**STATE OF MAINE**

**Department of Agriculture, Conservation and Forestry**



**RFP# 202312250**

**Nutrition Incentive Matching Fund**

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| --- | --- |
| **RFP Coordinator** | *All communication regarding the RFP must be made through the RFP Coordinator identified below*.**Name:** G Cherichello **Title:** Planning & Research Associate II **Contact Information:** g.cherichello@maine.gov |
| **Submitted Questions Due** | *All questions must be received by the RFP Coordinator identified above by:***Date:** **January 24, 2024**, no later than 11:59 p.m., local time |
| **Proposal Submission Deadline** | *Proposals must be received by the Division of Procurement Services by:***Submission Deadline: February 2, 2024**, by 11:59 p.m., local time.*Proposals must be submitted electronically to:* Proposals@maine.gov |

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PUBLIC NOTICE

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**State of Maine**

**Department of Agriculture, Conservation and Forestry**

**RFP# 202312250**

**Nutrition Incentive Matching Fund**

The State of Maine is seeking proposals from organizations to provide incentives to federal food and nutrition assistance program participants for the purchase of locally grown fruits and vegetables and to support outreach for and administration of programs that offer nutrition incentives to participants of federal food and nutrition assistance programs.

A copy of the RFP, as well as the Question & Answer Summary and all amendments related to the RFP, can be obtained at: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps>

Proposals must be submitted to the State of Maine Division of Procurement Services, via e-mail, at: Proposals@maine.gov. Proposal submissions must be received no later than 11:59 p.m., local time, on February 2, 2024. Proposals will be opened the following business day. Proposals not submitted to the Division of Procurement Services’ aforementioned e-mail address by the aforementioned deadline will not be considered for contract award.

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**RFP TERMS/ACRONYMS with DEFINITIONS**

The following terms and acronyms, as referenced in the RFP, shall have the meanings indicated below:

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
| **Audit** | A review by the Department to ensure that funds are expended properly. |
| **Demonstrated history** | Applicants can document at least one (1) year of successfully implementing relevant programming. |
| **Department** | Department of Agriculture, Conservation and Forestry |
| **Federal Food and Nutrition Assistance Programs** | Food programs funded by the United States Department of Agriculture (USDA) to supplement food budgets of low-income individuals, such as the Supplemental Nutrition Assistance Program (SNAP) and the Women, Infants & Children (WIC) program. |
| **Food Insecurity** | Living without sufficient access to affordable, nutritious food. |
| **Local Food Producer** | A person or business who grows or processes food in the State of Maine. |
| **Locally grown** | Fruits and vegetables raised within the border of the State of Maine. |
| **Match** | Contributions from private and public sources used to leverage federal grant funds. |
| **Nutrition Incentive** | A coupon or other benefit offered to people utilizing federal food and nutrition assistance program to encourage the purchase of locally grown foods and make these foods more financially accessible. |
| **Organization** | Any entity that is not an individual or private business. |
| **RFP** | Request for Proposal |
| **State** | State of Maine |

**State of Maine - Department of Agriculture, Conservation and Forestry**

**RFP# 202312250**

**Nutrition Incentive Matching Fund**

**PART I INTRODUCTION**

1. **Purpose and Background**

The State of Maine Department of Agriculture, Conservation and Forestry (Department) is seeking proposals from organizations to provide incentives to federal food and nutrition assistance program participants for the purchase of locally grown fruits and vegetables and to support outreach for and administration of programs that offer nutrition incentives to participants of federal food and nutrition assistance programs. This Request for Proposals (RFP) document provides instructions for submitting proposals, the procedure and criteria by which the organization will be selected, and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Organization(s).

