

State of Hawaii
Department of Labor and Industrial Relations

Office of Community Services

Request for Proposals

Senior Farmers' Market Nutrition Program 2027-2028

RFP No. OCS-LBR 903-04_27

Date of Issuance of this RFP: Thursday, June 25, 2026

Deadline for Submission of Proposals: Thursday, July 30, 2026

Note: *It is the applicant's responsibility to check the public procurement notice website, the request for proposals website, or to contact the RFP point-of-contact identified in the RFP for any addenda issued to this RFP. The State shall not be responsible for any incomplete proposal submitted as a result of missing addenda, attachments or other information regarding the RFP.*

June 25, 2026

**SUBJECT: REQUEST FOR PROPOSALS
SENIOR FARMERS' MARKET NUTRITION PROGRAM
FEDERAL PROGRAM YEARS 2027 AND 2028
RFP No. OCS-LBR 903-04_27**

Dear Prospective Applicant:

The Office of Community Services (OCS), which is administratively attached to the Department of Labor and Industrial Relations, is requesting proposals from qualified applicants to provide comprehensive services in at least one county under the Senior Farmers' Market Nutrition Program (SFMNP) of the U.S. Department of Agriculture. This program provides funding for individuals who are at least 60 years old as of April 1 of the program year in which the participant wishes to participate, if the participant's income is less than 185 percent of the federal poverty level. The funding allows each participant to purchase \$50 worth of fresh locally grown produce. Services must include, but are not limited to, organizing relationships with farmers, certifying participants, issuing coupons to participants and redeeming coupons from farmers, and providing nutrition education.

OCS administers SFMNP in each county in the State of Hawaii. An applicant may submit a proposal to administer the program in one or more than one county.

This Request for Proposals (RFP) reflects continuing use of three innovations, begun in 2021, in the SFMNP for Hawaii: First, OCS is procuring SFMNP Local Agency contracts for a two-year period, with the initial contract period being for one program year, from February 1, 2027 to October 31, 2027, with one extension available for the next program year, 2028, upon mutual agreement, subject to satisfactory performance during the initial program year and subject to the availability of funds. Second, the period for seniors to purchase local foods is extended to October 31 in each of the two years, rather than the prior closing date of September 30. Third, contracts with participating farmers and farmers' markets will be for two-year periods, rather than for one year at a time.

Proposals shall be submitted to OCS by mail or hand-delivery. Proposals shall be mailed, postmarked by the United States Postal Service on or before **Thursday, July 30, 2026**, and received no later than 7 days from the submittal deadline. Hand-delivered proposals shall be received no later than 4:30 p.m., Hawaii Standard Time (HST), on **Thursday, July 30, 2026**, at the drop-off site designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked, or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

OCS will conduct a virtual orientation meeting, via conference call only, on Wednesday, July 8, 2026, at 10:30 a.m. HST. All prospective applicants should participate in the orientation meeting.

Please join the meeting at the following link:
<https://us06web.zoom.us/j/86819983703?pwd=kNRJrbdzpdoQoSoswkyOAL1wXKFG3d.1>

Prospective Applicant
RFP No. OCS-LBR 903-04_27
June 25, 2026
Page 2

or:

One Tap Mobile: +1-253-215-8782

Meeting ID: 868 1998 3703
Passcode: F0vR1C

Written questions about this RFP may be submitted to OCS. The deadline is 4:30 p.m., HST, on Friday, July 10, 2026. All written questions will receive a written response from OCS by Tuesday, July 14, 2026.

Inquiries regarding this RFP should be directed to the contact person for this RFP, Alan B. Burdick, at 830 Punchbowl Street, Room 420, Honolulu, Hawaii 96813, by telephone: 808-586-8675, or email at alan.b.burdick@hawaii.gov.

Mahalo for your interest and participation in the solicitation process. We look forward to working with you!

Sincerely,

Rey Domingo
Executive Director

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: Three (3) hard-copy originals plus one electronic copy of the full proposal, including all attachments, on a computer flash drive.

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **THURSDAY, JULY 30, 2026**, and received by the state purchasing agency no later than 7 days from the submittal deadline.

ALL MAIL-INS

Office of Community Services
Department of Labor and Industrial
Relations, State of Hawaii
830 Punchbowl St, Room 420
Honolulu, HI 96813

OCS RFP COORDINATOR

Alan B. Burdick
Tel: (808) 586-8675
Email: alan.b.burdick@hawaii.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITE UNTIL **4:30 P.M., Hawaii Standard Time (HST), Thursday, July 30, 2026**. Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., July 30, 2026.

DROP-OFF SITE

Office of Community Services
Department of Labor and Industrial Relations
830 Punchbowl Street, Room 420
Honolulu, HI 96813

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Section 1

Administrative Overview

Section 1 Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, State purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

1.1 Procurement Timetable

Note that the procurement timetable represents the State’s best estimated schedule. If an activity on this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing Request for Proposals (RFP)	Thursday, June 25, 2026
Distribution of RFP	Thursday, June 25, 2026
RFP orientation session	Wednesday, July 8, 2026
Closing date for submission of written questions for written responses	Friday, July 10, 2026
State purchasing agency’s response to applicants’ written questions	Tuesday, July 14, 2026
Proposal submittal deadline	Thursday, July 30, 2026
Proposal evaluation period	July 31, 2026, to August 14, 2026
Provider selection	Friday, August 14, 2026
Notice of Statement of Findings and Decision	Friday, August 14, 2026
Contracting period	August 17, 2026, to August 31, 2026
Contract start date	February 1, 2027

1.2 Website Reference

Item		Website
1	Procurement of Health and Human Services	http://spo.hawaii.gov/for-vendors/vendor-guide/methods-of-procurement/health-human-services/competitive-purchase-of-services-procurement-method/cost-principles-table-hrs-chapter-103f-2/
2	RFP website	https://hands.ehawaii.gov/hands/opportunities
3	Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services	http://spo.hawaii.gov/references
4	General Conditions, AG-103F13	http://hawaii.gov/forms/internal/department-of-the-attorney-general/ag-103f13-1/view
5	Forms	http://spo.hawaii.gov
6	Cost Principles	http://spo.hawaii.gov/for-state-country-personnel/programs/procurement/solicitation/health-human-services/methods-of-procurement/competitive-procurement/cost-principles-hrs-chapter-103f-purchases-of-health-and-human-services/ Search: Keywords “Cost Principles”
7	Protest Forms/Procedures	http://spo.hawaii.gov/for-vendors/vendor-guide/protests-for-health-and-human-services/
8	Hawaii Compliance Express (HCE)	http://vendors.ehawaii.gov/hce/splash/welcome.html
9	Hawaii Revised Statutes	http://capitol.hawaii.gov/hrscurrent
10	Department of Taxation	http://tax.hawaii.gov
11	Department of Labor and Industrial Relations	http://labor.hawaii.gov
12	Department of Commerce and Consumer Affairs, Business Registration	http://cca.hawaii.gov click “Business Registration”
13	Campaign Spending Commission	http://ags.hawaii.gov/campaign/
14	Internal Revenue Service	http://www.irs.gov/

(Please note: website addresses may change from time to time. If a State link is not active, try the State of Hawaii website at <http://hawaii.gov>)

1.3 Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS) Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

1.4 RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview: Provides applicants with an overview of the procurement process.

