

STATE OF OREGON



COVER PAGE

OREGON DEPARTMENT OF EDUCATION **START UP AND EXPANSION GRANTS**

Request for Grant Applications (“RFA”)

0001-ODE-2021

Date of Issue: October 31, 2022

Closing Date: April 28, 2023

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SECTION 1: GENERAL INFORMATION

1.1 PURPOSE

The State of Oregon, acting by and through its Department of Education, (“Agency”), is issuing this Request for Grant Applications (“RFA”) for the funding of eligible expenses that expand access and increase participation in the United States Department of Agriculture’s (“USDA”) program the at-risk-after-school care centers. The USDA program includes the Summer Food Service Program (“SFSP”), Child and Adult Care Food Program (“CACFP”) At-Risk Afterschool Program, and National School Lunch Program (“NSLP”) Seamless Summer Option (“SSO”) Program.

An Applicant may only submit one (1) Application per Round of this RFA.

Additional details are included in the Scope of Activities section.

1.2 GRANT AMOUNT AND DURATION

Agency anticipates the award of multiple Grant Agreements (each a “Grant”) from this RFA. Each awarded Grant will not exceed \$20,000 per successful Applicant per biennium. The Performance Periods for the resulting Grants is specific to the round the application is awarded in, along with the start and end dates of the Grant Agreement (approximately 90 days).

Round 3 Performance Period: January, 2022 through March, 2023 (approximately)

Round 4 Performance Period: May, 2023 through August, 2023 (approximately)

1.3 ELIGIBILITY

To be eligible for a Grant under this RFA, Applicants must meet the following criteria:

- Applicant must be a school district; or
- Applicant must be a government agency; or
- Applicant must be a community group; and
- Applicant must provide meals and snacks at at-risk after school care centers.

1.4 SCHEDULE

The table below represents a tentative schedule of events. All times are listed in Pacific Standard Time. All dates listed are subject to change.

Event: Round 3	Date	Time
RFA Round 3 open (Applications will be accepted)	October 31, 2022	9:00 AM
Questions/ requests for clarification due	November 15, 2022	11:00 AM
Answers to questions/ requests for clarification issued (approximate)	November 17, 2022	
Closing (Applications due)	November 21, 2022	11:00 AM
Issuance of notice of award (approximate)	January 2022	

Event: Round 4	Date	Time
RFA Round 4 open (Applications will be accepted)	March 3, 2023	9:00 AM
Questions/ requests for clarification due	March 17, 2023	11:00 AM
Answers to questions/ requests for clarification issued (approximate)	March 22, 2023	
Closing (Applications due)	April 21, 2023	11:00 AM
Issuance of notice of award (approximate)	May, 2022	

1.5 SINGLE POINT OF CONTACT (SPC)

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

SECTION 2: AUTHORITY AND SCOPE

2.1 AUTHORITY

Agency is issuing this RFA pursuant to its authority under ORS 327.540.

2.2 DEFINITION OF TERMS

For the purposes of this RFA, capitalized words will refer to the following definitions:

- “Addendum” or “Addenda” means an addition to, deletion from, a material change in, or general interest explanation of this RFA.
- “Administrative Costs” means costs associated with planning, organizing, and managing the expansion or start up food service operation
- “At-risk afterschool care center” means a public or private nonprofit organization that is participating or is eligible to participate in the CACFP as an institution or as a sponsored facility and that provides nonresidential child care to children after school through an approved afterschool care program located in an eligible area
- “Applicant” means an entity who submits an Application in response to this RFA.
- “Application” means a written response to this RFA.
- “Closing” means the date and time specified in this RFA as the deadline for submitting Applications.
- “Eligible Entity” means an entity that meets the criteria as detailed in Section 1.3.
- “Evaluation Committee” means the group of people who will evaluate and score Applications submitted in response to this RFA.
- “Sponsor” means an organization that has an agreement with the Oregon Department of Education to operate the CACFP, SFSP, or NSLP SSO program.
- “State” means the state of Oregon.
- “Seriously Deficient” means the Sponsor is out of compliance in an area cited in the

Federal regulations as a Serious Deficiency and/or the Sponsor is significantly out of compliance in a specific area or areas.

