



**Nevada Department of Agriculture  
Specialty Crop Youth Education Workshops  
Request for Proposals**

**Requests for Proposals**

**RFP # 455216-01**

**Proposal Submission Deadline:**

February 26, 2016  
Must arrive by: 5 PM

**Submit Proposal in paper form to:**

Nevada Department of Agriculture  
Administration Division  
Attn: Mark Stone, Fiscal Services  
405 South 21<sup>st</sup> Street  
Sparks, NV 89431



# Nevada Department of Agriculture Specialty Crop Youth Education Workshops Request for Proposals

## 1. Background and History

The Agriculture Act of 2014 (Farm Bill) authorized the U.S. Department of Agriculture (USDA) to partner with state departments of agriculture to enhance the competitiveness of growers of fruits, vegetables, and other horticultural crops in areas such as marketing, promotion, education, research, trade and nutrition under the Specialty Crop Block Grant Program (SCBGP).

The sole purpose of this program is to enhance the competitiveness of specialty crops. Youth education on specialty crop is a key priority of this grant program in order to establish next generation specialty crop farmers and to encourage the consumption of such crops.

## 2. Scope of Work

The Nevada Department of Agriculture (NDA) Specialty Crop Block Grant Program (SCBGP) is seeking proposals from vendors in coordinating 10 specialty crop based workshops that incorporate Next Generation Science Standards (NGSS) requirements. The target audience for these workshops are youth/home school groups ages 5-15.

Workshops must be specific to specialty crops and cannot include non-specialty crops. For a list of eligible/ineligible crops visit <https://www.ams.usda.gov/services/grants/scbgp/specialty-crop>. Each of the 10 workshops should aim to have 15-20 students in attendance. At least one workshop must be geared around safe growing practices. Workshops will be coordinated over a 30 month period with the option to complete sooner if a schedule is agreed upon with NDA. Workshop coordination efforts will begin in the spring of 2016 and must be complete no later than August 30, 2018.

Appropriate workshop costs may include the following: personnel costs for a farm to school educator to arrange the curriculum and workshop materials; and supplies for garden projects and curriculum.

Workshop participant evaluations are required to assess the effectiveness of the workshop content towards increasing participant's knowledge on specialty crop production, safe growing practices, among other specialty crop related topics. Evaluations will be required at each workshop and the information must be provided in the annual performance reports. If evaluations indicate that less than 50% of workshop participants received an increase in knowledge on the specialty crop topic presented, the vendor will be required to collaborate with NDA to re-assess workshop content and/or curriculum in hosting future trainings.

Annual reports will be due in the fall of each year that the project is ongoing, with the potential for biannual or quarterly activity reports if deemed necessary by NDA SCBGP staff. Report dates and required content will be provided by NDA within 30 days of the report due date. Failure to submit complete reports on time



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or to reply to any requests for information by the assigned date will result in the withholding of funds and may result in the contract being terminated. This will also impact future eligibility in contracting with NDA. Quarterly invoicing/request for reimbursements must be submitted with back-up documentation for material/supply costs and personnel time.

Anticipated report schedule (subject to change):

- Annual report 1- October/November 2016
- Annual report 2- October/November 2017
- Final report-October/November 2018

### **3. Request for Proposal Deadline:**

All proposal must be received by **February 26<sup>th</sup>, 2016 no later than 5pm.**

The Nevada Department of Agriculture will **not** accept any submission of incomplete proposals. Deadline extensions will **not** be provided to vendors that miss the posted proposal deadline.

### **4. Written Questions and Answers**

All questions and/or comments will be addressed in writing and can be sent to: [m.stone@agri.nv.gov](mailto:m.stone@agri.nv.gov). The deadline for submitting questions is February 21, 2016. Responses will be emailed or faxed to prospective vendors on February 22, 2016.

### **5. Proposal and Submission Information**

#### **5.1 Proposal Formatting and Length Instructions**

- Proposal Font: Times New Roman
- Proposal Font Size: 12 point
- Proposal Spacing: Single-spaced
- Proposal Printing: Single-sided
- Binding: Bind Clips only.
- Proposal cannot be stapled, in three ring binders, or otherwise bound.