Section 2, Service Specifications: Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions: Describes the required format and content for the Proposal Application.

Section 4, Proposal Evaluation: Describes how proposals will be evaluated by the State purchasing agency.

Section 5, Attachments: Provides applicants with information and forms necessary to complete the application.

1.5 Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations and monitoring and assessing applicant performance. The Contracting Office is:

**Office of Community Services
Department of Labor and Industrial Relations
State of Hawaii
830 Punchbowl Street, Room 420
Honolulu, Hawaii 96813
Phone: 808-586-8675**

1.6 RFP Point-of-Contact

From the release date of this RFP until the selection of the successful applicant, any inquiries and requests shall be directed to the sole point-of-contact identified below.

**Alan B. Burdick
Program Specialist for Senior Farmers' Market Nutrition Program
Phone: 808-586-8675
Email: alan.b.burdick@hawaii.gov**

1.7 Orientation

A virtual orientation meeting for applicants in reference to the request for proposals will be held, via conference call, as follows:

Date: Wednesday, July 8, 2026 **Time:** 10:00 a.m.

Join Zoom Meeting: <https://us06web.zoom.us/jc/86819983703>

Meeting ID: 868 1998 3703 **Passcode:** F0cR1C

One Tap Mobile: 1(253)215-8782

Applicants are encouraged to submit written questions prior to the orientation call. Impromptu questions will be permitted during the orientation call and spontaneous answers provided at the State purchasing agency's discretion. However, answers provided during the orientation are only intended as general direction and may not represent the State purchasing agency's formal position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions stated in subsection 1.8, Submission of Questions.

1.8 Submission of Questions

Applicants may submit questions to the RFP point-of-contact identified in Section 1.6. Written questions should be received by the date and time specified in Section 1.1 Procurement Timetable. The state purchasing agency will respond to written questions by way of an addendum to the RFP.

Deadline for submission of written questions:

Date: Friday, July 10, 2026 **Time:** 4:30 p.m. – HST

State purchasing agency responses to applicants' written questions will be provided by:

Date: Tuesday, July 14, 2026

1.9 Submission of Proposals

A. Forms/Formats. Forms, with the exception of program-specific requirements, may be found on the State Procurement Office website referred to in Section 1.2, Website Reference. Refer to Section 5, Proposal Application Checklist for the location of program specific forms.

- 1. Proposal Application Identification (Form SPOH-200).** Provides applicant proposal identification.
- 2. Proposal Application Checklist.** The checklist provides applicants specific program requirements, reference and location of required RFP proposal forms, and the order in which all proposal components should be collated and submitted to the state purchasing agency.

- 3. Table of Contents.** A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
 - 4. Proposal Application (Form SPOH-200A).** Each Applicant shall submit comprehensive narratives that address all proposal requirements specified in this RFP.
- B. Program-Specific Requirements.** Program-specific requirements are included in Sections 2 and 3, as applicable. Required Federal and/or State certifications are listed on the Proposal Application Checklist in Section 5.
- C. Multiple or Alternate Proposals.** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. Applicant Compliance.** All applicants shall comply with all laws governing entities doing business in the State.
- 1. Tax Clearance.** Pursuant to HRS §103-53, as a prerequisite to entering into contracts of \$25,000 or more, applicants are required to have a tax clearance from the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). Refer to Section 1.2, Website Reference for DOTAX and IRS website address.
 - 2. Labor Law Compliance.** Pursuant to HRS §103-55, applicants shall comply with all applicable laws of the Federal and State governments relating to workers' compensation, unemployment compensation, payment of wages, and safety. Refer to Section 1.2, Website Reference for the Department of Labor and Industrial Relations (DLIR) website address.
 - 3. Business Registration.** Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations, unincorporated associations and foreign insurance companies shall be registered and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. Refer to Section 1.2, Website Reference for DCCA website address.

Applicants may register with Hawaii Compliance Express (HCE) for online compliance verification from the DOTAX, IRS, DLIR, and DCCA. There is a nominal annual registration fee (currently \$12) for the service. The HCE's online "Certificate of Vendor Compliance" provides the registered applicant's current compliance status as of the issuance date, and it is accepted for both contracting and final payment purposes. Refer to Section 1.2, Website Reference, for HCE's website address.

Applicants not utilizing the HCE to demonstrate compliance shall provide paper certificates to the purchasing agency. All applications for applicable clearances are the responsibility of the applicants. All certificates must be valid on the date they are received by the state purchasing agency. The tax clearance certificate must have an original green certified copy stamp and must be valid for six months from the most recent approval stamp date on the certificate. The DLIR certificate is valid for six months from the date of issue. The DCCA certificate of good standing is valid for six months from the date of issue.

- E. Wage Law Compliance.** If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS §103-55, wages, hours and working conditions of employees of contractors performing services. Refer to Section 1.2, Website Reference for statutes and DLIR website address.
- F. Campaign Contributions by State and County Contractors.** HRS §11-355 prohibits campaign contributions from certain State or County government contractors during the term of the contract if the contractors are paid with and appropriated by a legislative body. Refer to Section 1.2, Website Reference for statutes and Campaign Spending Commission website address.
- G. Federal Contracting Registration.** Applicants shall obtain and provide to the State a Data Universal Numbering System (DUNS) Number from Dun & Bradstreet (D&B). The DUNS Number is a unique number identifier that is required for all grant applicants for new or renewal awards submitted on or after October 1, 2003. The DUNS Number is a supplement to other identifiers, such as EIN. All applicants shall also obtain and keep active a system for Award Management (SAM) Account from www.sam.gov, which is required to receive funding from Federal contracts or grants. The SAM Account furnishes proof that the applicant has no active exclusions as of the issuance date and is accepted for contracting purposes.
- H. Confidential Information.** If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

- I. Proposal Submittal.** All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the state purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet, or as amended. All hand deliveries shall be received by the state purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet, or as amended. Proposals shall be rejected when:

- 1.** Postmarked after the designated date; or

2. Postmarked by the designated date but not received within 7 days from the submittal deadline; or
3. If hand-delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered to be postmarks.

1.10 Discussions with Applicants

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline.** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance with HAR §3-143-403.

1.11 Opening of Proposals

Upon the state purchasing agency's receipt of a proposal at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

1.12 Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

1.13 RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for final revised proposals.

1.14 Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's final revised proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPOH-200).* After final revised proposals are

received, final evaluations will be conducted for an award.

1.15 Cancellation of Request for Proposal

This RFP may be canceled and any or all proposals may be rejected in whole or in part, if OCS determines that it is in the best interest of the State to do so.

1.16 Costs of Preparation of Proposal

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

1.17 Applicants Participation in Planning

Applicants, awarded a contract resulting from this RFP,

are required

are not required

to participate in the state purchasing agency's future development of a service delivery plan pursuant to HRS §103F-203.

