

Request for Proposals
The Emergency Food Assistance Program
(TEFAP)

Issued: February 28, 2012

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PART I**GENERAL INFORMATION**

- A. Date of Issuance – The Emergency Food Assistance Program (TEFAP) request for proposals is being issued on **Feb 28, 2012**.
- B. Issuing Organizational Unit

Illinois Department of Human Services
Division of Family and Community Services
Bureau of Basic Supports
400 W. Lawrence, Floor 2C
Springfield, Illinois 62704

Contact Person: William Strahle
IL Department of Human Services
Centrum North, 401 N. 4th St., 2nd Floor
Springfield, IL 62702
Phone: 217/557-9298
William.Strahle@illinois.gov

- C. RFP Availability

Copies of this RFP may be downloaded from the Illinois Department of Human Services (IDHS) website, found at <http://www.dhs.state.il.us>:

click "**For Providers**" tab and scroll down to click "**RFPs**"

under "**Posted RFPs & RSPs**", click "**Bureau of Basic Supports RFP**" link

click "**Food Distribution Services for The Emergency Food Assistance Program (TEFAP)**" link

Additional copies may be obtained by contacting the contact person listed above.

Each applicant must have access to the internet. The Department's website will contain information regarding the RFP. It is the responsibility of each applicant to monitor that website and comply with instructions or requirements relating to the RFP.

SUBMISSION GUIDELINES

- D. RFP Deadline and Submission Instructions

Proposals must be received on or before **2:00 p.m. on March 27, 2012**. The proposal container will be time-stamped upon receipt. The Department will not accept applications submitted by email, on disk, or by fax.

Mail or drop off in-person completed applications to:

Illinois Department of Human Services
Division of Family and Community Services
Bureau of Basic Supports
400 W. Lawrence, Floor 2C
Springfield, Illinois 62704

ATTENTION: Gerráh Caldwell

DFCS Procurement Reference #: DFCS / 12-65118 (BBS65118FB)

Important notices:

- To be considered, proposals must be in the possession of the Illinois Department of Human Services staff at the specified location and by the designated date and time listed above. The deadline will be strictly enforced without exception. In the event of a dispute, the applicant bears the burden of proof that the application was received on time at the location listed above.
- Proposals that are sent electronically (e-mailed), faxed, handwritten, and/or late will not be accepted and will be immediately disqualified.

E. Date, Location and Time of RFP Opening

All proposal submissions will be opened on **March 27, 2012 @ 2 p.m.** at the address listed above for submissions.

F. Late Proposals/Responses

Late proposals will not be opened or considered and will be automatically disqualified, but will be retained by the Department. The Department will notify all applicants whose proposals will not be considered due to lateness or non-compliance with proposal requirements.

G. Proposal Container and Format Requirements

The Proposal Application for this RFP is provided in Addendum I – Proposal Application to Participate as a Foodbank in The Emergency Food Assistance Program (TEFAP). **The Addendum I – Proposal Application must be completed in its entirety.**

All Addendum I – Proposal Applications must be **typed** in the format provided which includes 8.5 x 11-inch paper using 12-point type and at 100% magnification. A 10-point type may be used within tables only. With the exception of letterhead stationery, the entire proposal should be printed in black ink on white paper.

The entire application, including appendices, must be sequentially page numbered. Hand-numbering is acceptable. The appendices must be clearly separated, with a cover sheet for each appendix labeled with the appropriate appendix letter and name. All proposals should be bound with a single binder clip in the upper left-hand corner. Applicants **must not** use any other form of binding, including ring binders, spiral binders, report covers or rubber bands, as well as subject dividers or tabs that extend beyond the 8.5 x 11-inch page.

Applicants must submit **one clearly identified originally signed proposal and five (5) copies** of the proposal.

H. Audit Submission Requirements

All organizations applying for state funds must submit one (1) copy of their most recent audited financial statements as part of their proposal. The Department will use the audit to ascertain the fiscal health of Applicants. The audited financial statements should be included as **Appendix A: Audited Financial Statements**. The audited financial statements only need to be submitted one time.

While the audit will not be scored as part of the review, the Department reserves the right to use information in the audit to assist in the final recommendation for funding. Applicants are

expected to demonstrate through their audits a strong financial position and an ability to obtain funding outside of the public sector. Units of government (such as cities and counties, schools, health departments, etc.) **do not** need to submit an audit.

I. Eligible Applicants

All federally tax exempt, non-profit Foodbanks legally authorized to operate in the State of Illinois with a Not-for-Profit Corporation Charter from the Illinois Secretary of State are eligible to apply for funds under this Request for Proposal.

The Applicant organization must have maintained an established operation for 3 years involving the provision of food to soup kitchens, food pantries, or emergency homeless shelters on a regular basis as an integral part of the organization's activities.

The Applicant organization must have the ability to accept and distribute its pro-rata share of USDA commodities received by Illinois, regardless of number of pounds.

Each applicant must have access to the Internet. The Department's website will contain information regarding the RFP. It is the responsibility of each applicant to monitor that website and comply with any instructions or requirements relating to the RFP.

