funds may be utilized for expenditures associated with an identified staff position to be responsible for contract compliance by subcontractors/partners. The contractor shall be responsible for ensuring that the delivery system for contracted SNAP-Ed services is organized to meet the Department's requirements.

The contractor's responsibilities as fiduciary agent shall include but not be limited to the following:

- Developing and implementing a system to coordinate and deliver the required SNAP-Ed services;
- Entering into written agreements with subcontractors/partners to provide the required SNAP-Ed services;
- Identifying a staff position to be responsible for contract compliance by subcontractors/partners (SNAP-Ed funds may be utilized for expenditures associated with this position);
- Serving as a fiscal conduit for SNAP-Ed funds including but not limited to issuing payments to subcontractors/partners in a timely manner;
- Managing the service delivery system and analyzing performance; and
- Ensuring collection and submission of required data.

Respondents are required to provide the information requested about each proposed subcontractor/partner where indicated throughout this section of the RFP. Failure to comply with this requirement may result in the immediate disqualification of the proposal.

1. **Organizational Requirements** *(Page Limit: 10 pages per the respondent and each proposed subcontractor/partner)*

   Private provider organizations (defined as nonstate entities that are 501(c)(3) nonprofit corporations or partnerships) with an administrative office in Connecticut, Connecticut State agencies, and municipalities are eligible to submit proposals in response to this RFP. Individuals who are not a duly formed business entity are ineligible to participate in this procurement.

   To be eligible to submit a response to this RFP, **a respondent and each proposed subcontractor/partner** must have the following minimum qualifications:

   a. A minimum of three years' demonstrated experience providing nutrition education to low-income individuals and families; and
   b. The ability to serve multicultural, multilingual populations.

   The Department reserves the right to reject the submission of any respondent in default of any current or prior contract.

   A responsive proposal must include the following information about the administrative and operational capabilities of the respondent, and each proposed subcontractor/partner where indicated throughout this section of the RFP.

   a. *Mission/Years in Operation*. Provide a brief overview of **the respondent's and each proposed subcontractor's/partner's** organization including the mission, vision, years in operation, and current range of services. Describe how the SNAP-Ed program fits within **the respondent's and each proposed subcontractor's/partner's** mission, vision, and current range of services.

   b. *Entity Type*. Provide proof of the respondent's 501(c)(3) nonprofit status such as a copy of the Internal Revenue Service (IRS) determination letter, in Section IV.H. Appendices.

   c. *Functional Organization.* Provide an organization chart showing the hierarchical structure of functions and positions within **the respondent's and each proposed subcontractor's/partner's** organization, and the respondent's hierarchical and programmatic relationships with **each proposed subcontractor/partner**, in Section IV.H. Appendices. Indicate on the chart(s) where the following functions related to this program will be located: Program Manager; contract management; administrative support; and other functions and positions associated with the performance of the required SNAP-Ed program activities. See Section III.C.3. Staffing Requirements, for more information about the Program Manager function.

   d. *Qualifications*. Describe how **the respondent and each proposed subcontractor/partner** meets the required minimum qualifications of this RFP: i) a minimum of three years' demonstrated experience providing nutrition education to low-income individuals and families; and ii) the ability to serve multicultural, multilingual populations.

e. *Relevant Experience.* Describe **the respondent's and each proposed subcontractor's/partner's** experience providing the services required by this RFP. Provide evidence of **the respondent's and each proposed subcontractor's/partner's** ability to manage public (city, state, and/or federal) grants and contracts.

f. *Governance – Disclosure.* Provide the following information about **the respondent's and each proposed subcontractor's/partner's** organization:

   i. The name, work address, and percentage of time to be allocated to the resulting contract by members of the Board of Directors;

   ii. The role of the Board of Directors in the organization's governance and policy-making;

   iii. A current organization chart defining the levels of ownership, governance, and management in Section IV.H. Appendices;

   iv. A complete description of any and all related party relationships and transactions including full disclosure of any anticipated payments to a related party (such payments are non-allowable unless the respondent provides sufficient data to satisfy the Department that the payments are necessary and reasonable); and

   v. An overview of how organization policies and procedures are reviewed and updated whenever there are federal and State regulation changes and/or operational changes, or as requested by the Department.

