



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.

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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; 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 October 1, 2017.

Time Line

Informal Request for Proposal Release: August 31, 2017

Proposal Due Date (received): September 18, 2017 (Note: Background checks are due by October 1, 2017.)

Evaluation Period: September 22, 2017

Anticipated Intent to Award Date: September 27, 2017

Anticipated Contract Award Date: September 29, 2017

Duration of Contract: October 2017 – July 31, 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 October 1, 2017)

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

Jean M. Zaske, MS, RD, LD	or	Colleen Fillmore, PhD, RDN, LD, SNS
Idaho State Department of Education		Idaho State Department of Education
Mailing Address:		Mailing Address:
P O Box 83720		P O Box 83720
Boise, ID 83720-0027		Boise, ID 83720-0027
Street Address:		Street Address:
650 W. State St.		650 W. State St.
Boise, ID 83702		Boise, ID 83702

PROPOSAL DEADLINE: (received): September 18, 2017

Send completed proposals to the Idaho State Department of Education, Child Nutrition Programs by **September 18, 2017**. Proposals may be sent via US mail or hand delivered; faxed or emailed proposals will not be accepted. Hand delivered proposals must be received by 5:00 p.m. mountain time on or before **September 18, 2017**.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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, 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.

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