Agencies awarded funds through this grant must have or obtain a computer that meets the following minimum specifications for the purpose of receiving electronic program and fiscal information:

- Internet access, preferably high-speed
- E-mail capability
- Microsoft Excel
- Microsoft Word

J. Questions and Answers

If you have questions relating to this RFP, please send them via e-mail to William.Strahle@illinois.gov. Questions with their respective answers (Q & As) will be posted on the IDHS website at <http://www.dhs.state.il.us>:

click "**For Providers**" tab and scroll down to click "**RFPs**"

under "**Posted RFPs & RSPs**", click "**Bureau of Basic Supports RFP**" link.

click "**Food Distribution Services for The Emergency Food Assistance Program (TEFAP)**" link.

click "**Questions & Answers for Food Distribution Services for The Emergency Food Assistance Program (TEFAP)**" link.

The Q & As will be posted with The Emergency Food Assistance Program RFP. The information in the Q & A's section may be updated periodically; it will be the Applicant's responsibility to monitor it for updated information.

K. Bidders' Conference

The Department will conduct one **mandatory** Bidders' Phone Conference. The mandatory Bidders' Phone Conference is scheduled for the date and time listed below:

Date: March 5, 2012
Time: 10:00 a.m.
Call-in #: 888-557-8511; Pass-code #: 1318361

Within one (1) hour of the conclusion of the mandatory bidder's conference, all participants are required to submit an email to William Strahle verifying participation. **If a participation verification email is not received, the applicant will not be considered as participating in the mandatory phone conference.**

Questions may be submitted in writing, prior to the mandatory Bidders' Conference, via email to William.Strahle@illinois.gov by **noon on March 2, 2012.**

All questions and answers provided during the mandatory Bidders' Conference are considered unofficial. Official questions and answers will be listed in a Q & A document and will be posted on the IDHS website at <http://www.dhs.state.il.us>:

click "**For Providers**" tab and scroll down to click "**RFPs**"

under "**Posted RFPs & RSPs**", click "**Bureau of Basic Supports RFP**" link.

click "**Food Distribution Services for The Emergency Food Assistance Program (TEFAP)**" link.

click "**Questions & Answers for Food Distribution Services for The Emergency Food Assistance Program (TEFAP)**" link.

The Q & As will be posted with The Emergency Food Assistance Program RFP. The Q & As will be posted after the Bidders' Conference is held; applicants are strongly encouraged to check the Q & As after the Bidders' Conference. Only written answers posted on the website will be considered valid and official.

L. Withdrawal Disclaimer

The Illinois Department of Human Services may withdraw this Request for Proposals at any time prior to the actual time a fully-executed agreement is filed with the State of Illinois Comptroller's Office.

M. Modifications to the Request for Proposals by IDHS

If it becomes necessary or appropriate for IDHS to change any part of the RFP, a modification to the RFP will be made available on the IDHS website, found at <http://www.dhs.state.il.us>:

click "**For Providers**" tab and scroll down to click "**RFPs**"

under “**Posted RFPs & RSPs**”, click “**Bureau of Basic Supports RFP**” link.

click “**Food Distribution Services for The Emergency Food Assistance Program (TEFAP)**” link.

The Department will notify all interested parties and known recipients of the RFP. Upon receipt of the modification notice, prospective respondents are asked to send written acknowledgment to the Department’s contact person, listed above under Issuing Organizational Unit Contact Person.

N. Clarifications, Negotiations, or Discussions Initiated by IDHS

The Department may contact any applicant prior to the final award for the following purposes:

As part of the Department’s review process, the Department may request an applicant clarify its bid or proposal. An applicant may not be allowed to materially change its bid or proposal in response to a request for clarification.

When the Department knows or has reason to conclude that a mistake has been made, the Department shall ask the applicant to confirm the information. Situations in which confirmation should be requested include obvious or apparent errors on the face of the document or a price unreasonably lower than the price others submitted, or if the price is considerably higher than what is currently paid for this type of service. *This particular grant RFP is not subject to price points as funding is based on Federal Formula and price is not determined by the applicant. See **Section R - Award** for further details.* If the applicant alleges a mistake, the bid or proposal may be corrected or withdrawn following the conditions set forth by the State of Illinois Procurement Code.

O. Objections and Protests

Applicants who object to any provision of the RFP, who believe their proposal was improperly rejected, or who believe that the selected proposal(s) is/are not in the best interest of the Department, may submit a written protest regarding the Department’s action. The Department will consider all such written protests which are submitted according to the time periods specified below. The Department will investigate all allegations and issue a written response. The decision of the Department is final.

Protests must be in writing and will be considered filed when physically received by the Department at the following address:

Illinois Department of Human Services
Office of the General Counsel, Attn: Kathy Ward
401 S. Clinton, Ste. 6-400
Chicago, Illinois 60607

Protests must be filed within seven (7) calendar days after the Protestor knows or should have known of the facts giving rise to the protest. If a protest is received, any award made will not be considered final until the protest is resolved.