This RFP results from [*LD 568, An Act to Provide Funding for the Fund to Address Food Insecurity and Provide Nutrition Incentives*](https://legislature.maine.gov/legis/bills/getPDF.asp?paper=SP0239&item=1&snum=131), which establishes ongoing General Fund appropriations of up to $600,000 to the Fund to Address Food Insecurity and Provide Nutrition Incentives within the Department of Agriculture, Conservation and Forestry. The Department will prioritize making awards to (an) organization(s):

* with a demonstrated history of incentivizing the use of federal food and nutrition assistance programs to purchase locally grown fruits and vegetables; or
* that demonstrates the ability to leverage the proceeds to match or receive additional funds from local, state, federal, or private sources.
1. **General Provisions**
	1. From the time the RFP is issued until award notification is made, all contact with the State regarding the RFP must be made through the RFP Coordinator. No other person/ State employee is empowered to make binding statements regarding the RFP. Violation of this provision may lead to disqualification from the bidding process, at the State’s discretion.
	2. Issuance of the RFP does not commit the Department to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to the RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
	3. All proposals must adhere to the instructions and format requirements outlined in the RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements” section of the RFP.
	4. Bidders will take careful note that in evaluating a proposal submitted in response to the RFP, the Department will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Bidder (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder’s experience and capabilities.
	5. The proposal must be signed by a person authorized to legally bind the Bidder and must contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
	6. The RFP and the awarded Bidder’s proposal, including all appendices or attachments, will be the basis for the final contract, as determined by the Department.
	7. Following announcement of an award decision, all submissions in response to this RFP will be public records, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. § 401](http://www.mainelegislature.org/legis/statutes/1/title1sec401.html) et seq.).
	8. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to the RFP.
	9. All applicable laws, whether or not herein contained, are included by this reference. It is the Bidder’s responsibility to determine the applicability and requirements of any such laws and to abide by them.
2. **Contract Term**

The Department is seeking a cost-efficient proposal to provide services, as defined in the RFP, for the anticipated contract period defined in the table below. Please note that the dates below are estimated and may be adjusted, as necessary, to comply with all procedural requirements associated with the RFP and the contracting process. The actual contract start date will be established by a completed and approved contract.

Contract Renewal: Following the initial term of the contract, the Department may opt to renew the contract for five (5) renewal periods, as shown in the table below, and subject to continued availability of funding and satisfactory performance.

The term of the anticipated contract, resulting from the RFP, is defined as follows:

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Initial Period of Performance | 4/1/2024 | 3/30/2025 |
| Renewal Period #1 | 4/1/2025 | 3/30/2026 |
| Renewal Period #2 | 4/1/2026 | 3/30/2027 |
| Renewal Period #3 | 4/1/2027 | 3/30/2028 |
| Renewal Period #4 | 4/1/2028 | 3/30/2029 |
| Renewal Period #5 | 4/1/2029 | 3/30/2030 |

1. **Number of Awards**

The Department anticipates making one or multiple awards as a result of this RFP.

If the Department elects to make multiple awards, it will first make an award to the highest scoring Applicant and will continue making awards or partial awards to the next high scoring Applicants until the funding is expended or the requirements of the RFP are met, whichever is in the best interest of the State.

The amount of the total requested funds will not impact the ability of an Applicant to receive an award. Applications with lower total requested funds will be considered equally with applications for higher total requested funds. Only the items identified in Part V of the RFP will be considered in the scoring process.

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**PART II SCOPE OF SERVICES TO BE PROVIDED**

The Department is guided to select and contract with (an) Organization(s) to enable that (or those) Organization(s) to provide incentives to federal food and nutrition assistance program participants for the purchase of locally grown fruits and vegetables and to support outreach for and administration of programs that offer nutrition incentives to participants of federal food and nutrition assistance programs. These funds are to be used to match contributions from private and public sources.

1. **Proposed Services**
2. Applicants shall clearly describe their proposed approach to provide incentives to federal food and nutrition assistance program participants for the purchase of locally grown fruits and vegetables and to support outreach for and administration of programs that offer nutrition incentives to participants of federal food and nutrition assistance programs. To do so, Applicants shall describe their plan to:
	1. Address food insecurity and provide nutrition incentives in one or more of the below ways:
		1. Match contributions from private or public sources that provide nutrition incentives to participants of federal food and nutrition assistance programs;
		2. Support outreach for programs that offer nutrition incentives to participants of federal food and nutrition assistance programs; or
		3. Support administration of such programs.
3. The application should also explain the other services the Applicant proposes to effectively facilitate, implement, and/or promote nutrition incentives in the State of Maine.

