



County of Cheshire Request for Proposals

MONADNOCK CHILDREN'S FOOD ACCESS ALLIANCE

On behalf of the Monadnock Children's Food Access Alliance—a project sponsored by the County of Cheshire and funded by the New Hampshire Children's Health Foundation—Cheshire County requests detailed proposals from qualified consultants to complete a comprehensive analysis and prepare a report on assets and gaps in present children's/families' food security programs in the Monadnock Region.

Submissions and Timeline

1. RFP Release date: **Monday, January 4, 2021.**
2. To receive RFP addendums, questions and answers, and any available additional documents to assist in preparing the proposals, please submit intent to apply notice by email containing name and email address to the grants manager sbansley@co.cheshire.nh.us. Intent to apply notice is not required to apply.
3. Questions must be submitted in writing via email to the grants manager sbansley@co.cheshire.nh.us no later than 12:00pm on **Monday, February 1, 2021.** Responses will be made available within 2 business days.
4. Project proposals are due by 12:00pm on **Wednesday, February 10, 2021.** Proposals should be sent via any reliable delivery method to the Cheshire County Grants Manager, 12 Court Street, Keene, NH 03431 or via email sbansley@co.cheshire.nh.us.
5. Interviews will be scheduled for the week of **Monday, February 22, 2021 through Friday, February 26, 2021.**
6. The estimated date for selection of contract awardee is **Friday, February 26, 2021.**
7. The estimated start date for contract is **Monday, March 1, 2021.**
8. Submit 1 electronic file of the proposal in a single PDF file.

Scope of Work and Technical Requirements

1. Contractor/consultant will research food access systems, and complete an asset and gap analysis on the Monadnock region, and prepare a comprehensive report that includes, at a minimum, the following:
 - a. Detailed description of food access system models, principles, best practices, and resources available, and examples used in similar regions from other parts of the county.
 - b. Detailed description of the present food access system in the Monadnock region.
 - c. Exhaustive list of identified assets:
 - i. Complete inventory of food access services in the region, specifically, EBT access points, food pantries, supplemental food programs, school feeding program, community and congregate meals, farmers markets,

- grocery stores, convenience stores, farm stands, multi-agency projects, and others.
 - ii. Assess overall food affordability at food access points.
 - iii. List the key players in the Monadnock region food access system. For each, describe what they do, who they serve, their service eligibility, their geographic service area, their relationship to and how they work with other key players.
 - iv. General description of how key players collaborate with each other.
 - v. List of assets operating in silos.
 - vi. Local percentages of household food security (those with enough food to eat on a daily basis) and their demographics (which will be necessary later in order to customize regional services based on specific need).
 - d. Exhaustive list of identified gaps:
 - i. Detailed description of barriers to above listed services (e.g. hours, location, transportation, cost, and childcare).
 - ii. Illustrate/map of connections and gaps between providers.
 - e. Stakeholder perspective (interviews of at least 35 stakeholders):
 - i. Ask what they see as assets in the region, which ones they use the most, which ones they use the least, and why.
 - ii. Ask what they see as current gaps and what they would propose as potential solutions.
 - iii. Using information from above activities, assess community and partner readiness and interest.
 - f. List of citations for all resources used for data and research conducted to prepare this analysis.
2. Project proposals must include a statement confirming that the contractor/consultant will supply all equipment, materials, supplies, and labor necessary to complete the analysis.
 3. Project proposals must include ability to complete project by the deadline of **Wednesday, June 30, 2021.**

Proposal Requirements

1. **Organizational Description:** Provide a description of your business's history, staffing (education and relevant work experience), and lines of work (projects or service programs) related to the scope of work in this RFP. Lack of relevant experience may be grounds for disqualification.
2. **Approach:** Describe how your firm will approach this project in terms of preparation, research, work organization, communication with the County, and assurances that the work will meet the specifications listed under Scope of Work and Technical Requirements. Provide details of proposed procedures and how the work required will be accomplished.
3. **County Responsibilities:** Indicate what your expectations are for the County and the Monadnock Children's Food Access Alliance in order for your firm to ensure a successful project.
4. **Schedule:** Indicate how long the project will take to complete and confirm that you are able to meet the project deadline. Provide a schedule with anticipated milestones from the execution of a contract through final completion of the project.

5. Price Proposal: Provide a firm fixed all-inclusive price needed to complete the project according to the scope of services described above.
6. References: Provide a description and references for three (3) comparable projects your firm has undertaken over the past three (3) years. Reference information shall include names, addresses, telephone numbers, email addresses, dates, and brief description of the work performed.
7. Example Work/Portfolio: Provide one or more examples of work similar to the scope of work in this RFP. Example work may be provided in the form of an attachment to the proposal or as a web link to the source.
8. Disclose/list all subcontractors that you intend to use on this project, their scope of work, and the amount that is included in the price proposal to cover their work.
9. Submit 1 electronic file of the proposal in a single PDF file; all fonts shall be Times New Roman or Ariel, 12-point font, and in sentenced case.

Eligibility Requirements and Selection Criteria

Before making its award or issuing a contract, the county shall consider the project proposal, work, and/or services or products delivered that best serves the needs and financial interests of the county. The county reserves the right to reject any or all proposals, to award any proposal, to waive as an informality any irregularities on proposals received, and to omit any item or items as it may deem to be in the best interest of the county. The county's assessment, in addition to price, includes the education or training, experience, skill, ability, and capacity to perform the services. The county will consider character, reputation, judgment, experience, and interview performance. Hence, some aspects of the review are objective and some are subjective. In all cases, the decision of the county shall be final and not subject to review or appeal.

1. Experience: food assessments, rural regions, working with or researching diverse individuals and those truly impacted (justice and equity), research, and assembling comprehensive analyses
2. Knowledge: food security, food systems, rural culture, and New England culture
3. Skills: research, interviewing, Microsoft suite, page layout and presentation
4. Abilities: highly organized, trustworthy, able to meet people where they are at, authentic, and able to provide own transportation.
5. Education: bachelors or above
6. Certifications/licenses: none, driver's license
7. Approach to the project is logical, reasonable, appropriate, and thorough.
8. Expectations of the county and the Monadnock Children's Food Access Alliance are reasonable and manageable.
9. Able to meet deadline.