P. Public Information

All information submitted pursuant to this RFP is subject to the Illinois Freedom of Information Act. The successful applicant must recognize and accept that any material marked proprietary or confidential that must be made a part of the contract may be considered open for public inspection. Price information submitted by the successful applicant shall be considered public. *Only the record of proposals that are not selected for funding (i.e., a list of those agencies that submitted unsuccessful applications) shall be considered public information, not the applications themselves.*

Q. Review Panel

Proposals will be reviewed by a panel established by staff from IDHS. Panel members will initially read and evaluate applications independently using guidelines furnished by IDHS and will subsequently participate in review panel meetings during which proposals will be reviewed and scored collectively. Scoring will be based on a 185-point scale. Scoring will not be the sole award criterion. While recommendations of the review panel will be a key factor in the funding decisions, the Department considers the findings of the review panel to be non-binding recommendations.

The Department maintains final authority over funding decisions and reserves the right to consider additional factors, such as geographical distribution of proposed service areas, past performance and/or financial standing with the Department, when making final award decisions.

AWARD AND SERVICE AGREEMENT

R. Award

Awards for this grant RFP are entirely based on the final, annual funding levels announced and made available by the U.S. Department of Agriculture (USDA). Funds are then awarded to grantees selected by this RFP in accordance with the federal formula described below:

Funds awarded under this RFP will be based on the pro-rata share of each of the 102 Illinois counties as determined by 60% poverty population and 40% of the unemployed population relative to all counties in the State of Illinois. The percentages for each Illinois County are detailed in Column D of Addendum III. This pro-rata percentage is then applied to total available funding to determine the funding amount for each county awarded to the Foodbank. IDHS may, however, set a maximum amount of funds awarded to any one Foodbank.

Funds awarded under this RFP may be used for such costs associated with privately donated food as well as USDA commodities. Expenditures to distribute donated prepared food are also allowable from TEFAP approved funds awarded under this RFP. Payments are to be made on the basis of a proposed annual budget approved by IDHS. The Foodbank may receive an amount equal to at least two months of the administrative grant award for the first payment of the contract year. Thereafter, Foodbanks may receive an amount approximating one month (1/12) of the approved administrative grant award. The Foodbank is required to submit monthly expenditure information to IDHS. Payments to the Foodbank under the TEFAP may not exceed approved expenditures. Isolation and documentation of all expenditures from TEFAP grant funds is required. Expenditures shall be recorded in the Provider's records in such a manner as to establish an audit trail for future verification of appropriate use of funds. Addendum II to this RFP details allowable administrative

expenditures.

It is anticipated that applicants will receive notification by the Department regarding funding decisions by approximately **April 13, 2012**. Successful applicants will be notified in writing by letter from the Secretary of the Illinois Department of Human Services. A Notice of Grant Award is not equivalent to an agreement with the Department to commence providing service. By **June 15, 2012**, successful applicants should receive the Community Service Agreement for their signature and return it per instructions provided at that time. The release of this RFP does not obligate the Illinois Department of Human Services to make an award.

S. Estimated Length of Agreement

The Department estimates that the term of the agreement resulting from this RFP will be three one-year agreements, beginning upon date of signature (not before July 1, 2012), and continuing through June 30, 2015. With the mutual consent of both parties, and dependent upon the provider's performance and adherence to program requirements, and dependent upon the availability of funds to the Department, the agreement may be renewed for two additional one-year periods extending the terms of the agreement through June 30, 2017.

T. Commencement of Service

The Department is not obligated to reimburse applicants for expenses incurred prior to the complete and final execution of the written agreement. If the applicant receives an award letter from the Secretary, then it is reasonable to assume that the Department will be forwarding the applicant a contract. No services can be reimbursed prior to the full and complete execution of the contract and filing with the Illinois Office of the Comptroller.

U. Contract

The legal agreement between IDHS and the successful applicants will be in the form and format prescribed by IDHS. The standard IDHS Community Service Agreement will be used when contracting for services. This agreement may be found at IDHS website, <http://www.dhs.state.il.us>:

click "**For Providers**" tab and scroll down to click "**Contracts**"

click "**FY12 Sample Community Services Agreement 9/30/11 (FY12 CSA) (pdf)**"

This sample contract is referenced for informational purposes only. If selected for funding, the applicant will be provided with a IDHS Community Service Agreement for their signature.

ASSURANCES AND ADDITIONAL REQUIREMENTS

V. Program Evaluation and Reporting Requirements

Successful applicants will be required to participate in any evaluation efforts as directed by the Department and/or its subcontractor(s) and collect and report data accordingly.

Mandatory reporting requirements for successful applicants will include the submission of TEFAP Financial and Program Reports online via the IDHS Emergency Food Program website, <http://www.illinoisfoodbanks.org/sites.asp> on a monthly basis, within 21 days after

the end of each calendar month. The Financial Reports require monthly accounting of allowable administrative expenditures, as outlined in Addendum II, and in accordance with an approved budget. The Program Reports require monthly accounting of product receipt, distribution and inventory numbers, as well as service data on the number of meals served in soup kitchens and homeless shelters and the number of individuals and households served in food pantries. The Program Reports must also provide the number of households receiving/not receiving SNAP (Supplemental Nutrition Assistance Program benefits, formerly known as food stamps) based on household self-declaration.

