Healthy Meals Initiative

RFP # 26-92400-00002

Pre-Conference Questions and Answers

Can you please speak more about the general scope of work of the project. Specifically, how much on-the-ground, in-person work are you hoping to see in proposals?

- The contractor should assist in building capacity for School Food Authorities (SFAs) to provide scratch cooking and freshly prepared meals to students as defined in the NMAC 6.12.16 by designing and implementing a diverse cohort model to engage selected schools across the state. Preferably reaching all regions and corners of the state by identifying SFAs that have the capacity to host trainings and invite neighboring SFAs to participate.

What SFA's will be served through the project, and how will they be chosen?

- We have a geographically diverse state, with a mix of rural and urban SFAs in New Mexico that range from small, single sites to medium size districts that have about 10 school sites, and larger districts ranging from 20-40 schools with our largest district, Albuquerque Public Schools having over 150 schools. We would like to find regional training locations to at a minimum have trainings in all 5 regions of the state.

Is there a maximum funding amount available for the project that applicants should design their program around?

- The funding available is about $500,000 for over the course of two years.

Beyond the two years, will there be funding to continue this project?

- Part of goal is to build capacity in PED staff, so that training can be continued in-house, no additional funding is currently secured beyond two years.

Can you provided guidance on the indirect costs for the project? Should they follow the federal indirect cost rate?

- Federal funds are being used to fund this contract; therefore, federal indirect cost rate should be used.

Will this contractor be involved in certifying schools as compliant with HUSM Rule?

- The contractor will need to be in line with requirements and support schools in moving towards meeting them, but they will not be directly involved in certification.

Will the state-wide scratch cooking assessment occur first and be followed by training implementation?

- They can occur simultaneously

We would like to verify the project performance period. The RFP suggests two different periods. On page 5, the RFP states one fiscal year with a one-year contract renewal. On page 38 (2B), it suggests 4 fiscal years for compensation. If the project performance period is only one year with a one-year renewal, can we write cohort activities that last two years within the timeline?

- To clarify, the project performance period will be one-year with a one-year contract renewal. The language and timeline will be determined and finalized in the contract once we have selected a vendor.

Could you clarify when the reference submissions are due? Page one in Appendix F states they are due August 1st, and page two states they are due August 25th. We would like to communicate the correct due date to our references to lessen confusion.

- The references are also due on August 25, 2025. We asked our web developer to update that on the website.

In regards to the RFP response, is there a page limit for the proposal summary?

- No, there is no page limit.

In regards to the RFP response, is there a page limit for the response to specifications?

- No, there is no limit to the response to specifications.

How many participating SFAs will there be and how is it determined which ones will be participating?

- This can depend on the proposal and the contractor's capacity, and it can also be determined by the kitchen and facility size where training takes place. But ideally, we want to host trainings in schools that have the capacity to invite other SFAs to participate.

Will the Statewide Scratch Cooking Assessment include every SFA in the state or only participating SFAs?

- All SFAs

Is the Statewide Scratch Cooking Assessment meant to be conducted before any of the on the ground support begins or will the assessment and on the ground support work happen simultaneously?

- They can occur simultaneously

When it comes to the following: Capacity building for scratch cooking, training and professional development, and strengthening SFA and Community Relationships, is there any expectation as to how much total time and specifically on-site time is to be spent with each participating SFA in these areas during the initial one-year term?

- No, there is no time specifically outlined in the scope for the amount of time that needs to be spent with each SFA.

Does our organization need to be registered to do business with the state of New Mexico to be eligible (have a NM BTIN)? Our organization does not have business totaling $100,000 in the previous calendar year pursuant to Section 7-1-24 NMSA 1978.

- You can bid without being currently set up as a supplier with a Tax ID in the State of New Mexico. Once a vendor is selected and awarded the bid, then they would need to complete the paperwork with the New Mexico Taxation and Revenue Department to get set up with a BTIN number. We would not be able to complete a contract without them having that BTIN number.