Applicant participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the release of an RFP, including the sharing of information on community needs, best practices, and applicants' resources, shall not disqualify applicants from submitting proposals, if conducted in accordance with HAR §§3-142-202 and 3-142-203.

1.18 Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons:

- A. Rejection for failure to cooperate or deal in good faith. (HAR §3-141-201)
- B. Rejection for inadequate accounting system. (HAR §3-141-202)
- C. Late proposals (HAR §3-143-603)
- D. Inadequate response to request for proposals (HAR §3-143-609)
- E. Proposal not responsive (HAR §3-143-610(a)(1))
- F. Applicant not responsible (HAR §3-143-610(a)(2))

1.19 Notice of Award

A statement of findings and decision shall be provided to each responsive and responsible applicant by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the applicant awarded a contract prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

1.20 Protests

Pursuant to HRS §103F-501 and HAR Chapter 148, an applicant aggrieved by an award of a contract may file a protest. The Notice of Protest form, SPOH-801, and related forms are available on the SPO website. Refer to Section 1.2, Website Reference for website address. Only the following matters may be protested:

- A. A State purchasing agency’s failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- B. A State purchasing agency’s failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- C. A State purchasing agency’s failure to follow any procedure, requirement or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Jade T. Butay	Name: Lynn Araki-Regan
Title: Director, DLIR	Title: Administrative Services Officer, DLIR
Mailing Address: 830 Punchbowl Street Room 321, Honolulu, HI, 96813	Mailing Address: 830 Punchbowl Street Room 309, Honolulu, HI, 96813
Business Address: Same	Business Address: Same

1.21 Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to HRS Chapter 37, and subject to the availability of Federal funds.

1.22 General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

1.23 Cost Principles

To promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, state purchasing agencies will utilize standard cost principles as outlined on the SPO website. Refer to Section 1.2 Website Reference for website address. Nothing in this section shall be construed to create an exemption from any cost principle arising under Federal law.

Section 2

Service Specifications

Section 2 Service Specifications

2.1 Introduction

A. Overview, Purpose or Need. The U.S. Department of Agriculture (USDA) created the Senior Farmers' Market Nutrition Program (SFMNP) in 2001 to provide low-income seniors with fresh, nutritious, locally grown produce through independent farmers and farmers' markets. Key elements of the SFMNP include:

1. Participants (clients) are individuals at least 60 years old as of April 1 of the year of participation, having household incomes of not more than 185% of the U.S. Federal Poverty Guidelines for Hawaii;
2. SFMNP operates through a coupon issuance and redemption system;
3. Each participant receives one coupon book of ten \$5 coupons, redeemable only in the county of origin, for eligible foods at participating independent farmers and farmers' markets;
4. Eligible foods are fresh, nutritious and unprocessed locally grown fruits, vegetables, herbs, and honey;
5. Nutrition education is provided to enhance the consumption of fruits and vegetables;
6. Participants may redeem coupons between April 1, 2027, through October 31, 2027, during the first program year, and April 1, 2028, through October 31, 2028, for the second program year under this RFP;
7. Under USDA requirements, participants must apply and qualify for the program each year; participating farmers and farmers' markets will have two-year contracts with the program;
8. SFMNP is governed primarily by Title 7, Part 249 of the Code of Federal Regulations (7 CFR §249); and
9. Federal and state procurement regulations apply.

The Office of Community Services (OCS) manages the SFMNP program in Hawaii. In SFMNP Program Year 2026, OCS and its service providers operated the SFMNP in all four counties, worked with more than 70 farmers, and provided coupons to approximately 7,500 low-income seniors.

NOTE: The Office of Community Services describes each year of the SFMNP as a "Program Year." By contrast, the U.S. Department of Agriculture often describes each such year, imprecisely, as a "Federal Fiscal Year (FFY)". Since the contract for each year of the program begins on February 1 and ends on October 31, the contract straddles more than one Federal Fiscal Year, because a Federal Fiscal Year ends on September 30 of each calendar year, with one month falling in the next FFY. Accordingly, OCS uses the term Program Year in this RFP and in administration of the program, but

applicants should be aware that USDA uses the term “Federal Fiscal Year” to refer to the SFMNP program year.

B. Planning Activities Conducted in Preparation for this RFP

To design the service for Program Years 2027 and 2028:

1. OCS has relied on information OCS has gained in its prior management of SFMNP for approximately ten years;
2. On May 12, 2026, OCS issued a Request for Information; OCS notes that it received no responses to the Request;
3. OCS will submit by November 15, 2026, a State Plan of Operations to USDA Food and Nutrition Service (FNS) for Program Year 2027; similarly, OCS plans to submit by November 15, 2027, a State Plan of Operations to USDA Food and Nutrition Service (FNS) for Program Year 2028;
4. OCS has engaged in ongoing communications with staff of the local agencies that have served SFMNP over the past ten or more years, and it has continually considered the views of service providers, and service recipients and community advocacy organizations regarding conditions that affect the achievement of mandated goals of the SFMNP; and
5. OCS has consistently updated its service specifications based on experience and federal guidance.

C. Description of the Service Goals

The service goals of the SFMNP are to:

1. Provide fresh, nutritious, unprepared, locally grown fruits, vegetables, honey and herbs from participating independent farmers and farmers’ markets to participating low-income seniors; and
2. Increase the domestic consumption of agricultural commodities by expanding or aiding in the expansion of domestic farmers’ markets, roadside stands, Community-Supported Agriculture (CSA) programs. (This is a statement of nationwide goals. In Hawaii, the SFMNP does not include a CSA component, and roadside stands are operated by independent farmers who participate in the program on such basis.)

D. Description of the Target Population to be Served

Pursuant to 7 CFR §249.6, OCS determined that individuals who are eligible to receive benefits under the SFMNP should be those who meet the following three criteria:

1. **Age.** Participants must be at least 60 years old as of April 1 of the Program Year in which the person will be participating.
2. **Residency.** Participants must be residents of the State of Hawaii and must reside in the county where the participant has applied for receipt of coupons. A participant may receive program benefits in one county only and may receive only one coupon

booklet of \$50 worth of coupons per program year.

- 3. Income.** Participants must have a maximum household income of no more than 185% of the Federal Poverty Guidelines for Hawaii, as established by the U.S. Department of Health and Human Services (<https://aspe.hhs.gov/poverty-guidelines>).

E. Geographic Coverage of Service

Service areas are:

- City and County of Honolulu
- County of Hawaii
- County of Maui – Islands of Maui and Molokai only
- County of Kauai

Applicants may propose to service clients in one or more counties. Applicants that propose to serve more than one county are not required to submit separate proposals for each county. If an applicant proposes to service clients in more than one county, the applicant must identify the counties it is proposing to serve and must provide relevant details relating to each county.

F. Probable Funding Amounts, Source and Period of Availability

Funding. USDA has not yet determined the State’s SFMNP allocation for Program Years 2027 or 2028; however, OCS anticipates funding for each of those years to be comparable to USDA regular-operations funding for 2026, which is expected to total approximately \$425,000.