**Vendors that fail to follow all of the formatting requirements listed above shall not be considered for funding.**

#### **5.2 Submission Instructions**

Proposals must be sent to Mark Stone, Nevada Department of Agriculture's Administration Division by:

***Friday, February 26, 2016 at 5 PM.***



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Faxed or emailed Proposals will not be accepted. You may mail or deliver your Proposal. Proposals that do not include all required components will not be reviewed. Proposals received after the deadline will not be reviewed.

### 5.3 Number of Copies of Proposal

Submit three (3) copies of the full Proposal including a copy of your Nevada Business License and Attachment AA Cost Proposal with Terms and Conditions of RFP.

### 5.4 Mailing Proposal Instructions

Mail Proposal, including all required documents, to:

Nevada Department of Agriculture  
Administration Division  
Attn: Mark Stone, Fiscal Services  
405 South 21<sup>st</sup> Street  
Sparks, NV 89431

### 5.5 Proposals Delivered in Person Instructions

Deliver Proposals to front desk. Make sure Proposals, including all required documents, are delivered in an envelope or box between 8 AM and 5 PM to:

Nevada Department of Agriculture  
Administration Division  
Attn: Mark Stone, Fiscal Services  
405 South 21<sup>st</sup> Street  
Sparks, NV 89431

## 6. Nevada State Business License and Active and Good Standing Requirements

The selected vendor, prior to doing business in the State of Nevada, must be appropriately licensed by the State of Nevada, Secretary of State's Office pursuant to NRS 76. Information regarding the Nevada Business License can be located at <http://sos.state.nv.us>.

A vendors who already has a Nevada Business License must provide proof of good standing with the State of Nevada.

## 7. Proposal Timeline

Proposal Events	Deadlines
Release of Request for Proposal	February 17, 2016



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Deadline for Submission of Questions Concerning Request for Applications via email to Mark Stone or Ashley Jeppson	February 21, 2016 at 5 PM
Responses to Questions will be emailed to prospective vendors.	February 22, 2016 by 5 PM
Proposal Submittal Deadline	February 26, 2016 at 5 PM
Selection committee members review and score proposals	February 29 <sup>th</sup> , 2015 (Subject to change)
Funding Recommendations and finalized. Intent to Award sent out	March 1, 2016 (subject to change)
Contract Award Process	March 3, 2016 (subject to change)
Anticipated Award Start Date	Upon BOE clerk approval

### 8. Vendor Information

Vendor must provide a company profile in the table format below.

Question	Response
Company Name:	
Ownership (sole proprietor, partnership, etc.):	
State of incorporation:	
Date of incorporation:	
No. of Years in Business:	
List of Top Officers:	
Location of the Company Headquarters:	
Location(s) from which employees will be assigned for this project:	
Staff assigned to this project:	

### 9. Staffing Requirements

Vendor must have past experience working with the Specialty Crop Block Grant Program. Additional experience is required in completing annual activity reports, and in providing garden based youth education.

**9.1** Please briefly describe your organization's experience working with youth groups in providing garden education specific to specialty crops. Describe your experience in developing curriculum specific to best growing practices for minimizing food safety risks.



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**9.2** Please identify staff who will be assigned to this project, including the project manager, their contact information (work phone numbers, email address, physical work address) and their experience working with developing specialty crop-garden based workshops that incorporates Next Generation Science Standards (NGSS). Describe their experience in managing grant projects and practices employed for recording project activities, participation, and project expenses. Include brief description on your past experience in coordinating Specialty Crop Block Grant Program projects and in preparing annual reports.

**9.3** Please identify assigned staff that have developed curriculum for age groups 5-15 that incorporates NGSS and is directed towards specialty crop education.

**9.4** Please identify the primary fiscal contact and list their contact information (work phone, email address, and physical work address). Describe how they will maintain records for project related expenditures.

## **10. Business References**

Vendor should provide a minimum of three (3) business references from projects performed for private, state, and/or large government clients within the last three (3) years.

## **11. Work Plan**

**11.1** Please describe how the vendor will coordinate 10 specialty crop workshops that incorporate Next Generation Science Standards (NGSS) for youth/home school groups ages 5-15. Describe how evaluations will be gathered following each workshop to assess the effectiveness of individual workshops. Describe project activity record keeping practices that will be employed in order to complete annual reports. Explain outreach methods that would be performed to encourage workshop participation.