- “Performance Period” means the period of time between when the grant agreement is executed and funds can begin to be spent, and the final date that funds can be spent. All grant activity that is reimbursed as a part of the grant must occur during this time period.

2.3 OVERVIEW

2.3.1 CHILD NUTRITION PROGRAMS

The Office of Child Nutrition Programs (“CNP”) belongs to the Agency’s Office of Child Nutrition, Pupil, Transportation, and Fingerprinting. CNP manages several state and federal funded programs.

2.3.2 BACKGROUND

Agency provides assistance to school districts, government agencies and community groups to encourage participation in the USDA program that provides meals and snacks at at-risk after-school care centers. Funds are available to Sponsors and partnering organizations during the 2021 – 2023 biennium. These funds are awarded through the Oregon Department of Education Child Nutrition Programs.

2.4 SCOPE OF ACTIVITIES

The successful Applicant must use the Grant Funds only to:

- (a) Purchase or upgrade necessary equipment and services required to provide food service and meet sanitation requirements; or
- (b) Make any payment necessary to comply with sanitation requirements that may be required prior to approval; or
- (c) Fund participant outreach activities and materials and necessary enrichment activities and materials.

2.5 USE OF FUNDS

Applicant may use Grant Funds for the following types of cost reimbursement expenses (see **Attachment D for complete details**):

1. Food Service Equipment
2. Outreach and Enrichment
3. Transportation
4. Labor Costs

Administrative costs, including indirect costs, are an allowable expense when properly documented and approved by Agency.

SECTION 3: PROCESS AND REQUIREMENTS

3.1 GRANT PROCESS

3.1.1 Public Notice

The RFA, including all Addenda and attachments, is published on Agency’s website at: <https://www.oregon.gov/ode/students-and-family/childnutrition/cacfp/Pages/SpecialGrants.aspx>

RFA documents will not be mailed to prospective Applicants. Agency will advertise all Addenda on its website. Prospective Applicants are solely responsible for checking Agency’s website to determine whether any Addenda have been issued. Addenda are incorporated into the RFA by this reference.

3.1.2 Questions/ Requests for Clarification

All inquiries, whether relating to the RFA process, administration, deadline, or method of award, or to the intent or technical aspects of the RFA must:

- Be emailed to the SPC;
- Reference the RFA number;
- Identify Applicant’s name and contact information;
- Refer to the specific area of the RFA being questioned (e.g., page, section, paragraph number, etc.); and
- Be received by the due date and time for questions/ requests for clarification identified in the Schedule.

3.1.1 Application Due Date

Applications and all required submittal items must be submitted via Smartsheet on or before Closing. Applications received after Closing will not be accepted. All Application modifications or withdrawals must be completed prior to Closing.

Applications received after Closing are considered LATE and will NOT be accepted for evaluation. Late Applications will be returned to the respective Applicant or destroyed.

3.1.2 Application Submission

Applicant is solely responsible for ensuring its Application is received by the SPC in accordance with the RFA requirements before Closing. Agency is not responsible for any delays by transmission errors or delays or mistaken delivery. Consider contacting the SPC by email to confirm receipt. Be sure to allow time for resubmission before Closing. Applications submitted by any means not authorized may be rejected. The following submission option is permitted for this RFA:

Smartsheet Virtual Application. An electronic version of the complete Application must be submitted via Smartsheet. Only complete Applications submitted by Closing will be scored. Agency recommends immediately contacting the SPC by phone to confirm receipt.

3.1.3 Modification or Withdrawal of Applications

Any Applicant who wishes to modify or withdraw an Application already received by Agency must do so prior to Closing. Applicant must submit its modification or request to withdraw to the SPC using one of the manners listed in the Application Submission section. Modifications must denote the specific change(s) to the Application submission. All requests must reference the RFA number.

