

COUNTY OF ORANGE

Request for Applications for

Vendor Service

RFA ISSUED TO:	RFA ISSUED BY:
Business Name:	Date issued: April 4, 2016
Contact name:	Requested by: Orange County Dept. of Health
Address:	Telephone No: (845) 360-6680
Email address:	Please submit via fax with subject line: RFP for Healthy Orange Attn: Danielle Moser Facsimile No: (845) 360-6680
	Please submit via email with subject line: RFP for Healthy Orange To: dmoser@orangecountygov.com
	By 4:45 P.M., prevailing time, May 31, 2016

Please provide Application for services as detailed below, either faxed or emailed to the contact and as noted in the right-hand box above.

Please note that this merely a Request for Application and NOT an instruction to proceed with the services, unless and until a contract is executed.

GENERAL INFORMATION

Procurement Lobbying Law Restricted Period for Communications: Pursuant to State Finance Law §139-j and §139-k, this solicitation includes and imposes certain restrictions on communications between the County and an Offeror during the procurement process. An Offeror is restricted from contacting other than designated staff from the earliest notice of intent to solicit offers through final award and approval of the Procurement Contract by the County Executive ("restricted period") unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a). County employees are required to obtain certain information when contacted during the restricted period. The designated staff contact is Danielle Moser, telephone (845) 360-6680. Offerors responding to this RFP must familiarize themselves with these State Finance Law requirements and will be expected to affirm that they understand and agree to comply on the Application Cover Sheet.

Pay-to-Play Law: Please be advised that this solicitation is subject to Orange County Local Law 13 of 2013 the "Pay-to-Play Law", as amended. Pay-to-Play Forms will be made available with this RFP. Form A must be submitted with your Application; Forms B and C will be required if you are awarded a contract. Offerors who fail

to submit Form A shall not have their Applications considered. Forms B and C are both required for execution of a contract by the County.

Questions: Questions can be submitted in writing to Danielle Moser via email at dmoser@orangecountygov.com or fax at 845-565-5279 no later than 4:00 PM on April 15, 2016.

Term: The County anticipates that the term of this contract will be for 1 year. The County reserves the right to extend the contract for up to 1 additional period of one (1) year each at its sole option and under the terms and conditions of the original contract, as may have been amended by the parties during the term. Upon expiration of the original term or any renewal, this contract may be extended unilaterally by the County for an additional period of up to two (2) months upon notice to the Vendor/Consultant with the same terms and conditions as the original contract including, but not limited to, quantities, prices, and delivery requirements (all prorated for such extension, as applicable).

Insurance Requirements: During the term of the contract, or longer if required, the successful Offeror shall maintain, at its expense, Worker's Compensation, Disability and liability insurance policies of the types and minimum coverages specified in the enclosed contract template (i.e. Agreement for Vendor Services, Agreement for Consultant Services, etc., as applicable). Certificates of insurance evidencing the successful Offeror's compliance with these requirements shall be required prior to execution of the contract by the County.

Form of Contract: Offeror(s) awarded a contract agree to execute the contract in the same form as the template enclosed in this RFA in the timeframe, if any, indicated in this RFA.

Submission of Applications: The items checked below must accompany the Application:

- Application Cover Sheet from this RFQ
- All items listed in the Application Submission Requirements section of this RFA
- Supplier Application Packet (required prior to contract if you have not contracted with the County in the last 12 months under your current business entity name and identification number) The Supplier Application Packet is not included but is available at:
http://www.orangecountygov.com/filestorage/124/1332/1392/Supplier_Application_Packet.pdf

Anticipated Timeline:

Request for Applications Circulated	April 4, 2016
Questions Due	April 22, 2016
Applications Due	May 31, 2016
Consultant Selected	on or about OR week of June 13, 2016

Specifications:

The Orange County Department of Health's Healthy Orange Program is seeking Applications from schools, worksites, community groups and organizations that would like to participate in Healthy Orange interventions. The Applications are intended to act as a catalyst for the development and implementation of community action plan objectives that will lead to policy, system, or environmental changes in representative sectors of Orange County: community based institutions, worksites, schools, health care facilities and the community at large.

The following are suggestions for project types which are eligible for 2015 Healthy Orange intervention awards include:

- Public or privately owned concession stands offering healthier food and beverage options.
- Cafeteria “*Make-over*” which can include, but is not limited to: improving food choices, signage, enhanced environmental aesthetics, or additional equipment purchases.
- Creating new community or school garden sites.
- Increase the opportunity for physical activity before, during and after the school day. This may include but is not limited to activity equipment, appropriate curriculum/training, bike racks, walking programs and signage.
- Implementing a Farm to School program /curriculum.
- Implementing a CSA (Community Supported Agriculture) or Farm 2 Community program (Farm 2 Worksite, hospital, food pantry, etc.).
- Creation of a safe, sanitary and private place for breastfeeding mothers to nurse or pump at worksites, community locations.
- Increase the opportunity for physical activity before, during and after the school day or work day. This may include but is not limited to activity equipment appropriate curriculum/training, bike racks, walking programs and signage.
- Create a walking path or trail or establish fitness room.
- Create Joint-use policies for running track, walking paths, fitness rooms, pools, etc..
- Implement Street Calming Measures (traffic lights, pedestrian crossings, etc.).
- Materials and activities related to “complete streets” resolutions or policies.
- Creation and implementation of a 24/7 Smoke Free Outdoor policy at worksites.

Note: Organizational policy changes must accompany interventions. All projects must include Healthy Orange goals of more physical activity, better nutrition choices and a tobacco free lifestyle. Programs will be assessed based on the largest number of community members reached.

