

Attachment A

Application Materials

Submit the following materials no later than 5 pm on May 15, 2023:

- 1) Up to 2 pages of narrative describing organization type, staffing, background working with USDA Child Nutrition Programs, number of years of experience conducting USDA Child Nutrition Administrative Reviews including the Summer Food Service Program (SFSP) and commitment to attend a minimum of one 2-hour virtual training session with the Department SFSP Team Lead.
- 2) Evidence of having a minimum of two years of experience conducting USDA Child Nutrition Program Administrative Reviews at a State agency.
- 3) Resume/vitae of individuals proposed to conduct the SFSP Administrative Reviews.
- 4) Cost proposal per SFSP Administrative Review. The cost proposal submitted per SFSP administrative review will include all travel costs.
- 5) Federal Terms and Conditions listed below.

Federal Terms and Conditions (check, as applicable)

- ☐ **Equal Employment Opportunity** (*required for all procurement, regardless of value*): By submitting a response to the request for price quotations, the vendor has agreed to affirmatively cooperate in the implementation of the policy and provision of Executive Order 11246; Executive Order 11375, and 40 CFR part 61. To comply the vendor will:
 - 1) Provide equal opportunity to all qualified persons to prohibit discrimination in employment on the basis of race, color, religion, sex, or national origin.
 - 2) Will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.
 - 3) Employ and treat employees fairly during employment, which shall include, but is not limited to the following: upgrading, demoting, or transferring, recruitment, layoff or termination, rates of pay or other forms of compensation, and selection for training.
- ☐ **Targeted Small Business Certification** (*required for all procurement, regardless of value*): – Businesses owned, operated, and managed by women, minority persons, and individuals with disabilities or service-connected to disabled veterans are encouraged to respond to the solicitation. Vendor should attach a copy of the Targeted Small Business (TSB) certification issued by the Iowa Department of Economic Development.
- ☐ **Termination for Cause** (*required for all procurement with estimated value exceeding \$10,000*): The selected vendor may terminate the contract in whole, or in part, for any reason. The reasons may include but are not limited to:
 - 1) Failure by one party to fulfill its obligations under the contract through no fault of the terminating party. The terminating party will provide a reasonable opportunity to rectify the issues identified in product or service performance prior to termination.
 - 2) In the event that no funds or insufficient funds are appropriated and budgeted for payments due to the vendor. The SFA shall notify the vendor of such occurrence as soon as SFA's designated individual is notified of insufficient funds by the SFA administration.
- ☐ **Termination for Convenience** (*required for all procurement with estimated value exceeding \$10,000*): The School Food Authority may terminate the contract prior to the expiration of the agreed upon contract duration or school year, without cause and without penalty. The SFA will provide thirty (30) days written notification to the selected vendor.
- ☐ **Suspension and Debarment Certification** (*required for all procurement with estimated value of \$25,000 and more*)
- ☐ **Certification of Lobbying and Disclosure of Lobbying Activities** (*required for all procurement with estimated value exceeding \$100,000*)

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- **Iowa Gift Law (Iowa Code Chapter 68B)** – The gift law prohibits a public employee or that person’s immediate family member from accepting or receiving, directly or indirectly, any gift or series of gifts from a “restricted donor.” A restricted donor is defined in the law as a person or company who is or is seeking to be a party to a sale, purchase, lease or other type of contract with the employer of the public employee. For more information on how the gift law applies to employees of a SFA go to: [Iowa Gift Law- legal lessons](#).
- **Examination of Public (Open) Records (Iowa Code Chapter 22)** – The law states that any person shall have the right to examine and copy a public record and to publish or otherwise disseminate a public record or the information contained in a public record. This includes all documents related to food service procurement. A person should be allowed to examine the procurement documents in the physical possession of the SFA free of charge. The examination and copying of the public record will be done in the presence of the SFA’s designated authority. A request for a copy of procurement documents received in writing, by telephone, or by electronic means (emails) must be fulfilled by the SFA. The request for a copy of the procurement documents may be contingent upon the receipt of payment of expenses to be incurred in fulfilling the request. The estimated expenses shall be communicated to the person requesting the records. If the SFA copy equipment is used, the SFA shall provide a reasonable number of copies of the procurement documents upon the payment of a fee. The fee for copying shall not exceed the actual cost of providing the service. The copy of procurement documents must be done in the presence of the SFA’s authorized designee. For more information go to: [Iowa Code Chapter 22](#).

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov
This institution is an equal opportunity provider.

Iowa Nondiscrimination Statement

It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its program, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office

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building, 400 E. 14th St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website:
<https://icrc.iowa.gov/>.