**PART III KEY RFP EVENTS**

1. **Questions**
	1. **General Instructions:** It is the responsibility of all Bidders and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.
		1. Bidders and other interested parties should use **Appendix B** (Submitted Questions Form) for submission of questions. The form is to be submitted as a WORD document.
		2. The Submitted Questions Form must be submitted, by e-mail, and received by the RFP Coordinator identified on the cover page of the RFP as soon as possible but no later than the date and time specified on the RFP cover page.
		3. Submitted Questions must include the RFP Number and Title in the subject line of the e-mail. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.
	2. **Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the following website no later than seven (7) calendar days prior to the proposal due date: [Division of Procurement Services RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.
2. **Amendments**

All amendments released in regard to the RFP will also be posted on the following website: [Division of Procurement Services RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

1. **Submitting the Proposal**
	1. **Proposals Due:** Proposals must be received no later than 11:59 p.m. local time, on the date listed on the cover page of the RFP.
		1. Any e-mails containing original proposal submissions or any additional or revised proposal files, received after the 11:59 p.m. deadline, will be rejected without exception.
	2. **Delivery Instructions:** E-mail proposal submissions are to be submitted to the State of Maine Division of Procurement Services at Proposals@maine.gov.
		1. Only proposal submissions received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
			1. Proposal submission e-mails that are successfully received by the proposals@maine.gov inbox will receive an automatic reply stating as such.
		2. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail proposal submissions that have the actual requested files attached will be accepted.
		3. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Please check with your organization’s Information Technology team to ensure that your security settings will not encrypt your proposal submission.
		4. File size limits are 25MB per e-mail. Bidders may submit files separately across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.
		5. Applicants are to insert the following into the subject line of their e-mail proposal submission: **“RFP# 202312250 Proposal Submission – [Applicant’s Name]”**
		6. Applicants must complete the Application Template located in **Appendix A** in its entirety and submit it as one file.

**PART IV PROPOSAL SUBMISSION REQUIREMENTS**

This section contains instructions for Applicants to use in preparing their proposals. The Department seeks detailed yet succinct responses that demonstrate the Applicant’s qualifications, experience, and ability to perform the requirements specified throughout the RFP.

The Applicant’s proposal must follow the outline used below, including the numbering, section, and sub-section headings. Failure to use the outline specified in PART IV, or failure to respond to all questions and instructions throughout the RFP, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department, and its evaluation team, has sole discretion to determine whether a variance from the RFP specifications will result either in disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in the RFP will, at best, be considered minimally responsive.

Applicants are not to provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Additional materials not requested will not be considered part of the proposal and will not be evaluated. Include any forms provided in the submission package or reproduce those forms as closely as possible. All information must be presented in the same order and format as described in the RFP.

**Proposal Format and Contents**

1. **Section I - Preliminary Information** (to be completed in Application Template)
	1. **Proposal Cover Page**

The cover page must show the specific information requested, including Applicant address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Applicant.

* 1. **Debarment, Performance, and Non-Collusion Certification**

The Debarment, Performance, and Non-Collusion Certification Form must be dated and signed by a person authorized to enter into contracts on behalf of the Applicant.

* 1. **Litigation**

Applicants must attach a list of all current litigation in which the Applicant is named and a list of all closed cases that have closed within the past five (5) years in which the Applicant paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

1. **Section II - Narrative Questions** (to be completed in Application Template)
	1. **Organizational Chart**

Bidders must provide an organizational chart. The organizational chart must include the project being proposed. Each position must be identified by position title and corresponding to the personnel job descriptions. (Table format is acceptable.) List how the project is led by members of groups that have been subject to racial or ethnic prejudice because of their identity as members of this group (defined in the RFP). List how the project benefits and is led by members of rural communities (defined in the RFP).

* 1. **Organizational History**

Describe the history of the Organization incentivizing the use of federal food and nutrition programs to purchase locally grown fruits and vegetables. (Maximum one page or 250 words.)

* 1. **Organizational Leverage**

Describe the ability of the Organization to leverage proceeds to match or receive additional funds from local, state, federal, or private sources and any special or unique characteristics of the Organization which would make it especially qualified to perform the required activities. Demonstrate how the Organization has grown these proceeds over time. (Maximum one page or 250 words. Table format is acceptable.)

* 1. **Scope of Services**

Discuss the Scope of Services you will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. (Approximately one page or 250 words.)

* 1. **Organization Work Plan**

Outline how this funding fits into the program’s overall work plan. Concisely describe each program development and implementation task. (Table format is acceptable.)