In allocating funding to the counties, OCS will abide by the following requirements and apply the following guidelines:

1. The participant benefit level will remain at \$50.00 per person (this limit is required by USDA regulation, 7 CFR §249.8(b));
2. The food funding will be allocated to the counties, in primary part according to the most recent the U.S. Census Bureau’s Small Area Income and Poverty Estimate (SAIPE) for Hawaii and, in minor part, pursuant to the ability of the counties to service the population, as indicated by past performance and current staffing;
3. SFMNP regulations limit administrative expenditures to 10% of the funding provided by USDA. The remaining minimum of 90% is reserved for food; see 7 CFR §249.12(a)(1)(i) and 7 CFR §249.14(g); and
4. OCS will retain 20% of the Statewide administrative funding and will distribute the remaining administrative funding to the service providers on a participant per-capita basis.

As of the end of Program Year 2026, Hawaii’s SFMNP caseload was allocated by county as follows:

City and County of Honolulu	4,692
County of Hawaii	1,685
County of Maui	857
County of Kauai	276
State total	7,510

Depending on county-by-county end-of-year performance in Program Year 2026, OCS intends to use the allocation above as a guide for Program Years 2027 and 2028, although OCS reserves the right to modify the allocation if needed on the basis of new information as it becomes available.

USDA distributes SFMNP funds in installments. OCS expects the first installment for Program Year 2027 to be received in January 2027. The first installment usually represents about 80% of the total award for the year. The second installment tends to be in April or May of each Program Year and comprises about 10% of the total grant for the Program Year. A final, very small installment may be made in or around June or July. OCS expects the relative sizes and dates of the installments in 2028 to be similar. Please note that, in 2026, the initial grant was late, and there was only one supplemental grant.

In Program Year 2026, the administrative funding paid to the service providers has averaged approximately \$4 per participant. Assuming that the overall USDA grant to Hawaii for SFMNP remains relatively unchanged, a service provider should expect that the administrative funding available to the service providers per participant will remain approximately \$4.

Allocations of Funding: County-by-County allocations of funding will be primarily based on the latest available “Small Area Income and Poverty Estimates” (“SAIPE”) prepared by the US Census Bureau. At the time of this writing, the latest available SAIPE report was issued in January 2026 for conditions in 2024. The figures listed below are the Census Bureau’s mid-point estimated figures: https://www.census.gov/data-tools/demo/saipe/#/?s_state=15&s_county=&s_district=&s_geography=county. The population TOTALS are from the 2024 State of Hawaii Data Book, Table 1.09-- DE FACTO POPULATION, BY COUNTY, as of 2024.

Under the applicable federal regulations, a minimum of 90 percent of the USDA grant must be allocated for the food that participants will be able to purchase at farmers’ markets, and that no more than 10 percent of the grant funds may be used for administrative purposes. See 7 CFR §249.12(a)(1)(i).

	Total <u>Population</u>	People in <u>Poverty in Area</u>	% in Poverty <u>Within Area</u>	County’s % of Statewide <u>Poverty population</u>	Estimated <u>Initial Food Funding</u>
State	1,408,716	140,891	10.0%	--	\$378,000
Hawaii County	202,717	32,607	15.7%	23.14%	87,447
Honolulu County	990,298	85,360	9.5%	60.6%	229,008
Maui County	194,883	16,013	9.9%	11.37%	42,977
Kauai County	83,358	6,912	9.5%	4.9%	18,568

Comments on Anticipated Allocations: (1) OCS may refrain from issuing an award with respect to any given county if, in its sole discretion, it determines that no proposal for that particular county is programmatically and/or financially viable; and (2) OCS will reserve the authority, in the RFP and in the notices of awards, to transfer funding and caseload among service providers and counties, and/or to refrain from awarding supplemental funding, if a service provider's program progress fails to meet expectations for productively spending down the funds allocated to the service provider.

2.2 Contract Monitoring and Evaluation

The criteria on which the performance of the contract will be monitored and evaluated are:

- A.** Outcome Performance Measurements
- B.** Quality of Services
- C.** Financial Management
- D.** Administrative Requirements
- E.** Civil Rights Compliance

2.3 General Requirements

A. Specific Qualifications or Requirements Including, but not Limited to, Licensure or Accreditation

1. The applicant agrees to have its SFMNP administrative work in operation by February 1, 2027 and pending the release of SFMNP funds, to complete all program activities by October 31, 2027 for Program Year 2027, and to have its SFMNP administrative activities in operation by February 1, 2028, and pending the release of SFMNP funds, to complete all program activities by October 31, 2028 for Program Year 2028.
2. The applicant must ensure that participating Farmers' Markets and Farmers provide reasonable accommodations to assure services are available to SFMNP participants who have physical limitations.
3. The applicant must assure and be responsible for the continuity of service activities in the event of staff illness, medical emergencies, vacancies or other situations that result in program resources that are less than proposed and contracted for. The applicant must not require or depend on the State agency's staff to provide service activities if program resources are not available due to any of the above situations.
4. The applicant must use credible and established measurement tools to evaluate program effectiveness in achieving outcomes.
5. The applicant must provide nutrition education to emphasize the relationship of proper nutrition to good health, including the importance of consuming fruits and vegetables.
6. The applicant must ensure that an appropriate number of farmers (including those who may be operating roadside stands) and farmers' markets are authorized for adequate participant access in the proposed service area(s).

B. Secondary Purchaser Participation

Refer to HAR §3-143-608

After-the-fact secondary purchases – will be allowed.

Planned secondary purchases – None

C. Multiple or Alternate Proposals

(Refer to HAR §3-143-605)

Allowed Unallowed

D. Single or Multiple Contracts to be Awarded

(Refer to HAR §3-143-206)

Single Multiple Single & Multiple

Multiple Criteria for multiple awards

If it is deemed advantageous and in the best interests of the State, multiple awards may be approved by the awarding agency. The “best interests” of the State are advanced when all geographic areas solicited are served and the overall combination of costs and responsibilities result in the most funding being used on program activities. For example, if no single applicant can provide the required services, multiple awards may be made to service gap areas. Similarly, if a single applicant can cover the entire geographic area and this arrangement results in decreased State administrative costs, a single applicant may be selected. Ordinarily, the best interests of the State will be promoted by awarding one contract to a single applicant in any given county.

E. Single or Multi-Term Contracts to be Awarded

(Refer to HAR §3-149-302)

Single term (2 years or less) Multi-term (more than 2 years)

Contract terms. Upon award, the initial contract term will be from February 1, 2027 to October 31, 2027. The initial period shall commence on the contract start date or Notice to Proceed, whichever is later. The awardee shall have continuing duties that extend into the post-contract period, such as record-retention, audit, monitoring, and cooperation in any investigation. Thereafter, upon mutual agreement, OCS and the awardee may extend the contract into the second Program Year, from February 1, 2028 to October 31, 2028, subject to satisfactory performance by the awardee during the first program year and subject to the continued availability of funds.

2.4 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and Mandatory Tasks and Responsibilities)

- 1. Coupon Issuance and Redemption.** The applicant (service provider) will use a food coupon issuance and redemption system, which gives participants the flexibility to make purchases at different locations throughout the county. Under this system, participants are each given \$50 in coupons which they can use to purchase eligible food from authorized vendors who submit the coupons to the service provider for repayment.