3.1.4 Application Rejection

Agency may reject an Application for any of the following reasons:

- Applicant fails to substantially comply with all prescribed RFA procedures and requirements;
- Applicant makes any contact regarding this RFA with State representatives such as State employees or officials other than the SPC or those the SPC authorizes, or initiates inappropriate contact with the SPC;
- Applicant attempts to inappropriately influence a member of the Evaluation Committee; or
- Application is conditioned on Agency’s acceptance of any other terms and conditions or rights to negotiate any alternative terms and conditions that are not reasonably related to those expressly authorized for negotiation in the RFA or Addenda.

SECTION 4: MINIMUM REQUIREMENTS

4.1 MINIMUM APPLICANT REQUIREMENTS

To be considered for this opportunity, Applicant must be:

- An existing Sponsor in good standing with the Program and/or is not Seriously Deficient; or
- An entity that has a Sponsor Application currently in process with Agency; or
- An entity that works with a current Sponsor that is in good standing with the Program and/or is not Seriously Deficient.

4.2 APPLICATION REQUIREMENTS

Application must address each of the items listed in this section and all other requirements set forth in this RFA. Applicant must describe how activities will be completed. An Application that merely offers to fulfill the project will be considered non-responsive to this RFA and will not be considered further.

4.2.1 Application - scored

Applicant must complete, certify, and submit the [Startup and Expansion Grant 2021-2023 Application](#). Applicant should use definitive verbs to describe what Applicant “will” do rather than aspirational verbs such as “hopes”, “expects”, “intends”, “plans”, or similar verbs that do not express a firm commitment to undertake a specific action.

All Applications are public record and are subject to public inspection after Agency issues the notice of award.

4.2.2 Evaluation Questions- scored

Applicant must complete and submit, as an uploaded document with the [Startup and Expansion Grant 2021-2023 Application](#), the Evaluation Questions provided in Attachment A.

4.2.3 Certification Sheet – *not scored but required*

Applicant must complete, sign, and upload with the [Startup and Expansion Grant 2021-2023 Application](#) the certification form provided in Attachment B.

4.2.4 Business Executive Summary –not scored but required

Applicant must submit, as an uploaded document with the [Startup and Expansion Grant 2021-2023 Application](#), a Business Executive Summary (no more than 500 words) that describes the business, how long it has been in operation, and the type of activities that it offers as a Sponsor. Applicant may only submit the Business Executive Summary as a MS Word or PDF file. This summary, while not evaluated, provides context for the evaluation question responses.

SECTION 5: EVALUATION

5.1 RESPONSIVENESS DETERMINATION

Applications received prior to Closing will be reviewed for responsiveness to all RFA requirements. If the Application is unclear, the SPC may request clarification from Applicant. However, clarifications may not be used to rehabilitate a non-responsive Application. If the SPC finds the Application non-responsive, the Application may be rejected, however, Agency may waive minor mistakes in its sole discretion.

5.2 EVALUATION CRITERIA

Responsive Applications meeting the requirements outlined in the Application Requirements section will be evaluated by an Evaluation Committee. Evaluators will assign a score of 0 to 10 for each evaluation criterion listed below in this section.

SPC may request further clarification to assist the Evaluation Committee in gaining additional understanding of Applications. A response to a clarification request must be to clarify or explain portions of the already submitted Application and may not contain new information not included in the original Application.

SCORE	EXPLANATION
10	VERY STRONG – Response exceeds expectations and provides good detail and provides a solid plan to meet project outcomes.
8	STRONG - Response provides good detail and strong evidence to meet the criteria requirement.
6	MODERATE - Response provides moderate detail and conveys potential to meet the criteria requirement.
4	SOMEWHAT LIMITED – Response is unclear and lacks enough evidence to meet the criteria requirement.
2	VERY LIMITED – Response provides very few details to meet the criteria requirement.
0	NOT PROVIDED - Response requirements are absent

5.2.1 Evaluation Item 1 – Use of Grant Funds

Applicant can use Grant Funds for the following types of expenses: Food service equipment; outreach and enrichment; transportation; and labor costs.

