Exhibit C

Lexington-Fayette
Urban County Government

Request for Proposals

The Lexington-Fayette Urban County Government hereby requests proposals for **#19-2024 Childhood & Youth Development – Extended Social Resources (ESR) Grant Program** to be provided in accordance with terms, conditions and specifications established herein.

Sealed proposals will be received through Ion Wave until **2:00 PM**, prevailing local time, on **April 25, 2024.** All forms and information requested in RFP #19-2024 must be included and attached in Response Attachments tab in Ion Wave.

Proposals received after the date and time set for opening proposals will not be accepted. It is the sole responsibility of the Proposer to assure that his/her proposal is submitted in Ion Wave before the date and time set for opening proposals.

Proposals, once submitted, may not be withdrawn for a period of one hundred twenty (120) calendar days.

The Lexington-Fayette Urban County Government reserves the right to reject any or all proposals, and to waive technicalities and informalities when such waiver is determined by the Lexington-Fayette Urban County Government to be in its best interest.

Signature of this proposal by the Proposer constitutes acceptance by the Proposer of terms, conditions and requirements set forth herein.

Minor exceptions may not eliminate the proposal. Any exceptions to the specifications established herein shall be listed in detail on a separate sheet and attached hereto. The Lexington-Fayette Urban County Government shall determine whether any exception is minor.

The Lexington-Fayette Urban County Government encourages the participation of minority- and women-owned businesses in Lexington-Fayette Urban County Government contracts. This proposal is subject to Affirmative Action requirements attached hereto.

Please do not contact any LFUCG staff member or any other person involved in the selection process other than the designated contact person(s) regarding the project contemplated under this RFP while this RFP is open and a selection has not been finalized. Any attempt to do so may result in disqualification of the firm's submittal for consideration.

Laws and Regulations

All applicable state laws, municipal ordinances and regulations of all authorities having jurisdiction over the project shall apply to the contract, and shall be deemed to be incorporated herein by reference.

Equal Employment Opportunity

The Entity (regardless of whether construction contractor, non-construction contractor or supplier) agrees to provide equal opportunity in employment for all qualified persons, to prohibit discrimination in employment because of race, color, religion, sex (including pregnancy, sexual orientation or gender identity), national origin, disability, age, genetic information, political affiliation, or veteran status, and to promote equal employment through a positive, continuing program from itself and each of its sub-contracting agents. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.

Kentucky Equal Employment Opportunity Act

The Kentucky Equal Employment Opportunity Act of 1978 (KRS 45.560-45.640) requires that any "county, city, town, school district, water district, hospital district, or other political subdivision of the state shall include in directly or indirectly publicly funded contracts for supplies, materials, services, or equipment hereinafter entered into the following provisions:

> "During the performance of this contract, the contractor agrees as follows:
>
> > (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, or national origin;
> >
> > (2) The contractor will state in all solicitations or advertisements for employees placed by or on behalf of the contractors that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, or national origin;
> >
> > (3) The contractor will post notices in conspicuous places, available to employees and applicants for employment, setting forth the provision of the nondiscrimination clauses required by this section; and
> >
> > (4) The contractor will send a notice to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding advising the labor union or workers'

representative of the contractor's commitments under the nondiscrimination clauses."

The Act further provides:

"KRS 45.610. Hiring minorities -- Information required

(1) For the length of the contract, each contractor shall hire minorities from other sources within the drawing area, should the union with which he has collective bargaining agreements be unwilling to supply sufficient minorities to satisfy the agreed upon goals and timetables.

(2) Each contractor shall, for the length of the contract, furnish such information as required by KRS 45.560 to KRS 45.640 and by such rules, regulations and orders issued pursuant thereto and will permit access to all books and records pertaining to his employment practices and work sites by the contracting agency and the department for purposes of investigation to ascertain compliance with KRS 45.560 to 45.640 and such rules, regulations and orders issued pursuant thereto.

