



THE UNIVERSITY of MISSISSIPPI

Request for Bid

Bill To:

The University of Mississippi
Office of Procurement Services
P.O. Box 1848
University, MS 38677-1848
Phone: (662) 915-7448
Email: payables@olemiss.edu

Ship To:

Institute of Child Nutrition
The University of Mississippi
97 Jeanette Phillips Drive
University MS 38677

Vendor Address

NAME:
STREET ADDRESS:
CITY, STATE ZIP:
PHONE:
FAX:

Vendor Bid Information submitted by:

Printed Name _____

Signature _____

Delivery Date ARO _____

Information**THIS IS NOT AN ORDER**

RFB Number 4100028685
Coll. Number RFP 725
Date 12/20/2022
Requisition No. 10178191
Buyer/Phone Purchasing Dept. / 662-915-7448
Bid due on 12/21/2022

Please return the bid request to Procurement Services.
at the above address. Bids must be returned in the
envelope provided, or addressed with the collective
number and opening date displayed on the outside of
envelope.

Page 1 of 1

Item	Material/Description	Quantity	UM	Unit Price	Amount
0001	<p>***IMPORTANT!!! ALL PROPOSALS ARE DUE IN PROPERLY IDENTIFIED (meaning RFP number MUST be stated on the outside of the envelope), SEALED ENVELOPES TO THE FOLLOWING:</p> <p>RFP # 725 - ICN CONSULTING SERVICES PROCUREMENT SERVICES 164 JEANETTE PHILLIPS DRIVE PO BOX 1848 UNIVERSITY, MS 38677</p> <p>SUBMISSIONS SHOULD INCLUDE ONE ORIGINAL AND AT LEAST ONE COPY UNLESS MORE COPIES ARE SPECIFIED.</p> <p>Consulting Services - Research / Development / Training for Child Nutrition Programs To Deliver Training and Technical Assistance, Conduct Research and Develop Educational Resources for Child Nutrition Programs</p> <p>PLEASE SEE THE ATTACHED SEVEN (7) PAGE DOCUMENT CONTAINING SPECIFICATIONS AND RESPONSE FORM.</p>	1	each		

INSTRUCTIONS TO VENDOR**GENERAL SPECIFICATIONS**

(1) Bids - All bids will be quoted F.O.B. University or Oxford, Mississippi. No bid will be considered unless F.O.B terms are as stated above. All prices are to be firm quotations. See 'General Information to Bidder' included with bid packet.

(2) Terms - Bidder will state terms of sale. Our terms are 2% 10 days, net 45 days. These terms will apply unless otherwise specified.

(3) Delivery - Bidder will state in bid delivery that purchaser can expect on each item.

DETAILED SPECIFICATIONS

It is the intent of these specifications particularly where manufacturer's name and/or catalog number is used to select an item of comparable materials and/or design. It is not the intent to limit the bidding, however, all bidders are cautioned that the listed manufacturer's standards shall be a minimum. It is a requirement that all bidders who furnish quotations on products of manufacturer other than those listed shall furnish with their bid complete information together with full specifications of items they propose to furnish.

Total \$

**THE UNIVERSITY OF MISSISSIPPI
REQUEST FOR PROPOSALS
RFP#725
CONSULTING SERVICES - RESEARCH / DEVELOPMENT / TRAINING
FOR CHILD NUTRITION PROGRAMS
to
Deliver Training and Technical Assistance, Conduct Research and
Develop Educational Resources for Child Nutrition Programs**

INTRODUCTION

The mission of the Institute of Child Nutrition (ICN) is to provide information and services that promote the continuous improvement of child nutrition programs. The Institute has four divisions that work hand in hand to accomplish this mission. Additionally, ICN often contracts with consultants who have an expertise in the successful operation of federally funded child nutrition programs. Contracting with consultants enables us to reach a wider range of child nutrition professionals.