Grant Awards:

Grants are available in amounts ranging from \$500 to \$5,000. Each Application should include a detailed budget in the format provided in this application packet. Award money cannot be used to pay salary of staff, mileage or any other accrued personnel costs. Money can only be applied to completed intervention projects on a reimbursement basis.

Eligible Applicants:

Applicants must be partners who have previously participated in Healthy Orange interventions and coalition activities or those who are interested in future participation in these activities. Active participation in one of these activities will be a condition of the Grant Agreement.

Healthy Orange Interventions vary by grant year. Please contact the Senior Public Health Educator identified below for the most recent list of program interventions.

The Healthy Orange Team is the leadership branch of the Healthy Orange coalition. This coalition meets annually in Goshen to identify and plan chronic disease prevention related interventions in and around Orange County. Healthy Orange also has other branch meeting in Newburgh, Middletown and Port Jervis. These team branches meet quarterly.

For more information on participating in any of the above activities contact:

Danielle Moser, Senior Public Health Educator
Orange County Department of Health
Community Health Outreach
130 Broadway
Newburgh, NY 12550
(845) 568-5237

Selection Process:

Applications will be reviewed by the Orange County Department of Health and the Healthy Orange Team. Applications will be ranked according to the selection criteria below and awards may be made to Applications scoring at least 90 points, all Applications scoring at least 90 points shall be considered and awards made to each consecutive highest scoring Applications until the program budget maximum has been reached .

Selection Criteria:

1. Degree to which Intervention will contribute to policy, systems or environmental change in the selected community in Orange County. **(0-15 points)**
2. Degree to which Intervention reduces burden of at least one of these disease states: obesity, diabetes or cardiovascular disease. **(0-20 points)**
3. Degree to which Intervention addresses at least one or more of these risk factors: physical inactivity, poor nutrition, and tobacco use. **(0-20 points)**
4. Degree to which evidence-based support indicates effectiveness of Intervention (all Interventions must have some level of evidence-based support). **(0-15 points)**
5. Anticipated degree in reduction of health disparities by Intervention. **(0-15 points)**
6. Degree to which objectives of Intervention are Specific, Measurable, Achievable, Realistic, and Time-based (SMART). **(0-15 points)**

Application Submission Requirements:

1. Intervention Description Narrative (one page or less on agency letterhead)

Describe the proposed intervention in detail and how it incorporates evidence-based information that will lead to sustainable change in the form of policy, systems or environmental changes.

2. Healthy Orange Intervention Action Sheet (Attachment A included in this RFA)

To be completed as follows:

- Determine policy/system/environmental goal(s)
- Create at least one SMART objective
- List main activities that will be developed and implemented to achieve the stated goal and objective (s)
- Indicate the timeline for completion of major activities
- Identify key staff or partners

3. Narrative Budget Justification (one page or less on agency letterhead)

4. Healthy Orange Intervention Budget Worksheet (Attachment B included in this RFA)

To be completed as follows:

- Indicate specific line items
- Provide dollar amount per line item
- Provide anticipated in-kind contributions and/or leveraged resources (Each agency is encouraged to match at least 20% of total amount awarded through in-kind or other contributions.)

5. Monitoring and Evaluation

Explain how you would self-monitor implementation and evaluate your goals and objectives for this intervention. Each Application must include a plan to monitor implementation and measurements for evaluation. Orange County Department of Health will also conduct an evaluation and monitoring plan that will continue up to one year after funding is accepted.

6. Pay-to-Play Documentation

All Applications must include the completed Pay-to-Play forms (ATTACHED). Government entities and school districts are exempt from the Pay-to-Play laws, therefore applications from such entities do not require Pay-to-Play forms.

7. Disclosure of Prior Non-Responsibility Determinations

All entities must submit a completed Disclosure of Prior Non-Responsibility Determinations (ATTACHED).

Grant Award Contract:

Awardees will enter into Vendor Services agreement with the County. This includes the terms and conditions in Attachment A (Healthy Orange Intervention Action Sheet) and Attachment B (Healthy Orange Intervention Budget Worksheet). Therefore, all Awardees must be able to comply with these terms and conditions.

Claim Process:

Once the contract process has been completed, Awardees will receive a purchase order which will have to be submitted with all original receipts or invoices to:

Danielle Moser
Orange County Department of Health
130 Broadway
Newburgh, NY 12550

All documents for reimbursement must be received by December 11, 2016 unless otherwise indicated on your contract.

Due Date:

Questions or inquiries please contact Danielle Moser by phone at (845) 360-6689 or email dmoser@orangecountygov.com **by April 22, 2016.** Please submit Applications with all required documents to Danielle Moser via email at dmoser@orangecountygov.com or by mail to 130 Broadway, Newburgh, NY 12550 **by May 31, 2016.**

APPLICATION COVER SHEET

Request for Applications for

Business Name:

Business Address:

Contact Person:

Name: _____ Phone: _____

Title: _____ Fax: _____

Email: _____

Does this business have a minority, women's, disadvantaged or small business status? Yes No

If yes, please list the designation(s) and the certifying entity (ties): _____

The undersigned proposes to furnish and deliver the services described in the Request for Applications for and the responding Application to the County of Orange, at the prices stated on this form. The individual submitting this Application on behalf of the business entity noted above certifies by his or her signature below that:

- he or she understands and has complied with the requirements of State Finance Law Sections 139-j and 139-k and will continue to do so throughout the restricted period;
- he or she has read and understood the full Request for Application cited above; and
- he or she is duly authorized to submit the Application on behalf of the business entity noted above.

By: _____ Date: _____

Name: _____ Title: _____