g. *Ownership – Disclosure*. Provide the following information about **the respondent's and each proposed subcontractor's/partner's** organization:

   i. A complete description of the percent of ownership by the principals of the organization, and any other individual or organization that retains a 5% or more interest including name and address;

   ii. The name and address of any persons identified in subsection i above who are related to each other and the nature of the relationship, namely, spouse, child, brother, sister, or parent;

   iii. The name and address of any person(s) with an ownership or controlling interest of 5% or more in the organization, who also has an ownership or controlling interest of 5% or more in any other related entity including subcontracting entity, parent entity or wholly owned entity including the name of the other entity;

   iv. The name and address of any person with an ownership or controlling interest in the organization, or who is an agent or employee of the organization, who has been convicted of a criminal offense related to that person's involvement in any federal or State program(s), since the inception of such program(s);

   v. Whether any person identified in subsections (i) through (iv) above has been terminated, suspended, barred or otherwise excluded from participation, or has voluntarily withdrawn as the result of a settlement agreement, from any federal or State program(s), or has within the past five years been reinstated to participation in any federal or State program(s), and prior to said reinstatement had been terminated, suspended, barred or otherwise excluded from participation, or had voluntarily withdrawn as the result of a settlement agreement, in such program(s); and

vi. A description of the organization's relationship with other entities including whether the organization is an independent entity or a subsidiary or division of another entity (if the organization is not an independent entity, the proposal shall describe the organization linkages and the degree of integration/collaboration between the organizations including the roles of the organizations' principals) and a description of the relationship with any parent company when the organization is an affiliate of another entity.

h. *Audit Compliance*. Describe **the respondent's and each proposed subcontractor's/partner's** success with contract compliance requirements during the past three (3) years. Identify any deficiencies in program audits and, if applicable, detail what steps the organization has taken to address any recommendations. List all sanctions, fines, penalties or letters of noncompliance issued against the organization by any funding source (public and/or private). Describe the circumstances eliciting the sanction, fine, penalty or letter of noncompliance and the corrective action or resolution to the sanction, fine, penalty or letter of noncompliance. If no sanctions, fines, penalties or letters of noncompliance were issued, a statement that attests that no sanction, fine, penalty or compliance action has been imposed on the organization within the past three (3) years must be submitted.

i. *References.* Include three (3) letters of reference for **the respondent and each proposed subcontractor/partner**, from individuals or business entities familiar with the organization's ability to perform the services specified in this RFP, in Section IV.H. Appendices. References cannot be the organization's current employees. If the organization has provided services to the State of Connecticut within the past three years, directly or indirectly through a subcontract, the organization must include a State of Connecticut reference. The organization may include current DSS staff as references; however, the individual may have to refuse if s/he will be involved in the evaluation of proposals received in response to this RFP. The organization may also include former DSS staff as references.

2. Service Requirements *(Page Limit: 20 pages)*

The respondent and proposed subcontractors/partners shall jointly develop shared goals and objectives; coordinate referrals and services; and develop protocols for each organization that will allow each organization to do its work in a way that complements and supports the work done by the other organizations. The respondent and each proposed subcontractor/partner shall also implement whatever changes are necessary in their policies, procedures, and communication practices to achieve common goals and outcomes for the SNAP-Ed program.

SNAP-Ed programs must be consistent with the mission of FNS, SNAP-Ed Goal and Focus, SNAP-Ed Key Behavioral Outcomes, and Coordination and Collaboration Requirements described in Sections III.B.3 through III.B.5 of this RFP.

Program activities must not supplant existing nutrition education programs, and where operating in conjunction with existing programs, program activities must enhance and supplement existing programs.

The Department has the authority to make the final determination on eligibility for SNAP benefits. In the event of any dispute regarding eligibility for SNAP benefits, the Department's determination is final and binding on all parties.

Individuals and households that wish to apply for SNAP benefits may do so. The contractor shall not deny the right to apply for SNAP benefits to any individual or household.

