**STATE OF MAINE REQUEST FOR PROPOSALS**

**RFP AMENDMENT #1 AND**

**RFP SUBMITTED QUESTIONS & ANSWERS SUMMARY**

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| **RFP NUMBER AND TITLE:** | RFP# 202312250 Nutrition Incentive Matching Fund |
| **RFP ISSUED BY:** | Agriculture, Conservation & Forestry |
| **SUBMITTED QUESTIONS DUE DATE:** | January 24, 2024, no later than 11:59 p.m., local time |
| **AMENDMENT AND QUESTION & ANSWER SUMMARY ISSUED:** | January 25, 2024 |
| **PROPOSAL DUE DATE:** | February 2, 2024, no later than 11:59 p.m., local time |
| **PROPOSALS DUE TO:** | [proposals@maine.gov](mailto:proposals@maine.gov) |
| **Unless specifically addressed below, all other provisions and clauses of the RFP remain unchanged.** | |
| **DESCRIPTION OF CHANGES IN RFP (if any):**   1. Adding two definitions to page 4. 2. Correcting duplication of “Organization Work Plan” in RFP and Application. | |
| **REVISED LANGUAGE IN RFP (if any):**   1. On page 4, add the following definitions:   “Other Benefit” – “A voucher or other trackable payment mechanism (similar to a coupon) offered to people (Participants) utilizing a federal food and nutrition assistance program to be redeemed by the Participant for the purchase of locally grown foods.”  “Participant” – “A person that is eligible for and utilizing a federal food and nutrition assistance program.”   1. Delete Question 8 from the RFP (page 10) and from the Application Template. It is a duplicate of Question 5. | |

**Provided below are submitted written questions received and the Department’s answer.**

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| **1** | **RFP Section & Page Number** | **Question** |
|  | We currently purchase food from a number of local farms in the area and distribute it to people facing food insecurity, who are also often enrolled in SNAP. Can we apply for funding to help purchase some of the produce we buy locally? |
| **Answer** | |
| The Nutrition Incentive Matching Fund **cannot** be used by organizations to purchase produce for clients. Instead, Applicants must 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 the administration of programs that offer nutrition incentives to participants of Federal Food and Nutrition Assistance Programs. Please reference page 4 of the RFP for definitions of “Nutrition Incentive” and “Federal Food and Nutrition Assistance Program.” Please reference Amendment above for definitions of “Other Benefit” and “Participant.” | |

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| **2** | **RFP Section & Page Number** | **Question** |
| Section 2, pg 10 | Organizational Chart Question states: *“Each position must be identified by position title and corresponding to the personnel job descriptions.”* Should we attach job descriptions for all positions related to the proposed project? |
| **Answer** | |
| Yes, please attach job descriptions for all positions related to the proposed project. | |

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| **3** | **RFP Section & Page Number** | **Question** |
| Section 2, pg 11 & Appendix A - Application | Organization Work Plan is listed twice; #5 & #8. Do you want us to list it twice in the application? |
| **Answer** | |
| No, please list Organization Work Plan once, as the answer to #5. Please see Amendment above. | |

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| **4** | **RFP Section & Page Number** | **Question** |
| Section 2, page 11 and Appendix A - Application | Please clarify which measure we should use for our response length, “Maximum one page or 250 words”. By our estimates 250 words is roughly a half of a page. Will we be scored negatively if a response is a page in length? |
| **Answer** | |
| Applications will not be scored negatively if a response is a page in length and single-spaced, approximating 500 words. | |