In order to assure accountability at all levels of service provision, the Illinois Department of Human Services is implementing the practice of performance-based contracting with its vendor/grantee agencies. The articulation and achievement of measurable outcomes assure that we are carrying out the most effective programming possible.

W. Deliverables

Successful applicants will be required to provide the following deliverables:

- accept and distribute its pro-rata share of USDA commodities received by Illinois, regardless of the number of pounds;
- distribute donated food to pantries, soup kitchens, and homeless shelters at least once a month through pickup and delivery services in accordance with the USDA policy of non-discrimination;
- track financial expenditures, pounds of food distributed and service data (number of individuals and households served) on a monthly basis and submit monthly financial and program reports online via the IDHS Emergency Food Program website, <http://www.illinoisfoodbanks.org/sites.asp>;
- comply with all program rules, policies and procedures in accordance with the TEFAP policy manual provided annually by IDHS;
- participate in monitoring/evaluation activities.

IDHS will verify Foodbank performance through central office data reviews of monthly financial, service and inventory reports as well as annual on-site Foodbank monitoring.

X. Training and Technical Assistance

Programs must agree to receive consultation and technical assistance from authorized representatives of the Department. The program and collaborating partners will be required to be in attendance at site visits. Programs will be required to attend regular meetings and training as provided by the Department or a subcontractor of the Department, and should budget accordingly.

Programs must agree to provide formal TEFAP policy and procedure training to distribution site staff at least once each year (in accordance with the TEFAP policy manual provided

annually by IDHS) to assure adherence to program policies and provide technical assistance to distribution sites and staff on an ongoing basis.

Y. Hiring and Employment Policy

It is the policy of the Department to encourage cultural diversity in the work environment and to promote employment opportunities through its programs. The Department's philosophy is that the program workforce should appropriately reflect the populations to be served, with special attention given to hiring individuals indigenous to those communities. Consistent with Department policy, whenever a position becomes available, funded programs are encouraged to consider TANF clients for employment, contingent upon their qualifications in the areas of education and work experience.

Z. Linguistic and Cultural Competence

The Illinois Department of Human Services is mandated to comply with the Constitution of the United States, Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act of 1990, ADA Amendments Act of 2008, Illinois Human Rights Act, the 1970 Constitution of the State and any laws, regulations or orders, Federal or State, which prohibit discrimination on the grounds of race, sex, color, religion, national origin, age, ancestry, marital status, disability, or the inability to speak or comprehend the English language. The State of Illinois Linguistic and Cultural Competence Guidelines (LCC Guidelines, see **Addendum IV**) were developed as a mechanism for improving language and cultural accessibility and sensitivity in services provided by human service organizations that receive grants and contracts to serve the residents of the State of Illinois. Successful applicants must comply with all USDA and IDHS requirements for TEFAP concerning civil rights and non-discrimination. While applicants for this RFP are not required to devise a specific plan demonstrating compliance with Addendum IV, successful applicants will be encouraged to operate their programs, to the maximum extent possible, in accordance with the comprehensive LCC guidelines outlined in Addendum IV.

AA. Congressional and Legislative Districts

The applicant must provide on the required Addendum I - Proposal Application the Congressional District (by number), the Illinois House and Senate Legislative Districts (by number), available at:

<http://www.elections.il.gov/DistrictLocator/DistrictOfficialSearchByAddress.aspx>.

BB. Additional Information

The Department reserves the right to request additional information that could assist with its award decision. Applicants are expected to provide the additional information within a reasonable period of time. Failure to provide the information could result in the rejection of the proposal.

PART II

A. Department's Need for the Services

IDHS needs food banks to receive, store, and distribute USDA food commodities and privately donated food in all 102 counties of the State of Illinois. IDHS also requires that these food banks conduct administrative activities related to this distribution throughout the counties awarded to them through the procurement process. The goals of the program are to provide food to eligible persons who have an emergent need for food and to supplement the food resources of other eligible persons. These goals are achieved through the following methods of distribution:

- 1) Food Pantries,
- 2) Soup Kitchens, and
- 3) Homeless Shelters

Foodbanks must complete Addendum I which constitutes the proposal application to participate in the Emergency Food Assistance Program (TEFAP) and outlines each Foodbank's ability to meet IDHS' need for the required supplies and services.

B. Intent of the RFP (RFP Priorities)

The Illinois Department of Human Services (IDHS) is requesting formal proposals from not-for-profit Foodbanks for distribution services to include the storage, handling and distribution of privately donated food and USDA commodities. The program funded under this Request for Proposal shall be known as The Emergency Food Assistance Program (TEFAP). Organizations selected for participation in the program will be known as Foodbanks.