The University of Mississippi requests that individuals and/or companies interested in serving as consultants for the Institute of Child Nutrition (ICN) to deliver training and technical assistance, conduct research and develop educational resources for Child Nutrition Programs (CNP) should submit the information requested in this RFP.

Materials should be submitted in duplicate to Rachel Bost, Director, Office of Procurement Services, 164 Jeanette Phillips Drive, P.O. Box 1848, University, MS 38677. Responses should be marked RFP #725 – ICN Consulting Services on the outside of the envelope. Please do not submit directly to ICN. The Office of Procurement Services will start accepting the submissions on December 21, 2022.

STATEMENT OF NEED

Please indicate your areas of expertise on the Request for Proposals Checklist. You must describe how your education, training and experience have prepared you for each selection.

SCOPE OF WORK

The University of Mississippi/ICN is soliciting responses from individuals to develop a cadre of consultants who will be considered for specific ICN projects between January 1, 2023, and January 1, 2024. ICN reserves the option to renew this RFP for up to 60 months. Responses will continue to be accepted throughout the entire period of the RFP. Submission of a response does not guarantee consulting work or suggested rate of pay. The selected consultant will sign a separate agreement for each project. The work may involve interstate travel and overnight lodging.

The responses to the RFP must include:

- **Resume’ describing education, training, job experience, certifications, and areas of expertise (see attached Checklist)**
- **Examples of Quality of Work – Provide examples of relevant past projects and a portfolio of prior work and materials pertinent to providing the Services.**
- **Hourly and/or daily rates of pay for services**
- **Reference list of past customers**
- **Three references (including names, titles, mailing addresses, e-mail addresses, and phone numbers)**
- **Please include a list of any Institute of Child Nutrition projects you have done in the past.**

PLEASE NOTE: All interested respondents must submit the attached Cover Sheet, Checklist, and a CV or resume to be considered. Anyone desiring more information may contact the Institute of Child Nutrition by calling 1-800-321-3054.

All active ICN consultants may be listed in ICN publications.

REQUEST FOR PROPOSALS COVER SHEET
RFP #725

Please complete the following COVER SHEET and CHECKLIST forms for your response to the RFP to be considered. Please include this page with your submission.

Name: _____

Company Name: _____

The name of the individual or company to whom the IRS Form 1099 will be sent and checks will be made payable.

Street Address: _____

City, State, Zip Code: _____

E-mail address: _____

Phone number: _____

Fax number: _____

PERS Certification: As an agency of the State of Mississippi, ICN is required to seek a determination from the Public Employees' Retirement System (PERS) of Mississippi before engaging the services of a PERS retiree to determining the individual's status as an employee vs. an independent contractor.

Consultant certifies that the following statement is true (please check one only):

___ I am not a member of the Public Employees' Retirement System (PERS) of Mississippi.

___ I am a member of the PERS of Mississippi but have no immediate plans to retire.

___ I am a member of the PERS of Mississippi and plan to retire on _____ (date).

___ I am a retiree under the PERS of Mississippi as of _____ (date), and as such agree to work with ICN staff to complete the paperwork required by PERS.

Are you currently employed by any other State or Governmental Agency? Yes___ No___

If yes: Agency Name: _____

Percentage of time: _____

Are you currently being paid by any other grant funds? Yes___ No___

If yes: Agency Name: _____

Percentage of time: _____

REQUEST FOR PROPOSALS CHECKLIST

RFP #725

Education:

- ☐ Associate's Degree
- ☐ Culinary School
- ☐ Baccalaureate Degree
- ☐ Master's Degree
- ☐ Doctoral Degree
- ☐ Others

Describe.

Credentials:

- ☐ Adobe Certified Professional (ACP)
- ☐ Certified Chef Educator
- ☐ Certified Dietary Manager (CDM)
- ☐ Certified Professional – Food Safety (CP-FS)
- ☐ Certified Facilitator
- ☐ Certified Health Education Specialist (CHES)
- ☐ Child Development Associate (CDA)
- ☐ Culinary Certification
- ☐ Microsoft Office Specialist
- ☐ Nutrition and Dietetics Technician, Registered (NDTR)
- ☐ Registered Dietitian Nutritionist (RDN)/Registered Dietitian (RD)
- ☐ Registered Environmental Health Specialist (REHS)
- ☐ Registered Sanitarian (RS)
- ☐ ServSafe Certified
- ☐ School Nutrition Specialist (SNS)
- ☐ Other

Describe.