A responsive proposal must include the following information about how **the respondent and each proposed subcontractor/partner** intends to provide the services required by this RFP.

a. *Community Needs/Resources.* Describe the State target audience and include an assessment of its needs to better focus nutrition education and obesity prevention activities. The description should include information on the relevant characteristics of the target audience and the extent to which nutrition education and obesity prevention services are already being delivered to the target audience. The necessary components of this section are outlined below.

   i. Description of the State target audience. Examples of population characteristics and demographic data that may help plan and deliver SNAP-Ed effectively include but are not limited to: geographic location, that is, areas and neighborhoods where the SNAP-Ed target population reside, SNAP participation rates, income-relevant census tract information, location of public housing, etc.; race/ethnicity; age; gender; family composition; education; and primary language. Current and projected obesity rates for the State or target population may also be considered. Cite sources used to obtain data such as a federal governmental agency data set or other recognized authoritative source.
   ii. Nutrition/physical activity-related behavioral and lifestyle characteristics of the State target audience. Examples of characteristics that may enhance the ability to develop, target, and deliver nutrition education and obesity prevention services include but are not limited to: dietary and food purchasing attitudes and habits; and where and how the SNAP-Ed population eats, obtains physical activity, redeems SNAP benefits, lives, learns, works, and plays. Cite sources used to obtain data such as a federal governmental agency data set or other recognized authoritative source.
   iii. Availability of other nutrition and/or physical activity-related programs, services, and social marketing campaigns that target low-income populations in the State. Examples include but are not limited to WIC, Team Nutrition, Expanded Food and Nutrition Education Program (EFNEP), food banks, and public health services.
   iv. Areas of the State where the target audience is underserved or has not had access to SNAP-Ed previously. Identify where the neediest target audiences are and describe the nutrition education and obesity prevention services currently available to these audiences.

b. *Service Capacity/Delivery Plan.* SNAP-Ed should be delivered in a way that maximizes the numbers of the SNAP target population reached and the potential for behavior change among them. Describe in detail each SNAP-Ed nutrition education and obesity prevention project/intervention that will be implemented and how each project will be implemented, either directly or through subcontracts, including but not limited to the following.

i. Related Goals and Objectives. Specify the objectives that the project supports.

ii. Target Population. Specify the target population that will receive the project/intervention including all relevant characteristics such as age, gender, etc.

iii. Focus on SNAP Target Population. Explain how project delivery will focus nutrition education and obesity prevention services on the SNAP-Ed target population.

iv. Project Description. Describe how the project will be implemented, giving particular attention to how and where it will be delivered, its duration, the projected number of participants, the frequency of contacts (number of classes, mailings, billboards, etc.) and key educational messages.

v. Summary of Research. Provide a brief summary of existing research that is relevant to the proposed approaches and target population. Indicate the extent to which previous studies demonstrate the feasibility and effectiveness of the proposed intervention methods.

vi. Modification of Project Methods/Strategies. Provide a justification for adapting or changing an identified intervention/project method or strategy.

vii. Use of Existing Educational Materials. Provide the title, author, source, and description of existing educational materials that will be used in the delivery of the project/intervention. Specify whether materials are in languages other than English. If there is a cost for these materials, provide a justification for using proposed materials instead of those that are available at no cost. FNS recommends that States use FNS or Center for Nutrition Policy and Promotion (CNPP) developed materials where possible. Some of these materials may contain information based on MyPyramid rather than the new MyPlate food guidance system icon. Portions or all of MyPyramid materials may still be useful or may be adapted to meet State needs.

viii. Development of New Educational Materials. Identify any new materials that will be produced or purchased and justify the need and cost. All materials developed or printed with SNAP-Ed funds must include the appropriate USDA nondiscrimination statement, credit SNAP as a funding source, and include a brief message about how SNAP can help provide a healthy diet and how to apply for benefits.

ix. Key Performance Measures/Indicators. List the key measures/indicators of performance that will be captured or collected. An example of an implementation measure is the number of Public Service Announcements (PSAs) delivered in each media market during the intervention. One associated performance indicator might be the percent of people in a media market who report hearing the message.