Administrative funds awarded under this contract are available for the storage, handling and distribution of both USDA commodities and privately donated food. IDHS will make selections to distribute USDA commodities based in part upon the total pounds of privately donated food distributed by the Foodbank on an annual basis. The amount of food and administrative funding provided to each Foodbank selected through this proposal will be determined through use of a formula based upon the weighted poverty population and unemployed population (60% poverty/40% unemployment) in the geographic service area awarded to the applicant. IDHS may, however, set a maximum amount of funds to be awarded to any one Foodbank. Funds awarded under this contract may not be used to purchase food.

C. Goals to be Achieved / Services to be Performed

1. Each Foodbank must accept and distribute its pro-rata share of USDA commodities received by Illinois, regardless of the number of pounds.
2. Foodbanks must provide these services:
 - distribute donated food to pantries, soup kitchens, and homeless shelters at least once a month through pickup and delivery services in accordance with the USDA policy of non-discrimination;

- assure that each distribution site has a contract to distribute USDA commodities which must include a policy of non-discrimination and an assurance that donated food is made available to all eligible households to the extent that such food is available;
- assure that each storage site used by the Foodbank is sufficient to accommodate projected amounts of refrigerated, frozen, and dry products and the distribution sites comply with storage requirements in terms of temperature, security and rodent control;
- provide formal TEFAP policy and procedure training to distribution site staff at least once each year (in accordance with the TEFAP policy manual provided annually by IDHS) to assure adherence to program policies and provide technical assistance to distribution sites and staff on an ongoing basis;
- annually monitor 100% of TEFAP distribution sites to ensure that all required TEFAP criteria are met as specified in the TEFAP Site Monitoring Instrument developed by the Foodbanks and approved by IDHS;
- conduct at least three types of structured outreach activities in the service area on an ongoing basis to make the community aware of donated food resources (e.g., printed materials, brochures, flyers, and media appearances);
- maintain accurate receipt and distribution records for TEFAP commodities with at least 99% product accountability;
- verify receipt, location, and condition of all equipment, funded wholly or in part with TEFAP federal administrative funding, at least once every two years.
- expend and/or obligate TEFAP administrative funding on a monthly basis; document and isolate all TEFAP program expenditures in the Foodbank's accounting records and maintain all expenditure documentation;
- track the pounds of privately donated / purchased (non-government) food distributed on an annual basis;
- distribute food to counties and distribution sites in the assigned service area in accordance with fair-share allocation percentages provided annually by IDHS;
- assure that pantries and soup kitchens maintain regularly scheduled weekly hours and adhere to other program requirements;
- ensure that food commodities are distributed to eligible participants according to established program guidelines through receiving, tracking and verifying the accuracy of completed IDHS signature sheets on a monthly basis;

- maintain accurate warehousing and inventory records for all TEFAP food commodities;
- investigate and handle 100% of complaints and irregularities and provide reports to the IDHS as needed;
- distribute SNAP applications to food pantries, soup kitchens, and homeless shelters for distribution to potentially eligible clients;
- compile information from client signature sheets which includes the number of individuals and households served as well as those that receive / do not receive SNAP benefits based on household self-declaration.

3. Receipt and Storage Specifications

The IDHS, acting as an agency of the USDA, will provide USDA commodities to the Foodbank without charge. The commodities may be shipped direct to the Foodbank from USDA vendors.

The Foodbank agrees to have commodities delivered to a site accessible to commercial vehicles, to have sufficient staff or volunteer labor available to unload the commodities from the delivery truck and to perform a physical count of all commodities received as verification of receipt.

The Foodbank will assure that all commodities are held in a secure, adequate and proper storage facility prior to distribution. Storage must be rodent and insect free.

- Refrigerated commodities must be maintained at 35° to 40°F.
- Freezer commodities must be maintained at 0°F or less.
- Dry commodities must be maintained at 35° to 75°F.

The Foodbank will comply with storage directives, fact sheets, and storage handbooks as compiled and issued by the USDA, Rules and Regulations of the Illinois Department of Public Health Division of Food and Drugs, and any specific directions of the IDHS concerning storage. The IDHS reserves the right to inspect and approve Foodbank storage facilities prior to awarding the contract and during the contract period.

4. Methods of Distribution

A Foodbank will distribute commodities through food pantries, soup kitchens, and homeless shelters. Distribution sites must meet all the criteria in the following definitions:

- A food pantry provides emergency and supplemental food to income eligible households on a periodic basis. Food pantries must have regular hours of at least two hours per week, have food available on a continuous basis, and have food available in addition to USDA commodities. Food pantries must

allow clients to receive service at least once in a thirty day period and can not require clients to obtain written referrals from external agencies. Food pantries must obtain client signatures attesting that the household meets IDHS income eligibility standards. Food pantries may request documentation to verify identity and residency.

- Soup kitchens and homeless shelters serve prepared, congregate meals to homeless, transient, or other needy people. All persons requesting meal service at a soup kitchen are presumed eligible for service. Soup kitchens and homeless shelters cannot charge for these meals and must have regular hours of at least two hours per week for meal service. Although homeless shelters serve only their own residents, soup kitchens must be open to the general, needy public. Meals must be served in a clean, secure environment.

