

REQUEST FOR PROPOSALS

ADDENDUM #1

ISSUED: 9/20/12

**RFP NUMBER: CSP902313
INDEX NUMBER: EDU058**

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for is requesting proposals for a: Compliance with and Implementation of the Interim Rule, Certification of Compliance with Meals Requirements for the National School Lunch Program Under the Healthy, Hunger-Free Kids Act of 2010.

Attached are page(s) 1, 3 and 19 to this Request for Proposal (RFP). Remove the corresponding page(s) from the existing RFP and replace with the attached.

Reason for Addendum. This addendum is issued to indicate an extension of the Inquiry Period and the Proposal Due Date to allow sufficient time to respond to questions in the Inquiry Process.

PROPOSAL DUE DATE: September 26, 2012 by 1:00 PM
OPENING LOCATION: Department of Administrative Services
General Services Bid Desk
4200 Surface Road
Columbus, Ohio 43228-1395

REQUEST FOR PROPOSALS

RFP NUMBER: CSP902313
INDEX NUMBER: EDU058
UNSPSC CATEGORY: 85150000

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Department of Administrative Services, is requesting proposals for:

COMPLIANCE WITH AND IMPLEMENTATION OF THE INTERIM RULE, CERTIFICATION OF COMPLIANCE WITH MEALS REQUIREMENTS FOR THE NATIONAL SCHOOL LUNCH PROGRAM UNDER THE HEALTHY, HUNGER-FREE KIDS ACT OF 2010

RFP ISSUED: August 31, 2012
INQUIRY PERIOD BEGINS: August 31, 2012
INQUIRY PERIOD ENDS: *September 21, 2012 by 8:00 a.m.
PROPOSAL DUE DATE: *September 26, 2012 by 1:00 p.m.

Proposals received after the due date and time will not be evaluated.

OPENING LOCATION: Department of Administrative Services
Office of Procurement Services
ATTN: Bid Desk
4200 Surface Rd.
Columbus, OH 43228-1395

Offerors must note that all proposals and other material submitted will become the property of the state and may be returned only at the state's option. Proprietary information should not be included in a proposal or supporting materials because the state will have the right to use any materials or ideas submitted in any proposal without compensation to the Offeror. Additionally, all proposals will be open to the public after the award of the contract has been posted on the State Procurement Web site. Refer to the Ohio Administrative Code, Section 123:5-1-08 (E).

This RFP consists of five (5) parts and ten (10) attachments, and one (1) supplement, totaling 65 consecutively numbered pages. Please verify that you have a complete copy.

*To indicate an extension of the Inquiry Period and the Proposal Due Date.

SUMMARY AND OBJECTIVES. DAS has the following objectives that it wants this Work to fulfill, and it will be the Contractor's obligation to ensure that the personnel the Contractor provides are qualified to perform their portions of the Work.

The purpose of this procurement is to obtain the services of a Contractor to provide services to the Ohio Department of Education, Office for Child Nutrition (ODE OCN) to support its implementation of requirements identified in the Interim Rule, *Certification of Compliance With Meals Requirements for the National School Lunch Program Under the Healthy, Hunger-Free Kids Act of 2010*, published in the Federal Register by the Food and Nutrition Services (FNS) of the United States Department of Agriculture (USDA) on April 27, 2012.¹

The Interim Rule outlines the requirements of each State as it implements the provisions of the Healthy, Hunger-Free Kids Act of 2010 related to the certification of School Food Authorities (SFAs) to receive an additional 6 cents in Federal reimbursement for National School Lunch Program (NSLP) meals upon their certification as being in compliance with the new meal pattern and nutrient requirements for the NSLP and School Breakfast Program (SBP). It is estimated there are approximately 1000 SFAs; assuming two per LEA equating to approximately 2000 personnel to be trained.

Under the technical guidance of the Assistant Director, NSLP, of the ODE OCN, the Contractor shall perform three tasks that are designed to support the State's objectives with regard to SFA compliance with the new meal pattern, *Nutrition Standards in the National School Lunch and School Breakfast Program* final rule published in the Federal Register on January 26, 2012.²

CALENDAR OF EVENTS. The schedule for the Project is given below, and is subject to change. DAS may change this schedule at any time. If DAS changes the schedule before the Proposal due date, it will do so through an announcement on the State Procurement Web site area for this RFP. The Web site announcement will be followed by an addendum to this RFP, also available through the State Procurement Web site. After the Proposal due date and before the award of the Contract, DAS will make scheduled changes through the RFP addendum process. DAS will make changes in the Project schedule after the Contract award through the change order provisions located in the general terms and conditions of the Contract. It is each prospective Offeror's responsibility to check the Web site question and answer area for this RFP for current information regarding this RFP and its calendar of events through award of the Contract. No contact shall be made with agency/program staff until contract award is announced.