c. *Program Access/Referral Process.* Identify the methods that will be used to notify applicants, participants, and eligible individuals to the maximum extent possible, about the availability of SNAP-Ed activities in local communities.

d. *Program Collaboration/Coordination.* Describe efforts to coordinate, complement, and collaborate with other programs in order to deliver consistent behavior-focused nutrition messages and more comprehensive interventions. Indicate the organizations' ability to actively participate in the regional SNAP Advisory Boards, which include the Department's SNAP outreach contractor, DSS regional staff, and community-based organizations, to improve access to SNAP.

e. *Culturally Competent Services.* Describe the organizations' ability to ensure a culturally responsive delivery of services that recognizes and affirms diversity.

f. *Quality Assurance Protocols.* Describe the organizations' internal process to assure the quality and appropriateness of the services to be provided.

g. *Department Responsibilities.* Identify specific support the respondent requires from the Department to perform the activities required by the resulting contract. If the respondent does not require any specific support from the Department, a responsive proposal must state such. The Department retains the ultimate decision-making authority required to ensure program activities are completed. Specific Department responsibilities shall include:

i. Training for the contractor to be able to explain the benefits of SNAP and help those seeking the benefits to apply;

ii. Samples of informational materials available through FNS;

iii. Supplies such as application forms and other required materials to carry out the required activities;

iv. Required oversight; and

v. Technical assistance to ensure that the program supports the Department's SNAP-Ed goals and objectives, and to clarify which expenses are eligible for reimbursement through SNAP.

3. Staffing Requirements *(Page Limit: 10 pages)*

Program staff shall include but not be limited to a Program Manager who shall implement and manage daily program activities. Program Manager responsibilities shall include, but not be limited to day-to-day oversight of the program, attending all program meetings at the request of the Department, and responding to the Department's requests for program status updates and all required reports. All staff paid with SNAP-Ed funds should support the delivery of SNAP-Ed to the target population.

A responsive proposal must include the following information about all staff that **the respondent and each proposed subcontractor/partner** intends to employ to carry out SNAP-Ed functions.

a. *Position Title,* for example, Program Manager, Educator, etc. If the staff that will carry out SNAP-Ed functions are currently employed by the organization, identify their names and position titles. If the staff that will carry out SNAP-Ed functions are not currently employed by the organization, present a strategy to recruit and hire staff that possess the qualifications specified in the job descriptions requested below.

   NOTE WELL: The Department must be notified in writing and in advance regarding the departure of any staff from the program.

b. *Full Time Equivalents (FTEs).* Provide the Full Time Equivalents (FTEs) for each position and how FTEs are calculated.

c. *Percentage of SNAP-Ed Time*. Provide the percentage of SNAP-Ed time each position will spend performing management/administrative duties (including training and professional development) and the percentage of SNAP-Ed time that the position will spend on direct delivery of SNAP-Ed. This information should be consistent with information provided in the job descriptions.

d. *Job Descriptions*. Attach a current job description for each position, in Section IV.H. Appendices. The job descriptions must outline the specific duties associated with the SNAP-Ed program, and minimum credential, license, education, training, and experience requirements. This should clearly show how the position supports the delivery of planned SNAP-Ed activities.

e. *Resumes.* Provide resumes, not exceeding two pages per resume, for all staff that are currently employed by the organization, in Section IV.H. Appendices. Resumes must reflect staff qualifications including credentials, licenses, education, training, experience with the respondent (or the respondent's proposed subcontractor/partner), experience with government-funded projects, and other relevant experience.

f. *Multilingual and Multicultural Competency*. Describe the ability of all program staff to respond to various language and cultural situations in a culturally sensitive and linguistically competent way.