The service provider will be responsible for all aspects of the coupon system including, but not limited to:

- Printing and distributing coupons,
- Issuing instructions on the proper use of coupons and a list of dates and locations that coupons may be redeemed,
- Ensuring the secure transportation and storage of unissued SFMNP coupons,
- Ensuring coupons are being redeemed only at authorized farmers/farmers' markets/roadside stands and only for eligible foods,
- Ensuring all coupons allocated to county are distributed,
- Ensuring at least 85% of the coupons issued are redeemed,
- Collecting coupons from farmers, and
- Ensuring authorized vendors are reimbursed in a timely manner.

Participants will only be allowed to redeem coupons between April 1, 2027, and October 31, 2027, in the first year, and between April 1, 2028, and October 31, 2028, in the second year.

- 2. Outreach.** The applicant will conduct community outreach activities to the general public by providing information to the eligible population, resulting in program interest. The applicant must also recruit farmers to participate in the SFMNP. A farmer is defined as "*an individual authorized to sell eligible foods at participant farmers' markets or roadside stands. Individuals who exclusively sell produce grown by someone else, such as wholesale distributors, cannot be authorized to participate in the SFMNP*" (7 CFR §249.2).

- 3. Farmer Authorization, Annual Training and Management.** The applicant must authorize an appropriate number of SFMNP farmers for its service area, using criteria provided by OCS.

Authorized farmers must participate in annual farmer training sessions conducted by the applicant. OCS will provide the applicant with training material. The annual training topics include, but are not limited to, eligible food choices, proper SFMNP redemption procedures, equitable treatment of SFMNP participants, civil rights compliance, proper storage of SFMNP coupons and guidelines for cancelling SFMNP coupons (7 CFR §249.10).

After completing farmer training, the applicant must execute a written agreement with each farmer, which shall be subject to approval by OCS.

- 4. Participant Certification, Intake and Eligibility.** The applicant shall utilize the OCS standard application form (with appropriate county-based modifications) and must use a consistent intake process to determine each participant's eligibility according to USDA guidance and any other additional requirements from OCS to ensure services are provided only to those who qualify. The applicant must provide a detailed intake system inclusive of the locations where the application form will be made available and accepted. OCS recognizes that the applicant will also put its participant application form online on its website. OCS will ensure, through program monitoring (desk and on-site), that the SFMNP funds from USDA are provided to seniors who are 60 years and older, reside in the service area and, as of April 1 of the Program Year in which the participants will be participating, are at or below 185% of the Federal Poverty Guidelines for Hawaii, as established by the U.S. Department of Health and Human Services.

Notification of eligibility or ineligibility for SFMNP benefits or placement on a waiting list must be made within 15 days from the date of application. Starting with the 2027 Program Year, notifications of ineligibility will be made by the local agency service provider, rather than by OCS. The local agency will provide copies of such notifications and participant application materials to OCS.

When all available program benefits (i.e., caseload) have been allocated to eligible participants, the applicant as service provider must maintain a waiting list of individuals who applied for SFMNP benefits. The waiting list must include, at minimum: (1) the name of the eligible senior, (2) the date the senior was placed on the waiting list, (3) the senior's residence or mailing address, and (4) the phone number of the eligible senior.

Pursuant to 7 CFR §249.6, a SFMNP participant may designate an authorized representative (proxy) to apply for certification, and shop at the farmers' market or roadside stand on his/her behalf if the senior is unable to perform these actions. The applicant must obtain a proxy form, provided by the State, designating another individual as his/her proxy, and signed by the eligible senior. A senior who has been certified to receive SFMNP benefits may designate a proxy at any point during the program's period of operation.

During the certification process, every program participant or proxy must be informed of the illegality of dual participation, *i.e.*, obtaining SFMNP benefits from more than one service delivery area, or otherwise obtaining multiple benefits under the program.

- 5. Data Safeguarding.** Pursuant to 7 CFR §249.24, the applicant must restrict the use or disclosure of information obtained from SFMNP participants. Records must be retained by the applicant for a minimum of three years.
- 6. Nutrition Education.** Pursuant to 7 CFR §249.9, the applicant will provide

nutrition education to SFMNP participants. All materials must be approved by OCS before distribution. Applicants are encouraged to coordinate nutrition services with other agencies.

B. Quality Assurance and Evaluation

- 1. Outcome Performance Measurements.** For Hawaii to maintain its funding level, it is critical that the applicant meets its proposed caseload assignment. To the extent that the applicant, as service provider, is unable to meet its caseload assignment, the State may reduce the provider's caseload assignment and reassign a portion of the assignment (along with applicable administrative funds) to another service provider that appears more able to use the caseload.

The applicant will provide outcome performance measurements and set realistic goals with timeframes, in correlation to the requested budgeted amount and the caseload assignment in the proposed service area (see the allocation of participants listed in Section 2.1). Any supplemental funding utilized by an applicant to operate the SFMNP should be disclosed.

- 2. Quality Assurance and Evaluation Specifications.** The applicant will have a written quality assurance and evaluation plan to assure that its services are provided in compliance with all Federal, State and County requirements.

The plan will include procedures to monitor administrative, program and fiscal operations for compliance with all requirements. It must also provide procedures to determine whether participants receive consistent, high-quality services and include procedures to identify and resolve problems. The plan must identify roles and responsibilities for on-going implementation. At a minimum, it should address:

- Control and accountability for the receipt and issuance of SFMNP coupons;
- Accurate record-keeping of coupon issuance and redemption;
- Monitoring of authorized vendors to ensure that (1) they are providing eligible foods to SFMNP participants at a price that is equal to or less than the price charged to other customers, and (2) they are displaying a sign stating that they are authorized to redeem SFMNP coupons; and
- A system for identifying and reconciling SFMNP coupons as validly redeemed, lost, stolen, expired, or not matching issuance records.

Pursuant to FNS Instruction 113, the applicant must complete and confirm its participation in annual civil rights training, which is to be provided by the local agency with resource materials provided by OCS. The applicant must conduct annual civil rights training for its frontline staff and authorized farmers.

OCS is required to conduct comprehensive on-site monitoring of applicants every two years. The monitoring will include, but is not limited to, an evaluation of

management, accountability, certification, nutrition education, financial management systems and monitoring of its sub-recipient agencies.

OCS is also required to conduct comprehensive on-site monitoring of, at minimum, 10 percent of participating farmers statewide. The monitoring will include, but is not limited to, observation of program compliance, records of interviews with participants and the presence or absence of high risk-indicators.

3. **Reporting Requirements for Program and Fiscal Data.** Monthly program progress and fiscal reports are required to be submitted by the applicant to OCS within 15 calendar days after the last day of each month. The final fiscal and program reports for the total contract period shall be due on **Monday, November 10, 2027**, for Program Year 2027 and **Tuesday, November 10, 2028**, for Program Year 2028.

The monthly and final fiscal reports will describe fiscal performance, comparing budgeted expenditures to actual expenditures of allowable costs, and identifying and explaining the reasons for variances.