- Describe how the Applicant will use Grant Funds.
- Describe how the Applicant determined the expenses requested in this application relate solely to the Start up or expansion of the program requesting reimbursement from grant funds
- Describe how the Applicant determined that this use is in adherence with both the policies and rules associated with the type of Program funds that are requested for and Attachment D allowable grant expenses. Describe how the use of funds fall within the expense requirements of both the program and the grant

5.2.2 Evaluation Item 2 –Increase participation

- Describe how the proposed Use of Funds will result in increased participation within the Summer and/or the Afterschool At-Risk Meals Program.

5.2.3 Evaluation Item 3 –Sustainability

- Describe how the start up or expansion of the Applicant’s program will continue to be funded if the program is successful. Once the grant award period has ended, how will the Applicant continue to fund the program without Agency Grant Funds?

5.3 POINT AND SCORE CALCULATIONS

Scores are the values (0 through 10) assigned by each evaluator. Points are the total possible values for each section as listed in the following table.

5.3.1 Weighted Scoring

Each Evaluation Item is assigned a weighed percentage (as listed in Table 1) then multiplied by the score received to calculate the points received: (Evaluator Score x Weight Score x 100) = Points

Table 1: EVALUATION CRITERIA	POINTS POSSIBLE
Evaluation Item 1: Proposed use of funds (60% weighted)	
<ul style="list-style-type: none"> • How well does the Applicant describe how Grant Funds will be used • How well does the Applicant describe how the Grant Funds requested relate solely to the Start up or Expansion of the program requesting funds • How well does the Applicant describe how they determined that the proposed use of funds is in adherence with: <ul style="list-style-type: none"> • The policies and rules associated with the type of Program funds that are requested for • Attachment D: Allowable grant expenses 	30
Evaluation Item 2: Increase participation (20% weighted)	
<ul style="list-style-type: none"> • How well does Applicant describe how the proposed Use of Funds will result in increased participation within the Summer and/or the Afterschool At-Risk Meals Programs. 	10
Evaluation Item 3: Sustainability (20% weighted)	
<ul style="list-style-type: none"> • How well does the Applicant describe how the start up or expansion of a program will continue to be funded if the program is successful? 	10
TOTAL EVALUATED POINTS POSSIBLE	50

5.4 RANKING OF APPLICANTS

The SPC will total the evaluated points for each Application. SPC will determine rank order for each respective Application, with the highest point total receiving the highest rank, and successive rank order determined by the next highest point total.

To qualify for a Grant, an Applicant must be awarded at least 35 points.

5.5 NEXT STEP DETERMINATION

Agency may conduct additional rounds of competition if in the best interest of the State. Additional rounds of competition may consist of, but will not be limited to:

- Establishing a competitive range
- Presentations/ demonstrations/ additional submittal items
- Interviews

If Agency elects to conduct additional round(s), Agency will provide written notice to all Applicants describing the next step. At any time, Agency may dispense with the selected additional round and: (1) issue an award to the highest ranking Applicant; (2) elect to conduct an additional round of competition; or (3) cancel the RFA.

SECTION 6: AWARD AND NEGOTIATION

6.1 AWARD NOTIFICATION PROCESS

6.1.1 Award Consideration

Agency, if it awards a Grant, will award a Grant to the highest ranking Applicant(s) based upon the scoring methodology and process described in the Evaluation section. Agency may award less than the full scope described in this RFA.

AGENCY RESERVES THE RIGHT TO NOT SELECT ANY OR ALL APPLICANTS UNDER THIS RFA IF AGENCY DETERMINES IN ITS SOLE DISCRETION THAT A SELECTION SHOULD NOT BE MADE.

6.1.2 Notice of Award

Agency will notify all Applicants in writing that Agency intends to award a Grant to the selected Applicant(s) subject to successful negotiation of any negotiable provisions.

6.2 SUCCESSFUL APPLICANT SUBMISSION REQUIREMENTS

The following are required before a Grant Agreement can be executed.