4. **Data and Technology Requirements** *(Page Limit: Five pages per the respondent and each proposed subcontractor/partner)*

A responsive proposal must include the following information about the information management and performance measurement systems of the respondent and each proposed subcontractor/partner where indicated throughout this section of the RFP.

a. *E-Mail/Internet Capabilities.* Indicate **the respondent's and each proposed subcontractor's/partner's** capability to access the Internet and send/receive secure outside e-mail.

b. *Equipment.* Indicate **the respondent's and each proposed subcontractor's/partner's** capability for supplying all equipment necessary to perform under any resulting contract including but not limited to laptops, cell phones, printers/copiers, and fax machines.

c. *Data Collection/Reporting.*

i. The contractor shall develop and maintain a list of each individual and family contact by service site.

ii. The contractor shall submit the following.

(a) Quarterly narrative and statistical reports in a format required by the Department, no later than 30 days after the end of each quarter.

(b) Quarterly fiscal reports on forms provided by the Department, no later than 30 days after the end of each quarter.

(c) Annual reports, in a format required by the Department, summarizing the SNAP-Ed program activities implemented in the previous fiscal year, including but not limited to demographic characteristics of participants, topics covered by the educational intervention, education delivery sites, education strategies, progress in achieving goals, number of new projects implemented during the reporting year by primary approach (direct, indirect, and social marketing), number of ongoing projects that were operational during the reporting year by primary approach, major achievements, major setbacks, and overall assessment, no later than October 31 of each year.

Describe **the respondent's and each proposed subcontractor's/partner's** ability to comply with these data collection/reporting requirements.

d. *Assessment of Client Satisfaction.* Describe **the respondent's and each proposed subcontractor's/partner's** current client satisfaction process (surveys, etc.). Summarize feedback (number and percent of returned surveys, summary of concerns expressed by clients, etc.). Provide a brief narrative of follow-up actions or plans regarding concerns raised by clients.

e. *Evaluation Plan*. Describe any evaluation planned. For each evaluation, indicate the:

i. Name of each project that will be a part of the evaluation;

ii. Type of evaluation as primarily a formative, process, outcome or impact assessment, as defined in SNAP-Ed Guidance;
iii. Question(s) that will be addressed;
iv. Approach to conducting the evaluation including scope, design, measures, and data collection; and
v. Plans for using the results.

f. *Goals and Objectives*. Identify SNAP-Ed goals and accompanying measurable objectives. Goals should illustrate the overall purpose of SNAP-Ed activities. FNS encourages states to select a maximum of three or four behaviorally-focused, measurable objectives for each federal fiscal year (October 1 to September 30). A well-written and clearly defined objective is:

Specific – identifies a specific event or action that will take place;
Measurable – quantifies the amount of change to be achieved;
Appropriate – logical and relates to the SNAP-Ed goals;
Realistic – practical, given available resources and proposed SNAP-Ed activities; and
Time-specific – specifies a time by which the objective will be achieved within a contract year or the contract period.

An example of a SMART objective: By the end of the school year, students will be able to describe five benefits of growing and consuming fruits or vegetables based on their experiences in creating and sustaining a school garden.

The proposal must describe: how the respondent will monitor service delivery to ensure goals and objectives are met; the respondent's experience tracking performance and adjusting service delivery to ensure goals and objectives are met; the respondent's method for collecting and analyzing data to ensure credible documentation of service delivery; and historical evidence of the respondent's ability to meet the goals and objectives.

g. *Disclosure Policy*. Case file information on SNAP participants, including names of participants, Social Security Numbers, and other sensitive information is considered confidential and may not be released. Disclosure of information obtained from participants may be made only to persons directly connected with the administration of SNAP or to others provided that the program participant signs a release form documenting the program participant's agreement to the specific release. Such an agreement shall not be a condition of receipt of benefits (7 CFR Section 272.1(c) and Section 11(e)(8) of The Food and Nutrition Act of 2008 as amended).

The contractor and each subcontractor/partner must protect confidential and private information gained from SNAP participants. Appropriate physical and computer security policies should be in place to protect sensitive information.

Describe **the respondent's and each proposed subcontractor's/partner's** ability to comply with this disclosure policy.

5. Subcontractors/Partners

If the respondent is proposing the use of any subcontractors/partners to provide any of the services required by this RFP, **each subcontractor/partner** must be identified in the proposal. All subcontractors/partners are subject to the Department's prior approval.