* 1. **Constituents Served**

Describe the constituents served by your organization including local food producers or low-income individuals receiving food and nutrition assistance. Outline how this project benefits and/or is led by members of groups that have been subject to racial or ethnic prejudice because of their identity as members of this group, including but not limited to African Americans; American Indians or members of Tribal Nations; Alaska Natives; Asians; Pacific Islanders; Refugees and Immigrants. Outline how this project benefits and is led by members of rural communities, or those living in areas outside of Census Urban Areas with a population greater than or equal to 10,000. (Maximum one page or 250 words.)

* 1. **Subcontractors**

If subcontractors are to be used, Bidders must provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors’ organizational capacity and qualifications.

* 1. **Organization Work Plan**

Outline how this funding fits into the program’s overall work plan. Concisely describe each program development and implementation task. (Table format is acceptable.)

**Section III Budget Summary and Narrative** (to be completed in Application Template)

* 1. **General Instructions**
		1. Applicants must submit a cost proposal that covers the period starting 04/01/2024 and ending on 03/30/2025.
		2. Applicants shall provide a description related to how the proposed annual budget will be spent, totaling no more than $550,000.
		3. The Budget Summary and Narrative must include the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements.
		4. No costs related to the preparation of the proposal for the RFP, or to the negotiation of the contract with the Department, may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.
		5. Failure to provide the requested information may result in the exclusion of the proposal from consideration, at the discretion of the Department.
	2. **Budget Summary**

List the total requested funds for each of the following categories: Personnel, Travel, Equipment, Supplies, Other, and Indirect Costs.

* 1. **Budget Narrative**

Provide detailed lists of how the requested funds will be used in each category. Fill out the tables provided to describe how the money will be spent and provide justification for each expense.

**PART V PROPOSAL EVALUATION AND SELECTION**

Evaluation of the submitted proposals will be accomplished as follows:

1. **Evaluation Process – General Information**
	1. An evaluation team, composed of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP.
	2. Officials responsible for making decisions on the award selection will ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to the Bidder whose proposal provides the best value to the State of Maine.
	3. The Department reserves the right to communicate and/or schedule interviews/presentations with Bidders, if needed, to obtain clarification of information contained in the proposals received. The Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Changes to proposals, including updating or adding information, will not be permitted during any interview/presentation process and, therefore, Bidders must submit proposals that present their rates and other requested information as clearly and completely as possible.
2. **Scoring Weights and Process**
	1. **Scoring Weights:** The score will be based on a 100-point scale and will measure the degree to which each proposal meets the following criteria.

|  |  |
| --- | --- |
| **Scoring Criteria** | **Maximum Points Available** |
| **Section I – Preliminary Information** |  |
| Includes all elements addressed above in Part IV, Section I | N/A |
|  |  |
| **Section II – Narrative Questions** |  |
| **Demonstrated History**The Organization shows a history of incentivizing the use of federal food and nutrition assistance programs to purchase locally grown fruits and vegetables. | 15 points |
| **Demonstrated Ability**The Organization shows an ability to leverage the proceeds to match or receive additional funds from local, state, federal, or private sources. | 15 points |
| **Scope of Services**The Organization will use funds to provide incentives to federal food and nutrition assistance program participants for the purchase of locally grown fruits and vegetables and to support outreach for and administration of programs that offer nutrition incentives to participants of federal food and nutrition assistance programs. | 20 points |
| **Organization Work Plan**The Organization thoroughly describes how this project fits into its overall mission and work plan. | 10 points |
| **Constituents Served**The Organization supports local food producers and/or low-income individuals receiving food and nutrition assistance. | 5 points |
| **Benefitting and/or Led by Disadvantaged Populations**The project benefits and is led by members of groups that have been subject to racial or ethnic prejudice because of their identity as members of this group, including but not limited to African Americans; American Indians or members of Tribal Nations; Alaska Natives; Asians; Pacific Islanders; Refugees and Immigrants. | 10 points |
| **Benefitting and/or Led by Rural Populations**The project benefits and is led by members of rural communities, or those living in areas outside of Census Urban Areas with a population greater than or equal to 10,000. | 10 points |
|  |  |
| **Section III – Budget Summary and Narrative** |  |
| BudgetThe budget spreadsheet demonstrates a cost-effective use of funds and is supported by a clear budget narrative. | 15 points |
|  |  |
| **Total Points Available** | 100 points |