6.2.1 Business Registry

If selected for award, Applicant must be duly authorized by the State of Oregon to transact business in the State of Oregon before executing the Grant. The selected Applicant must submit a current Oregon Secretary of State Business Registry number or an explanation if not

applicable.

All corporations and other business entities (domestic and foreign) must have a Registered Agent in Oregon. For more information, see Oregon Business Guide, How to Start a Business in Oregon and Laws and Rules: <http://www.filinginoregon.com/index.htm>.

6.2.2 Insurance

Prior to execution of a Grant, the apparent successful Applicant must secure and demonstrate to Agency proof of insurance coverage meeting the requirements identified in the RFA or as otherwise negotiated. Failure to demonstrate coverage may result in Agency terminating negotiations and commencing negotiations with the next highest ranking Applicant. Applicant is encouraged to consult its insurance agent about the insurance requirements contained in Insurance Requirements (Exhibit B of Attachment C) prior to Application submission.

6.2.3 Taxpayer Identification Number

The apparent successful Applicant must provide its Taxpayer Identification Number (TIN) and backup withholding status on a completed [W-9 form](#). Agency will not disburse any Grant funds until Agency has a properly completed W-9.

6.3 GRANT NEGOTIATION

By submitting an Application, Applicant agrees to comply with the requirements of the RFA, including the terms and conditions of the Sample Grant (Attachment C), with the exception of those terms reserved for negotiation. Applicant must review the attached Sample Grant and note exceptions. Unless Applicant notes exceptions in its Application, Agency intends to enter into a Grant with the successful Applicant substantially in the form set forth in the Sample Grant. It may be possible to negotiate some provisions of the final Grant; however, many provisions cannot be changed. Applicant is cautioned that Agency believes modifications to the standard provisions constitute increased risk and increased cost to the State. Therefore, Agency may consider the scope of requested exceptions in the evaluation of Applications.

Any Application that is conditioned upon Agency's acceptance of any other terms and conditions may be rejected.

In the event the parties have not reached mutually agreeable terms within 30 calendar days, Agency may terminate negotiations and commence negotiations with the next highest-ranking Applicant.

SECTION 7: ADDITIONAL INFORMATION

7.1 GOVERNING LAWS AND REGULATIONS

This RFA is governed by the laws of the State of Oregon. Venue for any administrative or judicial action relating to this RFA, evaluation, or award is the Circuit Court of Marion County for the State of Oregon; provided, however, if a proceeding must be brought in a federal forum, then it must be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on

the eleventh amendment to the Constitution of the United States, or otherwise, to or from any claim or from the jurisdiction of any court.

The successful Applicant must follow all state and local procurement laws when purchasing equipment with Grant Funds.

7.2 OWNERSHIP/ PERMISSION TO USE MATERIALS

All Applications submitted in response to this RFA become the property of Agency. By submitting an Application in response to this RFA, Applicant grants the State a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display, prepare derivative works of and transmit the Application solely for the purpose of evaluating the Application, negotiating a Grant, if awarded to Applicant, or as otherwise needed to administer the RFA process, and to fulfill obligations under Oregon Public Records Law (ORS 192.311 through 192.478).

7.3 CANCELLATION OF RFA; REJECTION OF APPLICATIONS; NO DAMAGES

Agency may reject any or all Applications in whole or in part, or may cancel this RFA at any time when the rejection or cancellation is in the best interest of the State or Agency, as determined by Agency. Neither the State nor Agency is liable to any Applicant for any loss or expense caused by or resulting from the delay, suspension, or cancellation of the RFA, award, or rejection of any Application.

7.4 COST OF SUBMITTING AN APPLICATION

Applicant must pay all the costs in submitting its Application, including, but not limited to, the costs to prepare and submit the Application, costs of samples and other supporting materials, costs to participate in demonstrations, or costs associated with protests.

SECTION 8: LIST OF ATTACHMENTS

ATTACHMENT A: EVALUATION QUESTIONS

ATTACHMENT B: CERTIFICATION SHEET

ATTACHMENT C: SAMPLE GRANT

ATTACHMENT D: USES OF FUNDS