

REQUEST FOR PROPOSALS

Access to Healthy, Affordable Foods Community Transformation Grant Program

Offered by:
City of Sandpoint

Issued:
10/3/18

Submission Due:
10/31/2018

Deliver in Person/Mail:
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BACKGROUND

The City of Sandpoint is now seeking proposals from community non-profit organizations interested in the development and implementation of projects specific to improving the health of children by enhancing access to healthy, affordable foods. Applicants must be a nonprofit organization with 501(c)(3) tax exempt status granted by the Internal Revenue Service, a federally recognized tribe or a governmental entity such as a school or health district.

The City was generously awarded a High Five Community Transformation Grant from the Blue Cross of Idaho Foundation for Health in the amount of \$250,000 to initiate projects that improve the health of children in Sandpoint and surrounding areas within Bonner County by increasing their physical activity and access to healthy, affordable foods. The City has allocated approximately \$60,000 of the award to support one or more subgrants under the Access to Healthy, Affordable Foods Program component of the Community Transformation Grant.

More than one subgrant may be awarded. Grants through this program will range from \$5,000 to \$60,000.

Recently, the City of Sandpoint partnered with Ipsos, a research and consulting firm to conduct a needs assessment survey of over 700 parents and youth in Lake Pend Oreille School District to better understand their current level of knowledge related to healthy eating, healthy lifestyles and personal skill levels for meal preparation; identify programs or initiatives of greatest interest among youth and parents to address food vulnerability and insecurities; and better understand current barriers to youth participation in community health initiatives and programs

Approximately 40% of parents and over 40% of youth respondents cite cost and lack of preparation time as the main barriers to either access or ability to engage in healthy eating. The assessment also indicated a strong desire among parents and students for education around healthy meal planning, gardening and meal preparation that will encourage good eating habits. For more information and findings of the Sandpoint Youth Needs Assessment, visit:

<http://www.sandpointidaho.gov/high5>

PROPOSAL REQUIREMENTS AND PREFERENCES

The City of Sandpoint will provide grant funding to support the initiation of projects that support the health of our children by removing and reducing barriers preventing access to healthy, affordable foods.

APPLICATION TIMELINE

- Applications will be accepted from October 3rd, 2018 to October 31st, 2018.
- Organizations will be notified of final grant decisions the week of December 3rd, 2018. *
- Grant awards are to be spent between January 1, 2019 and December 31, 2019.

*Short listed applications may be asked to present to the High Five Leadership Team during the month of November, 2018.

PREFERENCES

Preference shall be given to proposals that demonstrate:

1. **Community Benefit and Impact** – Programs or projects that will achieve long-term measurable community benefits in improving the health of children by addressing access to healthy, affordable food and/or by furthering awareness thereof.
2. **Innovative and Effective Approaches to Public Engagement** – Development processes that engage the community in a highly collaborative and proactive process.
3. **High Quality Design** – Proposals that put forth an extraordinarily well-designed project/program.
4. **Timeliness** – Programs that are positioned to move forward in the near term and commit to significant milestones.
5. **Partnership** – Respondents with a demonstrated capacity to leverage partnerships and a proven ability to develop high quality projects.
6. **Sustainability** – Programs that demonstrate the ability to maintain management and operational funding well after implementation.
7. **Match** – Though it is not a requirement, the City encourages respondents to demonstrate their ability to provide in-kind or matching funds.
8. **Proximity** – Preference may be given to projects within the City of Sandpoint. However, projects outside of Sandpoint city limits and within Bonner County are encouraged to apply.

SUBMISSION REQUIREMENTS

Interested organizations shall submit their response to the RFP, including a letter of interest outlining response requirements and preferences identified below. Please limit responses to no more than 10 pages. The City will become owner of all submitted materials and will not pay any costs related to any responses to the RFP.

1. Identify the total funds requested and clear budget for the project as well as the overall organizational budget, including administrative and implementation costs and leveraged in-kind or cash matching funds.
2. Clearly identify how your project is intended to enhance youth access to and/or furthering awareness of healthy, affordable food and any foreseeable challenges anticipated.
3. Identify and describe the community stakeholder's organization, including organization's name, corporation name (if applicable) or business name, addresses, telephone numbers, email addresses and the name of the primary organization contact.
4. Identify each person or entity involved with the organization's project team, including any community partners, and briefly describe their respective roles, including:
 - a. Information regarding the team member's experience and qualifications.
 - b. Example projects that the team or key team members have been involved with that relate to the proposed project.
5. Describe the organization's relevant project experience, as applicable. The City is most interested in current or recently completed projects. Projects described must illustrate the organization's experience with projects similar in scope and size to the proposed project. The City is interested in assessing the organization's experience in leveraging partnerships.
6. Briefly describe experience or strategy for marketing and managing similar programs, including approaches to encouraging public awareness and participation.
7. Identify quantifiable and qualitative project milestones and outcomes and how they will be tracked.

A copy of the organization's tax-exempt status must also be provided as well as letters of support and commitment from any partnering organizations.

Additional financial information may be requested from short-listed proposers. The City reserves the right to modify the timeline and to issue addenda to this document.

EVALUATION AND SELECTION

Evaluation Criteria

Evaluation of RFP responses will be based upon the following:

1. Organization Experience:
 - a. Success in developing and managing programs impacting the community.
 - b. Quality of representative past projects.
 - c. Qualifications of program team and key project managers.
 - d. Experience in partnering with the public sector on community projects.

2. Proposal Requirements and Preferences:
 - a. Degree to which the program concept and design meets the RFP requirements and preferences.
 - b. Programs that will measure impact and directly improve the health of youth in the community.
 - c. Demonstrated ability to sustain program well after implementation.
 - d. Ability to track and report on qualitative and quantitative program benchmarks and outcomes
 - e. How project/program will directly address access to and/or awareness of affordable, healthy food and food insecurities of youth within the community.
 - f. Leveraged funding in the form of in-kind and cash match.

The City anticipates utilizing a presentation format for application finalists before the City's High 5 Leadership Team, which will allow respondents to present their proposals and respond to any questions the Leadership Team may have.

The Leadership Team will provide the Blue Cross of Idaho Foundation for Health and the Sandpoint City Council with their recommendations on final proposal awards prior to entering in to contractual agreement with awarded organizations. **Subawards are contingent upon approval by the Blue Cross of Idaho Foundation for Health and the Sandpoint City Council.**

General Provisions and Conditions

Projects must not discriminate by race, creed, religion, sexual orientation or gender identity (or as codified).

The City of Sandpoint reserves the right to:

- Reject any and all responses.
- Negotiate with more than one respondent.
- Request additional information on any response beyond that required by this RFP.
- Cancel, revise or extend this solicitation

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