Allowable costs include the following:

- Administration and start-up;
- Coordinating SFMNP responsibilities between designated administering agencies;
- Eligibility determinations and outreach services;
- Recruiting and authorizing farmers and farmers' markets to participate in the SFMNP;
- Determining which local sites will be utilized;
- Preparing contracts for farmers and farmers' markets;
- Designing program training and informational materials;
- The coupon and market management process, such as printing coupons, processing redeemed coupons, purchasing bags or other containers to be used in home-delivery and bulk purchase operations;
- SFMNP coupon issuance and participant education covering proper coupon redemption procedures;
- Developing a data processing system for redemption and reconciliation of SFMNP coupons;
- Compliance with required reporting and record-keeping;
- Monitoring and review program operations; and
- Compensation of personnel.

Unallowable costs are addressed by 7 CFR §249.12(a)(1), (2), and (3). These are costs that are not reasonable and necessary for SFMNP purposes, or that do not otherwise satisfy the cost principles of 2 CFR §200, subpart E, or USDA implementing regulations set out in 2 CFR §400 and/or §415. Notwithstanding any other provision of 2 CFR §200, subpart E and USDA implementing regulations 2

CFR §400 and §415, the cost of constructing or operating a farmers' market is unallowable. The use of SFMNP funds to supplement congregate meal programs is prohibited. Unallowable costs may never be claimed for Federal reimbursement.

The applicant must bear specific administrative expenses that it expects to encounter within the proposed service area, given the limitations on federal funding, throughout the period of performance. Any supplemental funding used by the applicant to operate the SFMNP should be disclosed.

C. Facilities

The applicant is required to have facilities that comply with the requirements of the Americans with Disabilities Act (ADA) for the following SFMNP components: 1) host a certification site to collect participant applications, 2) issue coupons, 3) redeem coupons, and 4) securely store participant information and records.

The applicant must also have an office workspace facility to perform its administrative responsibilities in the proposed service area.

2.5 Compensation and Method of Payment

Compensation will be through cost reimbursement. The cost reimbursement pricing structure reflects a purchase arrangement in which the State purchasing agency pays the applicant for budgeted agreed-upon costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation.

Payment of the retained amount shall be made based upon satisfactory acceptance of: (1) monthly written fiscal and program progress reports with supporting documentation during the performance period and (2) written final fiscal and final program progress report. The reports shall be reviewed by the State and shall be subject to the State's preliminary determination of appropriateness and allowability of the reported expenditures. The State's preliminary determination of appropriateness and allowability of the reported expenditures shall be subject to verification and subsequent audit.

Allowable expenses are explained in Subsection 2.4 of this Section.

Section 3

Proposal Application Instructions

Section 3 Proposal Application Instructions

General instructions for Completing Applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right-hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three-ring binder (optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPOH-200A) is available on the SPO website (Refer to Section 1.2 Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application is comprised of the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Competence*
- *Staffing and Project Organization*
- *Service Delivery*
- *Financial*
- *Other*

3.1 Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered. This overview will offer general information as to the structure and methodology of services. This section will not be scored.

3.2 Competence

- A. Capability.** The applicant shall provide a brief description and listing of past and current projects, programs and contracts pertinent to coupon issuance or food distribution to low-income individuals that includes the following information: the contracting agency, contact person, address, telephone number or e-mail address, contract/program title, contract period, funding amount and performance outcomes. In addition, the applicant shall provide a copy of relevant reports or information relating to contract/program performance. The State reserves the right to contact those references to verify experience.

Prior experience in administering federally funded programs is required.

- B. Coordination of Services.** The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community. The applicant shall describe proposed types of partnerships or cooperative agreements with other public or private agencies that will assist the applicant in providing high quality coupon issuance or food distribution services.

As applicable to the program, provide a list of organizations, cooperating entities, consultants or other key individuals who will work on the project along with a short description of the nature of their effort or contribution (e.g., farmers, foodbanks).

3.3 Staffing and Project Organization

- A. Staffing.** The applicant shall describe the proposed staffing assignments, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. The applicant shall demonstrate that applicant's assignment of staff would be sufficient to effectively administer, manage, supervise, and provide the required services.

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. The applicant shall provide resumes, employment history, responsibilities, program experience, and significant accomplishments for each staff member assigned to the program.

If the applicant proposes the use of subcontractors, the applicant shall fully explain, justify and demonstrate any proposed use of a subcontractor to be as or more effective than agency staff for the provision of the required services; demonstrate that a proposed subcontractor is fully qualified for the specific work that would be subcontracted, by including description of the proposed subcontractor's experience, capability, project organization, staffing and proposed services as set forth for applicants in this RFP; and explain how the applicant would assure quality and effectiveness of the subcontractor, monitor and evaluate the subcontractor and assure compliance with all of the requirements of this RFP.

If the applicant proposes to use volunteers, the applicant shall fully explain, justify and demonstrate any proposed use of a volunteer to be as effective as in-house staff for the provision of the required services; demonstrate that proposed volunteers are or would be fully qualified for the specific work assigned, are reliable and would be available

when and where needed to provide the required services; explain how applicant will provide sufficient management, supervision, oversight and evaluation of volunteers and otherwise assure their work quality and effectiveness; and explain how applicant will assure that volunteers perform in compliance with the requirements of this RFP.

B. Project Organization

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

The applicant shall provide both an “Organization-wide” chart and a “Program” organization chart to be attached to the Proposal Application. The “Organization-wide” chart and the “Program” organization chart shall reflect the position of each staff and line of responsibility and/or supervision. (Include position title, name and full-time equivalency.)

3.4 Service Delivery

A. Service Activities (Minimum and Mandatory Tasks and Responsibilities)

- 1. Coupon Issuance and Redemption.** The applicant shall include a discussion of its plan to issue and redeem coupons as provided in Section 2.4. The discussion should include a description of the applicant’s past and current activities in developing and implementing a coupon redemption system.
- 2. Outreach.** The applicant shall include a detailed plan to conduct community outreach activities to (1) enroll low-income seniors, and (2) recruit farmers and farmers’ markets to participate in the SFMNP.
- 3. Farmer Authorization, Annual Training, and Management.** The applicant shall provide a detailed plan to authorize, train and manage vendors. The plan should include justification for the number of farmers that will need to be authorized for the service area and details of ongoing management of the farmers, including the process of disqualification, if needed.
- 4. Participant Certification, Intake, and Eligibility.** The applicant shall provide a description of its intake system inclusive of the locations where the application form will be made available and accepted.

The applicant shall describe a cost-effective method that will be used to inform participants of their status within the service area and what other necessary information will be needed to ensure that contacting participants on the waiting list is made to the greatest extent possible.

The applicant shall describe procedures that will ensure that only certified proxies are pursuing SFMNP benefits. The applicant shall also describe actions that will be done to prevent dual participation.

5. **Safeguarding Data.** The applicant shall describe its process to restrict the use or disclosure of information obtained from SFMNP participants and retain records for a minimum of three years.
6. **Nutrition Education.** The applicant shall provide a nutrition education plan that describes its distribution method(s) and frequency of distributing nutrition education material approved by OCS to participants.