A responsive proposal must include the following information about **each proposed subcontractor/partner**.

a. A Subcontractor Profile, which is embedded in this section as a hyperlink, shall be included in Section IV.H. Appendices.

b. A draft written agreement between the respondent and **each proposed subcontractor/partner** shall be included in Section IV.H. Appendices. The selected respondent shall be required to submit a copy of a final written agreement with **each subcontractor/partner** prior to contract execution.

c. A letter of commitment, indicating the proposed subcontractor's/partner's willingness to provide the proposed services throughout the entire contract period, shall be included in Section IV.H. Appendices. The letter must be signed by an authorized official of the proposed subcontractor/partner.

6. Work Plan

A responsive proposal must include a comprehensive and realistic work plan **for each federal fiscal year** (October 1 to September 30). The work plan must demonstrate the flow of program activities in a logical and sequential manner with each year building upon the previous year. The proposed work plan must include:

a. **Start-up and implementation activities** to be carried out by **the respondent and each proposed subcontractor/partner** if applicable;

b. **Tasks and deliverables** to be carried out to perform the proposed activities, and the staff who will be responsible for carrying out each task and deliverable; and

c. **Timetable/Schedule** that clearly identifies an estimated time frame for each task and deliverable, as well as when the program will be fully operational.

■ D. COST PROPOSAL COMPONENTS

1. Financial Requirements *(Page Limit: One page per the respondent and each proposed subcontractor/partner)*

A responsive proposal must include the following information about **the respondent's and each proposed subcontractor's/partner's** fiscal stability, accounting and financial reporting systems, and relevant business practices.

a. *Audited Financial Statements.* Submit one copy each of the organization's two most recent annual financial statements prepared by an independent Certified Public Accountant, and reviewed or audited in accordance with Generally Accepted Accounting Principles (GAAP) (USA). The copies shall include all applicable financial statements, auditor's reports, management letters, and any corresponding re-issued components. One copy only shall be included with the original proposal in Section IV.H. Appendices.

b. *Financial Capacity.*

i. Describe the organization's capacity to isolate SNAP-Ed program-related income and expenditures.

ii. Discuss the internal controls used to ensure a thorough record of expenditures can be provided for purposes of an audit.

iii. Indicate that the organization has adequate cash reserves to meet all financial obligations while awaiting payment from the Department.

2. Budget Requirements

a. *Cost Standards*. All proposed costs are subject to federal financial and cost policy guidance, and the standards developed by the State Office of Policy and Management for determining the costs of contracts, grants, and other agreements with organizations that receive funding from the State. In the event of any inconsistency, the federal financial and cost policy guidance shall supersede the OPM cost standards. Be advised that the cost proposal is subject to revision prior to contract execution in order to ensure compliance with the OPM cost standards and federal financial and cost policy guidance.

Federal financial and cost policy guidance on allowable costs is noted in Office of Management and Budget (OMB) Circulars A-87, A-21, A-122 and A-110; Departmental rules 7 CFR 3016 and 7 CFR Part 3019; SNAP regulations 7 CFR 277; and FNS policy statements.

More information about the OPM cost standards is available on OPM's web site: Cost Standards.

A responsive proposal must include documentation of an indirect cost rate agreement that is approved by the appropriate cognizant federal agency, in Section IV.H. Appendices.

b. *Financial Summary.* **A responsive proposal must include** a separate Financial Summary, which is embedded in this section as a hyperlink, **for each federal fiscal year** (October 1 to September 30), in Section IV.H. Appendices.

c. *POS-Budget Support.* **A responsive proposal must include** a separate POS-Budget Support, which is embedded in this section as a hyperlink, **for each federal fiscal year** (October 1 to September 30), in Section IV.H. Appendices. Detail how costs included in the Financial Summary were calculated. The POS-Budget Support for direct program staff must include the number and/or percent for each position title to be funded by the Department. Administrative salaries may be included in the Administration line item. Other costs that support the operation of this program are allowed and must be itemized and justified in the POS-Budget Support.