Federal Nutrition Program Expertise

- ☐ National School Lunch Program (NSLP)
- ☐ School Breakfast Program (SBP)
- ☐ Summer Food Service Program (SFSP)
- ☐ Seamless Summer Option (SSO)
- ☐ Child and Adult Care Food Program (CACFP)
 - ☐ Child Care Centers
 - ☐ Family Child Care Homes
 - ☐ Adult Day Stay
 - ☐ At-Risk Afterschool Programs
 - ☐ Emergency Shelters

Describe.

Topic Expertise

- | | |
|--|---|
| <input type="checkbox"/> Community Eligibility Provision (CEP) | <input type="checkbox"/> Inclusion |
| <input type="checkbox"/> Culinary | <input type="checkbox"/> Infant Feeding |
| <input type="checkbox"/> Diversity | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Early Childhood Education | <input type="checkbox"/> Management |
| <input type="checkbox"/> Family Engagement | <input type="checkbox"/> Meal Pattern (CACFP) |
| <input type="checkbox"/> Farm to School | <input type="checkbox"/> Meal Pattern (NSLP) |
| <input type="checkbox"/> Farm to Preschool | <input type="checkbox"/> Meal Pattern (SBP) |
| <input type="checkbox"/> Financial Management | <input type="checkbox"/> Meal Pattern (SFSP) |
| <input type="checkbox"/> Food Allergies or Intolerances | <input type="checkbox"/> Nutrition Education |
| <input type="checkbox"/> Food Safety | <input type="checkbox"/> Nutrition and Wellness |
| <input type="checkbox"/> Health Education | <input type="checkbox"/> Physical activity |
| <input type="checkbox"/> Health Equity | <input type="checkbox"/> Procurement |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Special Dietary Needs |

Describe.

Instructional Design Theories

- ☐ Adult Learning
- ☐ ADDIE
- ☐ Blooms Taxonomy
- ☐ Gagne's Nine Events of Instruction
- ☐ Other:

Describe.

Instructional Design Models

- ☐ Agile
- ☐ Dick and Carey
- ☐ Kemp Design Model
- ☐ Merrill's Principles of Instruction (MPI)
- ☐ The Kirkpatrick Model
- ☐ Understanding by Design
- ☐ Other:

Describe.

Only check areas of experience and expertise with **proven** past performance.
You must be able to describe your previous experience if you check an area of expertise.

Training Delivery: Check only if documenting experience

- ☐ Training delivery small groups (35 or less)
- ☐ Training delivery medium groups (50 to 100)
- ☐ Training delivery large groups (100+)
- ☐ Training at national conferences or meetings
- ☐ Culinary training delivery
- ☐ Strategic Planning Facilitator
- ☐ Meeting Facilitator
- ☐ Webinar Facilitator
- ☐ Virtual Instructor-Led Training (VILT)
- ☐ Face-to-Face Training
- ☐ Video (for example: Zoom) training delivery
- ☐ Bilingual Training Delivery (list language(s))_____

Describe experience. For example, include numbers of training and facilitation experiences, your responsibilities, size of groups and at what level (local, national).

Training Development: Check only if documenting experience in TRAINING development.

- ☐ Culinary training development
 - ☐ Demonstrations
 - ☐ Workshops
 - ☐ Videos
- ☐ Face-to-face training curriculum development
- ☐ Face-to-face training curriculum development in child nutrition (ex., meal pattern)
- ☐ Face-to-face training curriculum development related to child nutrition programs (ex., financial management, procurement)
- ☐ Learning objectives development
- ☐ Micro-learning
- ☐ Self-paced online curriculum development
- ☐ Other

Describe

Education Resource Development: Check only if documenting experience.