* 1. **Scoring Process:** For proposals that demonstrate meeting the eligibility requirements in Section I, the evaluation team will use a consensus approach to evaluate and score Sections II & III above. Members of the evaluation team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections. Sections IV, the Cost Proposal, will be scored as described below.
	2. **Negotiations:** The Department reserves the right to negotiate with the awarded Applicant to finalize a contract. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department’s RFP Proposal to an extent that may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with an awarded Applicant who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Applicant, the Department may withdraw its award and negotiate with the next-highest ranked Applicant, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.
1. **Selection and Award**
	1. The final decision regarding the award of the contract will be made by representatives of the Department subject to approval by the State Procurement Review Committee.
	2. Notification of conditional award selection or non-selection will be made in writing by the Department.
	3. Issuance of the RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to the RFP, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
	4. The Department reserves the right to reject any and all proposals or to make multiple awards.
2. **Appeal of Contract Awards**

Any person aggrieved by the award decision that results from the RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in [5 M.R.S.A. § 1825-E](http://www.mainelegislature.org/legis/statutes/5/title5sec1825-E.html) and [18-554 Code of Maine Rules Chapter 120](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-120). The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of conditional contract award.

**PART VI CONTRACT ADMINISTRATION AND CONDITIONS**

1. **Contract Document**
	1. The awarded Bidder will be required to execute a State of Maine Service Contract with appropriate riders as determined by the issuing department.

The complete set of standard State of Maine Service Contract documents, along with other forms and contract documents commonly used by the State, may be found on the Division of Procurement Services’ website at the following link: [Division of Procurement Services Forms Page](https://www.maine.gov/dafs/bbm/procurementservices/forms)

* 1. Allocation of funds is final upon successful negotiation and execution of the contract, subject to the review and approval of the State Procurement Review Committee. Contracts are not considered fully executed and valid until approved by the State Procurement Review Committee and funds are encumbered. No contract will be approved based on an RFP which has an effective date less than fourteen (14) calendar days after award notification to Bidders. (Referenced in the regulations of the Department of Administrative and Financial Services, [Chapter 110, § 3(B)(i)](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-110).)

This provision means that a contract cannot be effective until at least 14 calendar days after award notification.

* 1. The State recognizes that the actual contract effective date depends upon completion of the RFP process, date of formal award notification, length of contract negotiation, and preparation and approval by the State Procurement Review Committee. Any appeals to the Department’s award decision(s) may further postpone the actual contract effective date, depending upon the outcome. The contract effective date listed in the RFP may need to be adjusted, if necessary, to comply with mandated requirements.
	2. In providing services and performing under the contract, the awarded Bidder must act as an independent contractor and not as an agent of the State of Maine.
1. **Standard State Contract Provisions**
	1. Contract Administration

Following the award, a Contract Administrator from the Department will be appointed to assist with the development and administration of the contract and to act as administrator during the entire contract period. Department staff will be available after the award to consult with the awarded Bidder in the finalization of the contract.

* 1. Payments and Other Provisions

The State anticipates paying the Contractor on the basis of net 30 payment terms, upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains a reference to the State of Maine contract number, contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from the RFP.

**PART VII LIST OF RFP APPENDICES AND RELATED DOCUMENTS**

**Appendix A** – Application

**Appendix B** – Submitted Question Form

**APPENDIX A**

**State of Maine**

**Department of Agriculture, Conservation and Forestry**

**APPLICATION**

**RFP# 202312250**

**Nutrition Incentive Matching Funds**

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Double click on the icon to open the Application document. This form must be used when responding to this RFP, as instructed in Part IV of the RFP.

**APPENDIX B**

**State of Maine**

**Department of Agriculture, Conservation & Forestry**

**SUBMITTED QUESTIONS FORM**

**RFP# 202312250**

**Nutrition Incentive Matching Fund**

This form should be used by Bidders when submitting written questions to the RFP Coordinator as defined in Part III of the RFP.

If a question is not related to any section of the RFP, enter “N/A” under the RFP Section & Page Number. Add additional rows as necessary.

|  |  |
| --- | --- |
| **Organization Name:** |  |

|  |  |
| --- | --- |
| **RFP Section & Page Number** | **Question** |
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