**11.3** Please provide a timeline and work plan for meeting this projects deadline of **August 30<sup>th</sup>, 2018**.

## **12. Cost Proposals**

The vendor must submit a cost proposal for implementing the project scope. The vendor must identify the hours and the billing rate for each task to be performed as part of the cost proposal. Hours required for planning and coordinating workshops must be included in addition to material costs.

## **13. Billing**

- There shall be no advance payment for services furnished by a contractor pursuant to the executed contract.
- Payment for services shall only be made after agreed upon completed deliverables are received, reviewed and accepted in writing by the State.
- The vendor must bill the State as outlined in the approved contract and/or deliverable payment schedule.

## **14. Insurance Requirements**

The successful vendor will be required to meet the following minimum insurance requirements:



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## **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage and broad form contractual liability coverage.

General Aggregate \$2,000,000

- Products – Completed Operations Aggregate \$1,000,000
  - Personal and Advertising Injury \$1,000,000
  - Each Occurrence \$1,000,000
- a. The policy shall be endorsed to include the following additional insured language: "The State of Nevada shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor".

## **Automobile Liability**

Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles used in the performance of this Contract.

- Combined Single Limit (CSL) \$1,000,000
- a. The policy shall be endorsed to include the following additional insured language: "The State of Nevada shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor, including automobiles owned, leased, hired or borrowed by the Contractor".

## **Worker's Compensation and Employers' Liability**

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$100,000
Disease – Each Employee	\$100,000
Disease – Policy Limit	\$500,000

- a. Policy shall contain a waiver of subrogation against the State of Nevada.
- b. This requirement shall not apply when a contractor or subcontractor is exempt under N.R.S., **AND** when such contractor or subcontractor executes the appropriate sole proprietor waiver form.

## **Professional Liability (Errors and Omissions Liability)**



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The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Services of this contract.

Each Claim	\$1,000,000
Annual Aggregate	\$2,000,000

- a. In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.

**Please indicate if the vendor can meet the State of Nevada’s minimum insurance requirements for general service contracts.**

### 15. Proposal Evaluation And Award Process

Proposals shall be evaluated and scored on the 0-1 continuum (ex. 0.10, 0.25, 0.90, etc.) for each criteria using the assigned weights as listed below:

Criteria	Weights
<b>1. Expertise and availability of staff;</b>	35%
<b>2. Experience in performance of comparable engagements;</b>	25%
<b>3. Realistic Work Plan/Ability to Meet Deadline</b>	20%
<b>4. Cost</b>	20%

The evaluation committee will be composed of the Nevada SCBGP coordinator, a member of the Plant Industry Administration and a member of the Plant Industry Division.

### 16. Notice of Intent

A Notification of Intent to Award shall be issued in accordance with NAC 333.170. Any award is contingent upon the successful negotiation of final contract terms and upon approval of the Board of Examiners, when required. Negotiations shall be confidential and not subject to disclosure to competing vendors unless and until an agreement is reached. If contract negotiations cannot be concluded successfully, the State upon written notice to all vendors may negotiate a contract with the next highest scoring vendor or withdraw the RFP.



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## ATTACHMENT A – COST PROPOSAL CERTIFICATION OF COMPLIANCE WITH TERMS AND CONDITIONS OF RFP

I have read, understand and agree to comply with **all** the terms and conditions specified in this Request for Proposal.

YES

\_\_\_\_\_

I agree to comply with the terms and conditions specified in this RFP.

NO

\_\_\_\_\_

I do not agree to comply with the terms and conditions specified in this RFP.

If the exception and/or assumption require a change in the terms in any section of the RFP, the contract, or any incorporated documents, vendors **must** provide the specific language that is being proposed in the tables below. If vendors do not specify in detail any exceptions and/or assumptions at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

**Note: Only cost exceptions and/or assumptions should be identified on this attachment. Do not restate the technical exceptions and/or assumptions on this attachment.**

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Company Name

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Signature



**Nevada Department of Agriculture  
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Print Name

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Date