- ☐ Blogs
- ☐ Infographics
- ☐ Vlogs
- ☐ Fact Sheet
- ☐ Informational poster
- ☐ Newsletter
- ☐ Online curriculum
- ☐ Family materials
- ☐ Language translation (List language(s)) _____
- ☐ Other

Describe

Information Technology Services: Check only if documenting experience.

- ☐ Adobe Suite
 - ☐ After Effects
 - ☐ Illustrator
 - ☐ InCopy
 - ☐ InDesign
 - ☐ Premiere Pro
 - ☐ Other
- ☐ ADA Compliance
- ☐ Audio-visual services
- ☐ Audio voiceover
- ☐ Excel expert
- ☐ Graphic design / formatting
- ☐ Infographic development
- ☐ Interactive activity development
- ☐ Instructional technology design

Describe documented experience or education related to these areas.

- Articulate Storyline 360
- Custom Graphics
- Virtual Reality
- Simulations
- ☐ Online training development
- ☐ Promotional Video Development Digital Media
- ☐ Script writing
- ☐ Storyboard development
- ☐ Video editing
- ☐ Video production
- ☐ Web developer

Marketing

- ☐ Content Development
- ☐ Development of Printed and Digital Marketing Literature
- ☐ Market Analysis
- ☐ Search Engine Optimization (SEO)
- ☐ Social Media
- ☐ Facebook
- ☐ Instagram
- ☐ LinkedIn
- ☐ Pinterest
- ☐ Twitter
- ☐ Vimeo
- ☐ YouTube
- ☐ Strategic Planning

Describe documented experience or education related to these areas.

Editing: Check only if documenting experience.

- ☐ Content editing related to Federal nutrition programs
- ☐ Content editing other subjects (describe)
- ☐ Editing for grammar
- ☐ Editing for format

Describe documented experience or education related to these areas.

Research: Check only if documenting experience.

- ☐ Assessment Development
- ☐ Data Analysis
- ☐ Group Facilitation
- ☐ Market Research
- ☐ Research methods

Describe documented experience or education related to these areas.

Positions Held: Describe job titles and years of experience

Child and Adult Care Food Program

- ☐ Sponsoring Organization
 - ☐ Director
 - ☐ Food Service Personnel
 - ☐ Monitor
 - ☐ Other
- ☐ State Agency
- ☐ Regional Office
- ☐ USDA
- ☐ Other

School Nutrition Programs

- ☐ Local School District
 - ☐ Child Nutrition Director (choose either)
 - Active ____ #of years
 - Retired ____ #of years
 - ☐ Chef
 - ☐ Food Service Personnel
- ☐ State Agency
- ☐ Regional Office
- ☐ USDA
- ☐ Other

Describe documented experience including job titles and years of experience.

Please place the label below on your sealed envelope/package containing your proposal.

**URGENT! SEALED BID / PROPOSAL ENCLOSED
DO NOT DELAY – DELIVER IMMEDIATELY**

Vendor: _____

Address: _____

RFP Number: 725

Title: ICN CONSULTING SERVICES



**THE UNIVERSITY of
MISSISSIPPI**

**PROCUREMENT SERVICES
164 JEANETTE PHILLIPS DRIVE
PO BOX 1848
UNIVERSITY, MS 38677**

GENERAL INFORMATION TO BIDDERS

University of Mississippi employees may not purchase directly or indirectly any items offered for sale by the University of Mississippi.

1. EXAMINATION OF SITE (IF NECESSARY)

Bidders should visit the site and shall be responsible for having ascertained pertinent local conditions such as location, accessibility and general character of the building, the character, and extent of existing work within the building, and any other work being performed thereon at the time of the submission of the bid. No allowance will be granted because of lack of knowledge of site conditions.