B. Quality Assurance and Evaluation

1. **Outcome Performance Measurements.** The applicant shall provide outcome performance measurements and set realistic goals with timeframes, in correlation to the requested budgeted amount, and the caseload assignment for the proposed service area (see the caseload allocation in Section 2.1) for the period of performance. Any supplemental funding to be utilized by the applicant to operate the SFMNP should be disclosed.
2. **Quality Assurance and Evaluation Specifications.** The applicant shall include a description of its quality assurance and evaluation plan to assure that its services are provided in compliance with all Federal, State and County requirements.

The plan shall include procedures to monitor administrative, program and fiscal operations for compliance with all requirements. It shall also provide procedures to determine whether participants receive consistent, high-quality services and include procedures to identify and resolve problems. The plan shall identify roles and responsibilities for on-going implementation to address the Quality Assurance and Evaluation Requirements in Section 2.4.

3. **Reporting Requirements for Program and Fiscal Data.** The applicant shall describe the administrative systems it will use to track program and fiscal data to complete the required reports.

C. Facilities

The applicant shall provide a description of the facilities, which comply with ADA requirements, that it will use in administering SFMNP. The applicant shall provide a description of how the facilities will be capable of hosting a certification site to collect participant applications, issue coupons, redeem coupons, and securely store participation information and records.

The applicant shall also provide a description of its office workspace facilities and demonstrate its adequacy in relation to the proposed services. All applicants shall clearly demonstrate the capacity and capability to perform administrative responsibilities in the proposed service area.

3.5 Financial

A. Pricing Structure. The applicant shall submit a cost proposal consisting of the following Budget Forms and Budget Justification, which shall be attached to the proposal application. The cost proposal shall account for the proposed compensation and method of payment.

1. Budget Forms. The applicant shall provide a budget with line-item detail and detailed calculations for each budget object class identified in the budget forms below. Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated.

All budget forms, instructions and samples are located on the SPO website (see Section 1.2). The following budget forms shall be submitted with the Proposal Application:

- SPOH-205 Proposal Budget for FY 2027-2028
- SPOH-206A Budget Justification – Personnel: Salaries and Wages
- SPOH-206B Budget Justification – Personnel: Payroll Taxes, Assessment, and Fringe Benefits
- SPOH-206E Budget Justification – Contractual Services: Administrative
- SPOH-206F Budget Justification – Contractual Services: Subcontracts (if subcontracting is contemplated)
- SPOH-206H Budget Justification – Program Activities

The applicant shall also utilize and refer to form SPOH-201, HRS Chapter 103F, Cost Principles in Purchases of Health and Human Services, in preparing its cost proposal.

B. Other Financial Related Materials

1. Accounting System. The applicant shall provide, as part of its cost proposal, its most recent independent financial audit, with any accompanying management letter, to demonstrate the adequacy of its accounting system. The requirements for an adequate accounting system may include, but is not limited to, keeping accurate procurement and financial records required by law, the state purchasing agency, or the SPO, providing required cost data in acceptable form and in a timely manner and in compliance with generally accepted accounting principles. Other documents may be submitted if relevant.

2. Balance Sheet. The applicant shall provide, as part of its cost proposal, its most recent balance sheet to demonstrate the adequacy in its financial management.

3.6 Other

- A. **Litigation.** The applicant shall disclose and explain any pending litigation to which they are a party, including the disclosure of any outstanding judgment.

Section 4

Proposal Evaluation

Section 4 Proposal Evaluation

4.1 Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

4.2 Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- A. Phase 1 – Evaluation of Proposal Requirements
- B. Phase 2 – Evaluation of Proposal Application
- C. Phase 3 – Recommendation for Award

Evaluation Categories and Thresholds

<u>Evaluation Categories</u>	<u>Possible Points</u>
<i>Administrative Requirements</i>	
<i>Proposal Application</i>	
Program Overview	0 points
Competence	17 points
Staffing and Project Organization	15 points
Service Delivery	58 points
Financial	10 points
Other	0 points
TOTAL POSSIBLE POINTS	100 Points

4.3 Evaluation Criteria

- A. Phase 1 – Evaluation of Proposal Requirements
 - 1. Administrative Requirements
 - 2. Proposal Application Requirements
 - Proposal Application Identification Form (Form SPOH-200)
 - Table of Contents

- Program Overview
- Competence
- Staffing and Project Organization
- Service Delivery
- Financial (all required forms and documents)
- Other (as applicable)

B. Phase 2 – Evaluation of Proposal Application Chart (100 Points)

Evaluation of Proposal Application	Criteria
1. Program Overview (0 Points)	Provides a brief overview to offer general information to the structure and methodology of services to the proposed service area.
2. Competence (17 Points) A. Capability (14) B. Coordination of Services (3)	A. Capability <ul style="list-style-type: none"> • Provides a brief description and listing of past and current projects, programs, and contracts pertinent to coupon issuance or food distribution to low-income individuals that includes the following information: the contracting agency, contact person, address, telephone number or e-mail address, contract/program title, contract period, funding amount, and performance outcomes. <ul style="list-style-type: none"> ○ Provides a copy of relevant reports or information relating to contract/program performance. • The applicant has demonstrated prior experience in administering federally funded programs. B. Coordination of Services <ul style="list-style-type: none"> • Demonstrates the capability to coordinate services with other agencies and resources in the community. • Describes proposed types of partnerships or cooperative agreements with other public or private agencies that will assist in providing high quality coupon issuance or food distribution services. • Provides a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution (e.g., farmers, foodbanks).

<p>3. Staffing and Project Organization (15 Points)</p> <p>A. Staffing (5)</p> <p>B. Project Organization (10)</p>	<p>A. Staffing</p> <ul style="list-style-type: none"> • Describes the proposed staffing assignments, client/staff ratio, and proposed caseload capacity appropriate for the viability of the services. <ul style="list-style-type: none"> ○ Demonstrates that the assignment of staff would be sufficient to effectively administer, manage, supervise, and provide the required services. • Provides minimum qualifications (including experience) for staff assigned to the program. <ul style="list-style-type: none"> ○ Provides resumes, employment history, responsibilities, program experience, and significant accomplishments for each staff member assigned to the program. • If appropriate, justification for the use of subcontractors. • If appropriate, justification for the use of volunteers. <p>B. Project Organization</p> <ul style="list-style-type: none"> • Describes its ability to supervise, train, and provide administrative direction relative to the delivery of the proposed services. • Provide both “Organization-wide” chart and a “Program” organization chart is attached to the Proposal Application. The “Organization-wide” chart and “Program” organization chart reflect the position of each staff and line of responsibility and/or supervision. (Includes position title, name, and full-time equivalency.)
<p>4. Service Delivery (58 Points)</p> <p>A. Service Activities (34)</p> <p>B. Quality Assurance and Evaluation (17)</p> <p>C. Facilities (7)</p>	<p>A. Service Activities</p> <ul style="list-style-type: none"> • Coupon Issuance and Redemption (9) <ul style="list-style-type: none"> ○ Provide a description on how the applicant plans to issue and redeem coupons as provided in Section 2.4. The discussion should include a description of the application’s past and current activities in developing and implementing a coupon redemption system. The discussion should include, but is not limited to, processes for the following: <ul style="list-style-type: none"> ▪ Printing and distributing coupons ▪ Issuing instructions on the proper use of coupons and a list of dates and locations that coupons may be redeemed ▪ Ensuring the secure transportation and storage of unissued SFMNP coupons ▪ Ensuring coupons are being redeemed only at authorized farmers/farmers’