Note 1: The Department reserves the right to fund portions of a proposed budget and/or require adjustments.

Note 2: The Department reserves the right to consider all factors including cost in the final selection of a successful respondent. The opportunity to negotiate a contract with the Department will not be offered based on cost alone.

IV. PROPOSAL OUTLINE

*This section presents the **required** outline that must be followed when submitting a proposal in response to this RFP. Proposals must include a Table of Contents that exactly conforms to the required proposal outline (below). Proposals must include all the components listed below, in the order specified, using the prescribed lettering and numbering scheme. Incomplete proposals will not be evaluated.*

Page

A. Cover Sheet 1

B. Table of Contents 2

C. Declaration of Confidential Information . . . . . Etc.

D. Conflict of Interest - Disclosure Statement . . . . . .

E. Executive Summary . . . . . .

F. Main Proposal . . . . . .

1. Organizational Requirements . . . . . .

a. Mission/Years in Operation . . . . . .
b. Qualifications . . . . . .
c. Relevant Experience . . . . . .
d. Governance – Disclosure . . . . . .
e. Ownership – Disclosure . . . . . .
f. Audit Compliance . . . . . .

2. Service Requirements . . . . . .

a. Community Needs / Resources . . . . . .
b. Service Capacity / Delivery Plan . . . . . .
c. Program Access / Referral Process . . . . . .
d. Program Collaboration / Coordination . . . . . .
e. Culturally Competent Services . . . . . .
f. Quality Assurance Protocols . . . . . .
g. Department Responsibilities . . . . . .

3. Staffing Requirements . . . . . .

a. Position Title . . . . . .
b. Full-time Equivalents (FTEs) . . . . . .
c. Percentage of SNAP-Ed Time . . . . . .
d. Multilingual and Multicultural Competency . . . . . .

4. Data and Technology Requirements . . . . . .

a. E-Mail / Internet Capabilities . . . . . .
b. Equipment. . . . . .
c. Data Collection / Reporting . . . . . .
d. Assessment of Client Satisfaction . . . . . .
e. Evaluation Plan . . . . . .
f. Goals and Objectives . . . . . .
g. Disclosure Policy . . . . . .

5. Work Plan . . . . . .

G. Financial Capacity . . . . . .

H. Appendices . . . . . .

1. Proof of 501(c)(3) Nonprofit Status . . . . . .
2. Functional Organization Chart(s) . . . . . .
3. Ownership, Governance, Management Organization Chart(s) . . . . .
4. Letters of Reference . . . . . .
5. Job Descriptions . . . . . .
6. Résumés . . . . . .
7. Subcontractor Profile(s) . . . . . .
8. Draft Subcontract(s) . . . . . .
9. Letter(s) of Commitment . . . . . .
10. Indirect Cost Rate Agreement(s) . . . . . .
11. Financial Summary (Year 1) . . . . . .
12. POS-Budget Support (Year 1) . . . . . .
13. Financial Summary (Year 2) . . . . . .
14. POS-Budget Support (Year 2) . . . . . .
15. Financial Summary (Year 3) . . . . . .
16. POS-Budget Support (Year 3) . . . . . .
17. Audited Financial Statements. . . . . .

I. Forms . . . . . .

1. Department . . . . . .

a. Certification Regarding Lobbying . . . . . .
b. Addendum Acknowledgement(s) . . . . . .

2. Other . . . . . .

a. Commission on Human Rights and Opportunities, Workplace Analysis Affirmative Action Report(s) [1] . . . . . .
b. Consulting Agreement Affidavit (OPM Ethics Form 5) [2] . . . . . .

---

[1] **The respondent and each proposed subcontractor/partner** must upload this report into the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to submitting a proposal in response to this RFP. More information is embedded in Section II.E.2 of this RFP as a hyperlink.

[2] Required when the contract resulting from this RFP has an anticipated value of $50,000 or more in a calendar or fiscal year. The respondent must upload this certification into the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to submitting a proposal in response to this RFP. More information is embedded in Section II.E.3 of this RFP as a hyperlink.