5. Distribution Site Requirements

The pantries, soup kitchens and homeless shelters must be federally tax-exempt, nonprofit private or governmental agencies legally authorized to operate in the State of Illinois. Private agencies must have a Not-for-Profit Corporation Charter from the Illinois Secretary of State or a current verification of exemption from Federal Income Tax Liability under Section 501(c)(3) or 501(c)(4) of the Internal Revenue Code unless an organization is exempt from filing under Internal Revenue Service regulations. The Foodbank must have a written contract with all pantries, soup kitchens and homeless shelters. All pantries, soup kitchens, and homeless shelters receiving USDA commodities are subject to IDHS approval.

Prior to the initiation or renewal of any TEFAP distribution site contract, the Foodbank must verify that the site is not present on the IRS Automatic Revocation of Exemption List found at <http://www.irs.gov/charities/article/0,,id=240099,00.html>.

Food Pantries are responsible for collecting household participation records on client signature sheets and for reviewing sheets on a monthly basis to assure accuracy of completion. Information on the client signature sheets will include the names, addresses and signatures of individuals receiving donated food and whether or not each household receives SNAP benefits. Soup kitchens and homeless shelters must track the number of meals served. Food pantries and soup kitchens must also distribute SNAP applications and conduct other SNAP outreach activities as required by IDHS. Other records deemed necessary by IDHS may be required.

6. Fees to Pantries, Soup Kitchens, and Homeless Shelters

The Foodbank may not require the pantries, soup kitchens and homeless shelters to contribute to the defrayal of the Foodbank expenses associated with the distribution of USDA commodities. Foodbanks may, however, charge maintenance fees to distribution sites to offset the distribution costs of privately donated food.

7. Allocation to Distribution Sites

The Foodbank must award USDA commodities to each county at the level determined by IDHS. The percentages each county must receive are provided by IDHS on an annual basis to Foodbanks. The Foodbank must then apply an allocation formula based on service data, or alternative IDHS approved method, to determine the amount of commodities that each pantry, soup kitchen, and homeless shelter receives. Proposals should specify the methods and data sources to be used in establishing allocations to pantries, soup kitchens, and homeless shelters within each county. Generally the most acceptable data source for awarding USDA commodities to distribution sites within each county are service data including households or individuals served by food pantries and meals served by soup kitchens and homeless shelters. Foodbanks may propose alternative methods of allocation which are based upon other objective indicators of need. Allocation methodologies must be approved by IDHS.

8. Distribution Schedule

The Foodbank shall maintain and provide IDHS with a current schedule of dates and times that all pantries and soup kitchens are open by updating the online distribution site list on the IDHS Emergency Food Program website, <http://www.illinoisfoodbanks.org/sites.asp>. The master list of distribution site schedules must be updated as soon as current information is available. The Foodbank will advise the IDHS of operating schedules upon inception of the contract.

9. Public Outreach

Each Foodbank shall take positive and specific action to implement a public outreach system throughout its jurisdiction which informs potential participants of the availability of the program. Outreach activities and materials should specify the addresses and scheduled operating hours of food pantries, soup kitchens and homeless shelters within the food bank's jurisdiction. At least 3 formal types of structured outreach activities must be used by the Foodbank, on an ongoing basis, to advise the community of the availability and location of service (e.g., printed materials, brochures, flyers, website information and other electronic media).

10. Household Use

The Foodbank must ensure that food pantries distribute USDA commodities for household consumption only. The Foodbank must also ensure that food pantries agree to adhere to the income eligibility guidelines specified by the IDHS as a basis for the determination of program eligibility. Self-declaration is the only method which may be used to establish eligibility by food pantries. IDHS Client Signature Sheets will be used to document eligibility using the self-declaration methodology.

11. Congregate Facilities

Unless authorized by USDA and IDHS, Foodbanks must not distribute USDA commodities designated for The Emergency Food Assistance Program (TEFAP) to nonprofit school lunch programs, nonprofit summer camps for children, and other nutrition programs targeted to children or elderly populations, including nutrition projects operating under authority of the Older American Act of 1965, providers of home delivered meals, hospitals, and any other group care facility, including alcohol and drug continuing recovery centers. Soup kitchens open to the general needy public and homeless shelters are the only congregate feeding facilities eligible for USDA commodities.

12. Surplus Food Exception

With authorization from USDA and IDHS, Foodbanks may distribute USDA commodities as surplus to non-profit agencies which are not considered eligible for participation in The Emergency Food Assistance Program (TEFAP). Procedures for distribution of surplus product are detailed in the TEFAP Procedures Manual.

13. Repackaging

Repackaging of USDA commodities by distribution sites is prohibited. Foodbanks may repackage USDA commodities under certain circumstances with the agreement of IDHS.

14. Monitoring

The Foodbank is responsible for reviewing the activities and operations of their pantries, soup kitchens and homeless shelters. The review must include verification of adherence to eligibility criteria, residency requirements, and adequacy of storage of commodities. It is the responsibility of the Foodbank to take necessary actions to correct deficiencies identified through monitoring of distribution sites. Copies of reviews must be available for inspection by the USDA/IDHS upon request. All pantries, soup kitchens and homeless shelters under contract with the Foodbank must be monitored once a year by the Foodbank. A level of 100% compliance with this objective is required.