	<p>markets/roadside stands and only for eligible foods</p> <ul style="list-style-type: none"> ▪ Ensuring all coupons allocated to county are distributed ▪ Ensuring at least 85% of the coupons issued are redeemed ▪ Collecting coupons from farmers ▪ Ensuring authorized vendors are reimbursed in a timely manner <ul style="list-style-type: none"> • Outreach (6) <ul style="list-style-type: none"> ○ Provides a detailed plan to conduct community outreach activities to enroll low-income seniors, and recruit farmers and farmers' markets to participate in the SFMNP. • Farmer Authorization, Annual Training, and Management (4) <ul style="list-style-type: none"> ○ Provides a detailed plan to authorize, train and manage vendors. The plan should include justification for the number of farmers that will need to be authorized for the service area and details of ongoing management of farmers, including the process of disqualification, if needed. • Participant Certification Intake and Eligibility (6) <ul style="list-style-type: none"> ○ Provides a description of the applicant's intake system inclusive of the locations where the application form will be made available and accepted. ○ Describes a cost-effective method that will be used to inform participants of their status within the service area and what other necessary information will be needed to ensure that contacting participants on the waiting list is made to the greatest extent possible. ○ Describes procedures that will ensure that only certified proxies are pursuing SFMNP benefits. Describes actions that will be done to prevent dual participation. • Safeguarding Data (4) <ul style="list-style-type: none"> ○ Describes its process to restrict the use or disclosure of information obtained from SFMNP participants and retains records for a minimum of three years. • Nutrition Education (5) <ul style="list-style-type: none"> ○ Provides a nutrition education plan describing its distribution method(s) and frequency of describing nutrition education material approved by OCS to participants.
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	<p>B. Quality Assurance and Evaluation</p> <ul style="list-style-type: none"> • Outcome Performance and Measurements (6) <ul style="list-style-type: none"> ○ Provides outcome performance measurements and set realistic goals with timeframes, in correlation to the requested budgeted amount, and caseload assignment for the proposed service area for the period of performance. Any supplemental funding to be utilized by the applicant to operate the SFMNP is disclosed. • Quality Assurance and Evaluation Specifications (6) <ul style="list-style-type: none"> ○ Provides a description of the applicant’s quality assurance and evaluation plan to assure that its services are provided in compliance with all Federal, State and County requirements. ○ The written quality assurance and evaluation plan includes procedures to monitor administrative, program and fiscal operations for compliance with all requirements. ○ The plan also provides procedures to determine whether participants receive consistent, high-quality services and include procedures to identify and resolve problems. ○ The plan identifies roles and responsibilities for on-going implementation to address the Quality Assurance and Evaluation Requirements in Section 2.4, such that the applicant describes procedures that address the following at a minimum: <ul style="list-style-type: none"> i. Control and accountability for the receipt and issuance of SFMNP coupons; ii. Monitoring authorized vendors ensure that they are providing eligible foods to SFMNP participants at or less than the price charged to other customers; iv. Monitoring authorized vendors to ensure that they display a sign stating that they are authorized to redeem SFMNP coupons; and v. A system for identifying and reconciling SFMNP coupons as validly redeemed, lost, stolen, expired, or not matching issuance records. • Reporting Requirements (5) <ul style="list-style-type: none"> ○ Describes the administrative systems the applicant will use to track program and fiscal data to complete the required reports.
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	<p>C. Facilities (7)</p> <ul style="list-style-type: none"> • Provides a description of the facilities, which comply with ADA requirements, that will be used in administering SFMNP. • Describes how the facilities will be capable of hosting a certification site to collect participant applications, issue coupons, redeem coupons, and securely store participation information and records. • Provides a description of the applicant’s office workspace facilities and demonstrate its adequacy in relation to the proposed services. • Clearly demonstrates the capacity and capability to perform administrative responsibilities in the proposed service area.
<p>5. Financial (10 Points)</p> <p>A. Pricing Structure (7)</p> <p>B. Other Financial Related Materials (3)</p>	<p>A. Pricing Structure</p> <ul style="list-style-type: none"> • Submits a cost proposal consisting of the following Budget Forms and is attached to the proposal application. The cost proposal accounts for the proposed compensation and method of payment. <ul style="list-style-type: none"> ○ Budget Forms (7) <ul style="list-style-type: none"> ▪ Provides a budget with line-item detail and detailed calculations for each budget object class identified in the budget forms listed in section 3.5. Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. ▪ The applicant utilizes and refers to form SPOH-201, HRS Chapter 103F, Cost Principles in Purchases of Health and Human Services, in preparing its cost proposal. <p>B. Other Financial Related Materials</p> <ul style="list-style-type: none"> • Accounting System (2) <ul style="list-style-type: none"> ○ Provides, as part of the applicant’s cost proposal, its most recent independent financial audit, with any accompanying management letter, to demonstrate the adequacy of its accounting system. The requirements for an adequate accounting system may include, but is not limited to, keeping accurate procurement and financial records required by law, the state purchasing agency, or the SPO, providing required cost data in acceptable form and in a timely manner and in compliance with generally accepted accounting principles. Other documents may be submitted if relevant.

	<ul style="list-style-type: none"> • Balance Sheet (1) <ul style="list-style-type: none"> ○ Provides, as part of the applicant’s cost proposal, its most recent balance sheet to demonstrate the adequacy in its financial management.
<p>6. Other A. Litigation (0 Points)</p>	<p>A. Litigation</p> <ul style="list-style-type: none"> • The applicant disclosed and explained any pending litigation to which they are a party, including the disclosed of any outstanding judgement

C. Phase 3 – Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents

Proposal Application Checklist

Applicant: _____

RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. Return this checklist to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website.

Item	Reference In RFP	Format/Instructions Provided	Required by Purchasing Agency	Applicant to place "X" for items included in Proposal
General:				
Proposal Application Identification Form (SPOH-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPOH-200A)	Section 3, RFP	SPO Website*	X	
Applicant Compliance	Section 1, RFP	SPO Website*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*		
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				

*Refer to Section 1.2, Website Reference for website address.

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7.0 Attachments

 A. Cost Proposal

 SPO-H-205 Proposal Budget

 SPO-H-206A Budget Justification - Personnel: Salaries & Wages

 SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits

 SPO-H-206C Budget Justification - Travel: Interisland

 SPO-H-206E Budget Justification - Contractual Services – Administrative

 B. Other Financial Related Materials

 C. Organization-wide Chart and Program Organization Chart

 D. Performance and Output Measurement Tables

 Table A

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 E. Program Specific Requirement