

REQUEST FOR QUALIFICATIONS



Mississippi Recipes for Success Coordinator(s)

Mississippi Department of Education
Office of Child Nutrition
500 Greymont Avenue, Ste. F
P.O. Box 771
Jackson, MS 39205-0771

Contact: Jennifer Boler
Phone: 601-576-4946
Date: April 4, 2018

INTRODUCTION

The Mississippi Department of Education (MDE) through the Office of Child Nutrition is soliciting Statement for Qualifications (SOQs) from qualified vendors for an independent contractor(s) for Mississippi Recipes for Success (MRS).

A plan of action will be submitted detailing the specifications from the Scope of Work, Statement of Qualifications, and Contractor Requirements.

SCOPE OF WORK

Provide updates and additional information for the MRS database and tools based on the requirements of the United States Department of Agriculture Food and Nutrition Services (FNS) Nutrition Standards for the National School Lunch and Breakfast Programs (NSLP and SBP).

Assure the implementation of the regulations from the USDA FNS Nutrition Standards including Food Based Menu Planning are being met through the development of new tools, reviews and revisions of MRS and maintenance of the Nutri Kids Program.

STATEMENT OF QUALIFICATIONS (SOQ)

The offeror shall provide the following minimum information:

- The name of the offeror, the location of the offeror's principal place of business and, if different, the place of performance of the proposed contract;
- The age of the offeror's business and average number of employees over a previous period of time, as specified in the RFQ.
- The abilities, qualifications, and experience of all persons who would be assigned to provide the required services;
- A listing of other contracts under which services similar in scope, size, or discipline to the required services were performed or undertaken within a previous period of time, as specified in the RFQ.
- A plan giving as much detail as is practical explaining how the services will be performed.

CONTRACTOR REQUIREMENTS

The contractor(s) must hold current Registered Dietician credentials and will be responsible for all tasks required to complete the task as described in the Scope of Work. It is anticipated that this shall include but not be limited to:

- Input new ingredients and recipes into the NutriKids Program for the MRS Database.
- Revise existing ingredient and recipe information in the NutriKids Program.
- Review and revise the lunch matrix and templates for MRS.

- Develop breakfast recipes and menus that follow the USDA FNS Nutrition Standards for the NSLP and SBP.
- Develop menu matrix and menu templates that follow the USDA FNS Nutrition Standards for the NSLP and SBP.
- Provide on-site assistance for schools during recipe testing.
- Develop additional related training and marketing materials for child nutrition programs that participate in the NSLP and SBP.
- Collaborate with MRS taskforce for recipe modifications, additions, and deletions.

COMPENSATION

The position will pay \$50.00 per hour and the maximum number of hours is 840 hours, not to exceed \$42,000.00 for the time period July 1, 2018 to June 30, 2019.

TIME FRAME

The anticipated initial contract period will be July 1, 2018 through June 30, 2019.

A contract will be awarded to the vendor(s) whose offer is determined to be the most advantageous to the State, taking into consideration the evaluation factors set forth in the RFQ.

SELECTION PROCESS

A selection committee will review acceptable SOQs which are completed, timely submitted, and meet the qualifications.

Selection criteria will be performed using a cut score of 70 from a standard, 100 point scoring scale as follows:

- | | |
|--|-----------|
| • Qualifications (Licenses/Certifications) | 30 points |
| • Experience | 50 points |
| • Education | 20 points |

QUESTION AND ANSWER

Questions concerning the RFQ should be sent to: jboler@mdek12.org.

The deadline for submitting written questions by email is Wednesday, April 11, 2018 at 5:00 p.m. Copies of all questions submitted and the responses will be posted to MDE's website www.mde.k12.ms.us under the Public Notices section and will be available to the general public on Friday, April 13, 2018.

Offerors shall acknowledge receipt of any amendment to the solicitation by signing and returning the form Attachment A with the SOQ, the acknowledgment must be received

by the Mississippi Department of Education by the time and at the place specified for receipt of SOQs.

DUE DATES

One original and four (4) copies of the SOQ must be received by 5:00 p.m. Central Time (CT) on Tuesday, April 24, 2018 at the following address based upon the delivery method used:

Hand Deliver RFQ to:

Monique Corley, Director
Office of Procurement
Mississippi Department of Education
MS Recipes for Success Coordinator
Central High School, Suite 307
359 North West Street
Jackson, MS
(DO NOT OPEN)

Mail RFQ to:

Monique Corley, Director
Office of Procurement
Mississippi Department of Education
MS Recipes for Success Coordinator
Post Office Box 771
Jackson, MS 39205-0771
(DO NOT OPEN)

**Ship RFQ to:
(FedEx UPS, etc.)**

Monique Corley, Director
Office of Procurement
Mississippi Department of Education
MS Recipes for Success Coordinator
359 North West Street
Jackson, MS 39201
(DO NOT OPEN)

RESPONSIBILITY OF THE OFFEROR

- Ensure that the SOQ is delivered by the deadline and assumes all risks of delivery.
- At the time of receipt of the SOQ, the SOQ will be date stamped and recorded in the Office of Procurement.
- SOQs and modifications received in the room after the time designated in the SOQ will be considered **late** and will not be considered for award.
- Incomplete SOQs will not be evaluated and will not be returned for revisions.

- No faxed or emailed copies will be accepted.
- SOQs that do not include the required number of copies will not be evaluated.
- Complete the Acknowledgment of Amendments Form (Attachment A).

ATTACHMENT A

ACKNOWLEDGEMENT OF RFQ AMENDMENTS

I acknowledge all amendments to this RFQ. Responses to questions will be treated as amendments to the RFQ and will require acknowledgment.

Offeror Signature

Date

Title of Request

Tentative Timeline Mississippi Recipes for Success Coordinator(s)

Wednesday, April 4, 2018	Release RFQ
Wednesday, April 4, 2018	Mail, email and post to MDE website
Wednesday, April 11, 2018	Deadline for RFQ questions
Friday, April 13, 2018	Deadline for program office response to questions and posting to website
Tuesday, April 24, 2018	SOQ due by 5:00 p.m. Central Time (CT) to Procurement
Wednesday, April 25, 2018	SOQ opening
Tuesday, May 1, 2018	Evaluation of SOQ
Monday, May 7, 2018	Notice of Intent to Award
July 1, 2018	Contract Start Date