The Foodbank must also participate in and comply with all monitoring/evaluation activities conducted by IDHS and/or USDA - including, but not limited to, annual on-site Foodbank reviews.

15. Amount of USDA Commodities Awarded to Foodbanks

IDHS will award USDA commodities to Foodbanks through a formula based on poverty and unemployment statistics for the TEFAP geographic service area awarded to the Foodbank. The service areas are defined by county. The formula will be weighed as follows: 60% for people below poverty level and 40% for people who are unemployed.

16. Program Reports

The Foodbank must submit the TEFAP Financial and Program Reports online via the IDHS Emergency Food Program website, <http://www.illinoisfoodbanks.org/sites.asp> on a monthly basis, within 21 days after the end of each calendar month. The Financial Reports require monthly accounting of allowable administrative expenditures, as outlined in Addendum II, and in accordance with an approved budget. The Program Reports require monthly accounting of product receipt, distribution and inventory numbers, as well as service data on the number of meals served in soup kitchens and homeless shelters and the number of individuals and households served in food pantries. The Program Reports must also provide the number of households receiving/not receiving SNAP benefits based on household self-declaration.

17. Losses

After physical delivery of food is made, the Foodbank is responsible for safekeeping of commodities. IDHS requires that Foodbanks explain all losses, including those experienced by their distribution sites. IDHS is required by federal regulations to pursue recovery of the value of all food lost due to fraud or negligence. If commodities are lost during the month, Foodbanks are required to submit a Commodity Loss Report along with their monthly Inventory Report within 21 days after the report month. The Foodbank is financially responsible for all losses even when the distribution site causes the loss. IDHS makes an ultimate commodity claim determination on all losses. Based upon the commodity claim determination, restitution may be required either by the collection of funds or by the in-kind replacement of food in lieu of payment to FNS (USDA's Food & Nutrition Service Unit). If the value of any lost commodity is at or above \$2,500, the Foodbank must notify IDHS immediately by phone and forward all loss documentation to IDHS for transmission to the appropriate FNS Regional Office for claim determination. The Foodbank will assume liability for loss of the USDA commodities caused by failure to provide proper storage, care and handling through:

- insurance coverage of at least the value of the maximum quantity of USDA commodities expected in possession at any one time; or
- through proof of unencumbered assets held by the Foodbank that have a value of at least the value of the maximum quantity of USDA commodities expected in possession at any one time.

D. Service Area

The Illinois Department of Human Services is interested in gathering information about the service delivery area for each agency/program providing services to our participants and clients. This geographic analysis helps us to assure that services are being delivered in the areas of greatest need, in the most efficient and effective manner possible. Because of the

importance of this information, your proposed service delivery area will be reviewed in the context of your application and the State’s need for services in that area.

The Foodbank will define by county(s) the area it proposes to serve in the Addendum I Proposal Application. Contracts will be awarded to exclusively serve specific geographic service areas defined by county.

The Foodbank must also attach a map to its application showing the county or counties it proposes to serve and the location of each food pantry, homeless shelter and soup kitchen that will participate. IDHS may award contracts to serve all or part of the proposed service area. In some instances, IDHS may request that selected Foodbanks serve counties not in its proposal in order to assure quality service to all Illinois counties.

The 102 counties of Illinois and the most recent poverty and unemployment numbers for the counties are provided in Addendum III. Column D provides the 60% poverty/40% unemployment percentages for the county relative to the total for all counties in the State.

E. Proposal Evaluation Criteria

SCORING CATEGORIES:	Possible Points
1. ORGANIZATIONAL CAPACITY.....	35
2. AMOUNT OF PRIVATELY DONATED FOOD	30
3. GEOGRAPHIC COVERAGE	30
4. DISTRIBUTION/DELIVERY PLAN	30
5. ABILITY TO RECEIVE AND STORE FOOD	30
6. ALLOCATION, OUTREACH, TRAINING, & MONITORING....	30
TOTAL POSSIBLE POINTS	185

F. Criteria Requirements of Applicant

Eligible Applicants –

- Must be a federally tax exempt, non-profit Foodbank legally authorized to operate in the State of Illinois with a Not-for-Profit Corporation Charter from the Illinois Secretary of State.
- Must have maintained an established operation for 3 years involving the provision of food to soup kitchens, food pantries, or emergency homeless shelters on a regular basis as an integral part of the organization’s activities.

Food Distribution Capacity –

- The Applicant organization must accept and distribute its pro-rata share of USDA commodities received by Illinois, regardless of number of pounds.

Internet Access –

- The Applicant organization must have access to the Internet for purposes of using data systems.

