

STATE OF OREGON



COVER PAGE

DEPARTMENT OF EDUCATION

OREGON FARM TO SCHOOL

COMPETITIVE PROCUREMENT GRANT

Request for Grant Applications (RFA)

ODE-1151-20

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Single Point of Contact (SPC): Noemi Rios, Procurement and Contract Specialist

Address:	255 Capitol Street NE
City, State, Zip	Salem, OR 97310
Phone (voice)	503-947-5803
E-mail:	Noemi.Rios@ode.state.or.us

In compliance with the Americans with Disabilities Act of 1990, this RFA may be made available in alternate formats such as Braille, large print, audiotape, oral presentation, and computer disk. To request an alternate format, call the Oregon Department of Education, (503) 947-5600.

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TABLE OF CONTENTS

SECTION 1: GENERAL INFORMATION	3
1.1 INTRODUCTION	3
1.2 SINGLE POINT OF CONTACT (SPC)	3
SECTION 2: OVERVIEW AND SCOPE	3
SECTION 3: APPLICATION REQUIREMENTS	4
3.1 SUBMISSION REQUIREMENTS	4
3.2 APPLICATION PROCESS	5
SECTION 4: LIST OF ATTACHMENTS	5
ATTACHMENT A APPLICATION AND CERTIFICATION	5
ATTACHMENT B APPLICANT PRODUCER LIST	5
ATTACHMENT C GRANT RESOURCE DOCUMENT	5
ATTACHMENT D SAMPLE GRANT AGREEMENT	5

SECTION 1: GENERAL INFORMATION

1.1 INTRODUCTION

The State of Oregon, acting by and through the Department of Education (“Agency”), is issuing this Request for Grant Applications (“RFA”) to provide funding for a competitive procurement grant in the Farm to School program as charged by ORS 336.431, as amended by the Oregon Legislature in House Bill 2579 of the 2019 legislative session (the “Grant(s)”). Agency anticipates awarding multiple Grants from this RFA ranging from \$75,000 to \$500,000 (the “Grant Funds”) for an approximate total program funding amount \$1,744,944. The Performance Period for the resulting Grants is August 3, 2020 to June 30, 2021.

Entities eligible to submit an Application under this RFA must meet the following criteria:

- Received an Oregon Farm to School Non-Competitive Procurement Grant (“Non-Competitive Grant(s)”); and
- Must have used 100% of its allocated funds from the Non-Competitive Grant by the date of Application submission.

1.2 SINGLE POINT OF CONTACT (SPC)

The SPC for this RFA is identified on the Cover Page, along with the SPC’s contact information. Applicant shall direct all communications related to any provision of the RFA, whether about the requirements of the RFA, the RFA process, or any other provision only to the SPC.

SECTION 2: OVERVIEW AND SCOPE

The purpose of the Oregon Farm to School Competitive Procurement Grant is to encourage and sustain successful efforts to purchase or promote food produced or processed in Oregon. Through this grant program, eligible entities will be reimbursed for food purchases that meet the required criteria.

This RFA is linked to the Oregon Farm to School Non-Competitive Procurement Grant; however, a separate Grant Agreement will be awarded and must be signed by the Applicant’s authorized representative.

There is no due date for Applications. Instead, Agency will accept and process Applications until all available funds have been awarded and spent before June 30, 2021. Applications will be accepted and awarded in the order that the complete Applications, including all required documents, are received.

The amount of grant funds that may be awarded under this RFA is based on the amount awarded to an Applicant for its Non-competitive Grant using the following table as guidance:

Initial Non-Competitive Procurement Award Amount	Ceiling Amounts for the Competitive Procurement Grant
\$500 - \$10,000	\$75,000
\$10,000 - \$50,000	\$125,000
\$50,000 - \$100,000	\$250,000
\$100,000 - \$360,000	\$500,000

When an Applicant successfully uses all the Grant Funds from its Competitive Grant, the Applicant may submit additional application(s) to Agency under this RFA for award.

Agency encourages Applicants to use Grant Funds to purchase food from a variety of producers including, but not limited to:

- producers who identify as minority-owned, women-owned, Tribal members/family members/descendants;
- producers with fair labor practices;
- producers with environmentally sound practices; and
- producers of culturally relevant foods for the students being served.

A recipient of the Competitive Grant must:

- Deposit the Grant Funds they receive in an account that is separate from their nonprofit food service account, if they have one, or assign those funds a separate account or index number;
- Comply with all applicable state, and local procurement laws and procedures when purchasing with Grant Funds; and
- Produce progress reports that include achievement toward performance measurements including, but not limited to, Progress Report, and Final Report.

Detailed information on the Oregon Farm to School Program and information on additional resources can be found on Agency's website: <https://www.oregon.gov/ode/students-and-family/childnutrition/F2S/Pages/ORf2sGrant.aspx>

SECTION 3: APPLICATION REQUIREMENTS

3.1 SUBMISSION REQUIREMENTS

3.1.1 Authorized Representative

A representative authorized to bind the Applicant shall sign the Applicant Information and Certification Sheet (Attachment A). Failure of the authorized representative to sign may subject the Application to rejection by Agency.

3.1.2 Application Content Requirements

The Application must address each of the items listed in this section and all other requirements set forth in this RFA. All fields of the Application (Attachment A) are mandatory.

The following list of attachments must be submitted with the Application submission in Adobe Acrobat or MS Excel formats, as detailed below:

- Applicant Information and Certification Sheet (Adobe Acrobat; Attachment A);
- Applicant Producer List (MS Excel; Attachment B);

3.2 APPLICATION PROCESS

3.2.1 Application Submission

Applicant is solely responsible for ensuring its Application is received by the SPC in accordance with the RFA requirements.

Submission via Secure File Transfer Process

An electronic version of the complete Application must be submitted to the SPC using the secure file transfer system available on Agency's district website:

<https://district.ode.state.or.us/apps/xfers/>.

Follow the instructions provided on the secure file transfer website. Multiple files must be compressed (zipped) into a single folder for submission.

Only complete Applications will be evaluated. It is the responsibility of each Applicant to ensure delivery of the completed Application and, as necessary, to confirm delivery. If you need assistance with the secure file transfer process contact Agency's helpdesk at 503-947-5715.

3.2.2 Application Rejection

Agency will reject an Application that does not meet the eligibility criteria listed in Section 1.1. Applicant must spend all Non-Competitive Grant Funds before they submit an Application.

SECTION 4: LIST OF ATTACHMENTS

ATTACHMENT A	APPLICATION AND CERTIFICATION
ATTACHMENT B	APPLICANT PRODUCER LIST
ATTACHMENT C	GRANT RESOURCE DOCUMENT
ATTACHMENT D	SAMPLE GRANT AGREEMENT