DATES:

Firm Dates

RFP Issued:	August 31, 2012
Inquiry Period Begins:	August 31, 2012
Inquiry Period Ends:	*September 21, 2012, at 8:00 a.m.
Proposal Due Date:	*September 26, 2012, by 1:00 p.m.

Estimated Dates

Contract Award Notification:	TBD
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NOTE: These dates are subject to change.

There are references in this RFP to the Proposal due date. Prospective Offerors must assume, unless it is clearly stated to the contrary, that any such reference means the date and time (Columbus, OH local time) that the Proposals are due.

Proposals received after 1:00 p.m. on the due date will not be evaluated.

*To indicate an extension of the Inquiry Period and the Proposal Due Date.

¹ <http://www.gpo.gov/fdsys/pkg/FR-2012-04-27/pdf/2012-10229.pdf>

² <http://www.gpo.gov/fdsys/pkg/FR-2012-01-26/pdf/2012-1010.pdf>

(A) Production of Training Materials

- (1) The ODE OCN, upon receipt of (H) Deliverables, will provide the Contractor with requested technical revisions, if any, within three (3) business days of receipt of the materials. Or, if the materials are deemed acceptable, ODE OCN will inform the Contractor that the training materials are acceptable. At that point, the Contractor shall prepare and make appropriate reproductions, photocopies, etc. of all materials necessary for the training to take place as scheduled.
- (2) Deliverables associated with Subtask (due within three (3) business days of ODE OCN notification that Deliverables associated with Subtask are acceptable)
- (3) Sufficient training materials to implement the training agenda identified in Deliverable (I) for each of the anticipated trainees.
- * (4) Training materials will be based on the USA documents and guidance provided at the following Web site:
<http://www.fns.usda.gov/cnd/Governance/Legislation/certificateofcompliance.htm>

(B) Implementation of Training and Post-Training Activities

(1) The Contractor shall conduct the training program at the site(s) designated by the ODE OCN, conforming to the specifications identified above with respect to location and facilities. The training shall be delivered on date(s) specified by the ODE OCN to occur no earlier than twenty (20) business days after the Kickoff Meeting.

(C) Deliverables associated with Subtask

- (1) Implementation of training program in a manner consistent with the terms of this Contract and Deliverables (A) through (K), carried out by individual(s) proposed by the Contractor in Deliverable (D),(12) and approved by the ODE OCN.
- (1) A written report that identifies the extent to which each trainee met the training objectives based on the format of Deliverable 1.3.4 (due within two (2) business days of the completion of the training).
 - (a) A written report that identifies the extent to which each trainee self-reports that they have sufficient skills (due within two (2) business days of the completion of the training).
 - (b) A written report that makes recommendations to the ODE OCN, with respect to each trainee, if necessary, that identifies additional training needed to meet the ODE OCN learning objectives under Task 1 (due within two (2) business days of the completion of the training).

TASK TWO: REVIEW OF SFA CERTIFICATION DOCUMENTATION:

Conduct an assessment of electronic submissions of documentation submitted by SFAs to determine whether the SFA's submission is or is not in compliance with the meal pattern requirements per the Final Meal Pattern Rule and the Interim 6 Cent Rule. As a result of the assessment, submit information to the ODE OCN to provide either (a) evidence for a justification of ODE OCN certification; or (b) evidence for deficiencies in the SFA submission.

(A) Task Two Objectives:

- (1) The Contractor will make accurate assessments of complete submission that are submitted to the ODE OCN. All assessments will be made within forty (40) days, so that the ODE OCN may notify SFA's within 60 days of receipt of the certification documentation during school year August 1, 2012 through June 30, 2013.
- (2) The Contractor's assessments will accurately determine whether each SFA submission is or is not in compliance with requirements for the 6 cent performance based reimbursement increase, based on criteria provided by the ODE OCN to the Contractor. These assessments will be clearly communicated to the ODE OCN, with sufficient information to substantiate the determination. A recommendation to the ODE OCN on whether the SFA is or is not compliant will be part of the submission by the Contractor to the ODE OCN within the timelines stated in 2.1.2.
- (3) Where deficiencies in any particular SFA submission are identified, the Contractor will provide detailed recommendations on steps needed to bring the SFA submission into compliance.

(B) Assumptions for the Purpose of Preparing the Offeror's Proposal

- (1) The ODE OCN has a total of 1398 SFAs.
- (2) An estimated 1000 of the 1398 SFAs in the State will submit complete and comprehensive electronic document forms to the ODE OCN.
- (3) The ODE OCN will provide materials submitted from each of the SFAs to the Contractor within five (5) days of receipt.
- (4) The ODE OCN will use the certification tools provided by USDA FNS for the certification process. SFA's must use these tools. These will be electronic forms.

* To indicate clarification regarding training materials to be based on USDA documents and guidance.