G. Proposal Content

Addendum I – Proposal Application requires the following:

1. **MANDATORY SECTION - With the exception of the fifth item below, all components in the Mandatory Section must be provided or the applicant’s RFP Proposal Application cannot be considered.**

- Proof of an established operation for a minimum of 3 years involving the provision of food to pantries, soup kitchens, and/or homeless shelters on a regular basis as an integral part of the organization’s activities.
- Proof of federally tax exempt, non-profit legal authorization to operate in the State of Illinois with a Not-for-Profit Corporation Charter from the Illinois Secretary of State.
- Proof of exemption from federal income tax liability under the applicable Section 501(c)(3) or 501(c)(4) of the Internal Revenue Code as verified from the Internal Revenue Service.
- Proof of insurance that includes the coverage of food commodities.
- Proof that applicant is not present on the Internal Revenue Service Automatic Revocation of Exemption list
<http://www.irs.gov/charities/article/0,,id=240099,00.html>
Applicant need not provide verification for this item; IDHS will verify this requirement as part of the evaluation process.

2. **DESIRABLES SECTION – All components under the “Desirables Section” will be scored based on the following categories.**

Responsiveness Elements	Total Points Possible	WEIGHT %
a) Organizational Capacity	35	20%
b) Privately Donated Food	30	16%
c) Geographic Coverage	30	16%
d) Distribution/Delivery Plan	30	16%

e) Ability to Receive and Store Food	30	16%
f) Allocation Formula, Outreach & Training	30	16%

a. **Organizational Capacity Data [Max points 35]**

- i. Agency’s Primary Function [1-5 points]
- ii. Operational Data – Years of Operation and Number of Staff Employed [1-5 points]
- iii. Statistics – Number of Households and Meals Served Annually [1-5 points]
- iv. Other Governmental Food Programs [Informational only; not scored]
- v. Budget – Funding Sources and Amounts [1-5 points]
- vi. Fiscal Accountability – Name of Accounting System and Its Ability to Track, Segregate and Isolate Agency Expenditures by Funding Code [1-5 points]
- vii. Inventory Accountability – Ability to Maintain Accurate Warehousing and Inventory Records for All TEFAP Commodities [1-5 points]
- viii. Civil Rights – Written Policy of Non-Discrimination, Complaint Investigation and Resolution Process, and Written Statement to Agree to Distribute USDA Food Commodities Without Charge [1-5 points]

b. **Privately Donated Food Data [Max points 30]**

- i. Projected Number of Pounds of Food to be Distributed [1-25 points]
- ii. Methodology Used to Count/Estimate the Amount of Food Distributed including Accountability for all Commodity Losses [1-5 points]
- iii. Client Data – Projected Number of Individuals and Meals to be Served Annually [Informational only; scored in previous section]

c. **Geographic Coverage [Max points 30]**

- i. Identification of Geographic Coverage by indicating the County(s), Municipality(s) or Community Area(s) Served [Informational only; not scored]
- ii. Attachment of Map Depicting the Area to be Served and the Location of Each Food Pantry, Homeless Shelter and Soup Kitchen that will Participate [1-6 points]

- iii. Identification of Areas not being Served and Plan for Filling the Gaps [1-6 points]
 - iv. Confirmation that Distribution Sites Agree to Participate in the TEFAP [1-6 points]
 - v. Explanation of How Distribution Site Contracts are Initiated, Contracts include a Policy of Non-Discrimination and an Assurance that Donated Food is Made Available to All Eligible Households [1-6 points]
 - vi. Assurance that Sites Meet Adequate Warehousing and Storage Standards and Operate at Least Once a Week for Two Hours Prior to Initiation of a Site Contract [1-6 points]
- d. **Distribution / Delivery Plan [Max points 30]**
- i. Names of Sites, Municipalities, or Counties [1-10 points]
 - ii. Number of Travel Miles [1-10 points]
 - iii. Specification of Distribution Plan – Pickup and/or Delivery for Both Privately Donated/Purchased Food and USDA Commodities [1-10 points]
- e. **Ability to Receive and Store Foods [Max points 30]**
- i. Warehouse Capabilities including the Ability to Receive Semi-Trailer Loads [1-12 points]
 - ii. Storage Space [1-6 points]
 - iii. Warehouse Security System [1-6 points]
 - iv. Adequate Pest Control [1-6 points]
- f. **Allocation Formula, Outreach, Training and Monitoring [Max points 30]**
- i. Description of Plan to Allocate Amounts of USDA Commodities Within Counties with Multiple Distribution Sites [1-6 points]
 - ii. Identification of Public Outreach Activities, Including Specific Information Related to Outreach for Limited English Proficiency (LEP) Communities – At Least Three Structured Types Required [1-6 points]
 - iii. Identification of Training Opportunities for Applicant Staff, Distribution Site Staff and Volunteers [1-6 points]
 - iv. Identification of Applicant’s Ability to Distribute SNAP Applications to Food Pantries, Homeless Shelters and Soup Kitchens for Distribution to Potentially Eligible Clients [1-6 points]

- v. Identification of Applicant's Ability to Monitor 100% of TEFAP Distribution Sites Annually [1-6 points]

This concludes the RFP requirements and instructions. All proposals and required attachments must be submitted by mail or in-person by 2:00 p.m. on March 27, 2012 (refer to Part I; Section D for submission guideline details).

The Department is under no obligation to review applications that do not comply with the requirements outlined in this RFP.