2. RECEIPT AND OPENING OF BIDS

(A) Bids will be opened publicly at the time and place stated in the invitation for bids. The officer whose duty it is to open them will decide when the specified time has arrived and no bid received thereafter will be considered. No responsibility will be attached to any officer for the premature opening of a bid not properly addressed and identified.

(B) Telegraphic and facsimile will not be considered, but modifications by telegraph or facsimile of bids already submitted will be considered if received prior to the hour set for opening.

(C) Bids are to be submitted in duplicate unless otherwise specified on the forms furnished for the purpose or on exact copies thereof.

(D) Patent errors in bids or errors in bids supported by clear and convincing evidence may be corrected.

(E) Unless otherwise specified, bid shall be binding for minimum of 30 days.

(F) Bids may be modified or withdrawn by written or telegraphic notice received in Procurement Services prior to time set for bid opening.

(G) All bid prices must be typed or written in ink and any alterations to bid prices must be initialed. **ALL BIDS MUST BE SIGNED IN INK.**

(H) No bid shall be evaluated for any requirement or criteria that are not disclosed in the initiation for bids. "ALL OR NONE" bids will NOT be considered unless the specifications specifically allow for this provision.

(I) Bids submitted as an alternate will not be accepted unless an alternate bid is requested in the specifications.

(J) In case of an error on price extension, the unit price shall prevail. Unit prices and total prices MUST be shown. Failure to do so could cause rejection of bid.

(K) Bids that include an escalation clause shall be rejected unless otherwise specified in the bid specifications.

(L) The owner shall have the right to increase or decrease the number of any individual items, within reasonable limits, after the lowest and best bidder is determined.

(M) Warning is hereby given that strict adherence to the specifications will be required, and that the contractor will receive no compensation for loss in furnishing goods disapproved for not complying with the specifications.

(N) On construction bids, bid envelope must contain, on the outside of the envelope, the contractor's current Certificate of Responsibility Number and the contractor's Licensing Number unless a statement on the exterior says that the bid enclosed is less than or did not exceed \$50,000

(O) Tax on Construction – It is incumbent upon the bidder to be familiar with the laws of the state concerning tax on construction. Any and all taxes are due (State or Federal) will be the responsibility of the vendor.

3. DELIVERY OF BIDS

(A) All bids must be received at Procurement Services, 164 Jeanette Phillips Drive, University of Mississippi, University, MS 38677, unless otherwise specified, not later than time and date shown on bid invitation.

(B) Bids must be in a sealed envelope and marked with name, bid file number, and date of bid opening.

(C) If the University is closed for any reason, including but not limited to: acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters, (the "Force Majeure Events"), which closure prevents the opening of bids at the advertised date and time, all bids received shall be publicly opened and read aloud on the next business day that the University shall be open and at the previously advertised time. The new date and time of the bid opening, as determined in accordance with this paragraph, shall not be advertised, and all Vendors/Contractors, upon submission of a bid proposal, shall be deemed to have knowledge of and shall have agreed to the provisions of this paragraph. Bids shall be received by the University until the new date and time of the bid opening as set forth herein. The University shall not be held responsible for the receipt of any bids for which the delivery was attempted and failed due to the closure of the University as a result of a Force Majeure Event. Each Vendor/Contractor shall be required to ensure the delivery and receipt of its bid by the University prior to the new date and time of the bid opening.

4. WITHDRAWAL OF BIDS

Bids may be withdrawn on written or telegraphic request received from bidders prior to the time fixed for opening. Negligence on the part of the bidder in preparing the bid confers no right for the withdrawal of the bid after it has been opened.

5. BIDDERS PRESENT

At the time fixed for the opening of the bids, their contents will be made public for the information of bidders and others properly interested who may be present in person or by representative.

6. AWARD OF CONTRACT

(A) The contract will be awarded as soon as possible to the lowest and best responsible bidder, provided his bid is reasonable and it is in the best interest of the Owner to accept it.

(B) Each bidder shall be prepared, if so requested by the Owner, to present evidence of his experience, qualifications, and financial ability to carry out the terms of the contract.

