



## Informal Request for Proposal FORM 17-9034

### Child Nutrition Programs Independent Contractor (Cadre) 2017-2018 Idaho State Department of Education, Child Nutrition Programs

**SHERRI YBARRA**  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

650 W. STATE STREET  
P.O. BOX 83720  
BOISE, IDAHO 83720-0027

OFFICE: 208-332-6800  
FAX: 208-334-2228  
SPEECH/HEARING  
IMPAIRED: 1-800-377-3529

#### **1. Contact Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Select the Region of the State of Idaho you propose to work in:

\_\_\_\_ Southwest/Central Idaho

#### **2. Qualifications Summary**

Write a short summary, not more than five pages (double spaced, size 12, Times New Roman font, 1 inch margins), that describes your abilities and/or qualifications for performing the Scope of Work described in the Informal Request for Proposal.

Include your experience with:

- USDA Child Nutrition Programs
- Nutrition
- Institutional food service
- Nutrition analysis
- Training adults

Include a description of at least one past success of an activity similar to one that is required by this Scope of Work.

Address your availability and how you will schedule your time to be able to conduct and complete the contracted activities.

#### **3. Resume**

Submit a current resume with the proposal materials.

#### **4. Professional References**

Submit 3 current (within the last 5 years), verifiable letters of professional reference.

## **Informal Request for Proposal FORM (page 2)**

### **Child Nutrition Programs Independent Contractor (Cadre) Idaho State Department of Education, Child Nutrition Programs**

#### **5. Criminal Background Check**

Submit a completed criminal background check with the proposal materials.

To obtain a criminal background check, submit a completed Name Based Criminal Background Check Form. This form can be found at [www.isp.idaho.gov](http://www.isp.idaho.gov); click on Finger printing & Background Checks (on right hand side of screen); find Quick Link (on right hand side of screen) and click on Fingerprinting & Background Check; scroll down and then select Name Based Criminal Background Check form.

In the section titled **TO BE COMPLETED BY COMPANY OR PERSON REQUESTING BACKGROUND INFORMATION** write "Self Check". This guarantees that the criminal check will be returned to you.

The request may be hand delivered or mailed to the bureau. Please keep in mind the bureau does not accept telephone or fax results. Allow ample time for processing, as requests are processed on a first come basis.

The cost is \$20 and payment can be made by cash, check or credit/debit card.

Background checks are due September 1, 2017.

#### **Time Line**

Informal Request for Proposal Release: July 19, 2017

Proposal Due Date (received): August 16, 2017 (Note: Background checks are due by September 1, 2017.)

Evaluation Period: August 23, 2017

Anticipated Intent to Award Date: August 24, 2017

Anticipated Contract Award Date: August 28, 2017

Duration of Contract: September 2017 – April 30, 2018

#### **Proposal Components:**

1. Contact Information (Informal Request for Proposal Form)
2. Qualifications Summary
3. Resume
4. Three current, verifiable letters of professional reference
5. Criminal Background Check (Due by September 1, 2017)

**Informal Request for Proposal FORM (page 3)**

**Child Nutrition Programs Independent Contractor (Cadre)**  
Idaho State Department of Education, Child Nutrition Programs

**Send all completed Proposal Components (via US mail or hand delivered) to:**

Jean M. Zaske, MS, RD, LD  
Coordinator  
Child Nutrition Programs  
Idaho State Department of Education  
P O Box 83720  
Boise, ID 83720-0027  
208-332-6828  
[jmzaske@sde.idaho.gov](mailto:jmzaske@sde.idaho.gov)

or Colleen Fillmore, PhD, RDN, LD, SNS  
Director  
Child Nutrition Programs  
Idaho State Department of Education  
P O Box 83720  
Boise, ID 83720-0027  
208-332-6820  
[crfillmore@sde.idaho.gov](mailto:crfillmore@sde.idaho.gov)

**PROPOSAL DEADLINE: (received): August 16, 2017**

**USDA Nondiscrimination Statement**

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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