(C) Unless otherwise specified, the University reserves the right to award by individual items, related items, or total, whichever it deems in its best interest.

7. ACCEPTANCE OF PROPOSAL

Only the issuance of a purchase order or a signed acceptance of a proposal constitutes acceptance on the part of the University.

8. REJECTION OF BIDS

The Owner reserves the right to reject any and all bids when such rejection is in the interest of the Owner and to reject the bid of a bidder who is not in a position to perform the contract.

9. INTERPRETATIONS OF CONTRACT DOCUMENT

If any person contemplating submitting a bid for the proposed contract is in doubt as to the true meaning of any part of the specifications or other proposed contract documents, he may submit to the Director of Procurement Services of the University of Mississippi, a written request for an interpretation thereof. The person submitting the request for an interpretation thereof will be responsible for its prompt delivery. Any interpretation of the proposed document will be made only by an Addendum duly issued and a copy of such Addendum will be mailed or delivered to each person receiving a set of such documents. The Owner will not be responsible for any other explanations or interpretations of the proposed documents.

10. EQUAL OR APPROVE EQUAL

(A) Where any article or thing is specified by proprietary name, trade name, and/or name of manufacturer, with or without the addition of such expressions as "Or Equal" or "Approved Equal", it is to be understood that the article named or the equal thereof; and it is distinctly understood (1) that the Owner is to use his own judgment in determining from time to time whether or not any article or thing proposed to be substituted is the equal of any article or thing so specified; (2) that the decision of the Owner on all such questions shall be final; and (3) that in the event of any adverse decision by the Owner, no claim of any sort shall be made or allowed against the Owner.

(B) Where a definite material is specified, it is not the intention to discriminate against an equal product made by another manufacturer. It is rather the intention to set a definite standard. Should the bidder intend to furnish another product as an equal to that specified, he must submit with his proposal for every item for which he intends to furnish another product from that given in the specifications, a complete specification showing name of manufacturer, sizes, quality of wood, finish, upholstering or other materials included and catalog number, if the manufacturer lists the product by a catalog or plate number

in any of his published literature. After the bids are opened, all bidders, if requested, may be required to furnish complete samples of any or all items listed before an award is made.

(C) A bound brochure should be submitted with the bid. Bidder will prepare this brochure showing pictures or cuts and complete manufacturer's specifications on each item on which a bid is submitted. The cuts and specifications must be arranged in the identical order that the items appear on the bid form and must be identified by the item number shown in the bid form. Failure to submit this brochure will be considered sufficient grounds for rejecting the bid. It shall be the bidder's responsibility to specifically point out any deviations from the base bid. Failure to comply with this procedure may be grounds to disqualify any bid.

(D) Should any equal product, however, be accepted by the Owner and should this equal prove defective or otherwise unsatisfactory for the service for which it is intended within the guaranty period, the contractor shall replace the defective material with material on which the specifications require him to base his proposal, without cost to the Owner.

11. RECYCLED MATERIALS

If any product listed on this bid is available from recovered (recycled) materials, vendors are requested to submit bids on recycled materials in addition to the brands mentioned or their equivalent as well as provide an estimated shipping date on both the recycled, specified or equivalent materials.

12. DELIVERY OF MERCHANDISE

(A) All bids will be quoted FOB University. No bid will be considered unless FOB terms are as stated. The purchaser has no storage space available; therefore, bidders must deliver as requested.

(B) Bidder will state estimated delivery time for each item in bid.

13. CASH TERMS

University terms are 2%-10, Net 45 days. These terms shall prevail unless otherwise specified by the bidder.

14. PAYMENT

Assuming there is no prompt payment discount provision; payment will be made within 30 days from receipt of products in satisfactory condition, and receipt of the invoice.

15. ADVANCE PAYMENT

The University of Mississippi is prohibited by law from making advance payments to any vendor other than state and federal agencies unless it is subscription or membership.

THE UNIVERSITY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS AND TO WAIVE INFORMALITIES.

(Rev. 4/2014)