KRS 45.620. Action against contractor -- Hiring of minority contractor or subcontractor

(1) If any contractor is found by the department to have engaged in an unlawful practice under this chapter during the course of performing under a contract or subcontract covered under KRS 45.560 to 45.640, the department shall so certify to the contracting agency and such certification shall be binding upon the contracting agency unless it is reversed in the course of judicial review.

(2) If the contractor is found to have committed an unlawful practice under KRS 45.560 to 45.640, the contracting agency may cancel or terminate the contract, conditioned upon a program for future compliance approved by the contracting agency and the department. The contracting agency may declare such a contractor ineligible to bid on further contracts with that agency until such time as the contractor complies in full with the requirements of KRS 45.560 to 45.640.

(3) The equal employment provisions of KRS 45.560 to 45.640 may be met in part by a contractor by subcontracting to a minority contractor or subcontractor. For the provisions of KRS 45.560 to 45.640, a minority contractor or subcontractor shall mean a business that is owned and controlled by one or more persons disadvantaged by racial or ethnic circumstances.

KRS 45.630 Termination of existing employee not required, when

Any provision of KRS 45.560 to 45.640 notwithstanding, no contractor shall be required to terminate an existing employee upon proof that employee was employed prior to the date of the contract.

KRS 45.640 Minimum skills

Nothing in KRS 45.560 to 45.640 shall require a contractor to hire anyone who fails to demonstrate the minimum skills required to perform a particular job."

It is recommended that all of the provisions above quoted be included as special conditions in each contract. In the case of a contract exceeding $250,000, the contractor is required to furnish evidence that his workforce in Kentucky is representative of the available work-force in the area from which he draws employees, or to supply an Affirmative Action plan which will achieve such representation during the life of the contract.

LFUCG Non-Appropriation Clause

Contractor acknowledges that the LFUCG is a governmental entity, and the contract validity is based upon the availability of public funding under the authority of its statutory mandate.

In the event that public funds are unavailable and not appropriated for the performance of the LFUCG's obligations under this contract, then this contract shall automatically expire without penalty to the LFUCG thirty (30) days after written notice to Contractor of the unavailability and non-appropriation of public funds. It is expressly agreed that the LFUCG shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this contract, but only as an emergency fiscal measure during a substantial fiscal crisis, which affects generally its governmental operations.

In the event of a change in the LFUCG's statutory authority, mandate and mandated functions, by state and federal legislative or regulatory action, which adversely affects the LFUCG's authority to continue its obligations under this contract, then this contract shall automatically terminate without penalty to the LFUCG upon written notice to Contractor of such limitation or change in the LFUCG's legal authority.

Contention Process

Vendors who respond to this invitation have the right to file a notice of contention associated with the RFP process or to file a notice of appeal of the recommendation made by the Director of Procurement resulting from this invitation.

Notice of contention with the RFP process must be filed within 3 business days of the bid/proposal opening by (1) sending a written notice, including sufficient documentation to support contention, to the Director of the Division of Procurement or (2) submitting a written request for a meeting with the Director of Procurement to explain his/her

contention with the RFP process. After consulting with the Commissioner of Finance the Chief Administrative Officer and reviewing the documentation and/or hearing the vendor, the Director of Procurement shall promptly respond in writing findings as to the compliance with RFP processes. If, based on this review, a RFP process irregularity is deemed to have occurred the Director of Procurement will consult with the Commissioner of Finance, the Chief Administrative Officer and the Department of Law as to the appropriate remedy.

Notice of appeal of a RFP recommendation must be filed within 3 business days of the RFP recommendation by (1) sending a written notice, including sufficient documentation to support appeal, to the Director, Division of Procurement or (2) submitting a written request for a meeting with the Director of Procurement to explain his appeal. After reviewing the documentation and/or hearing the vendor and consulting with the Commissioner of Finance and the Chief Administrative Officer, the Director of Procurement shall in writing, affirm or withdraw the recommendation.

SELECTION CRITERIA:

1.	**Program Proposal & Design**	
1.1	Needs Statement	15
1.2	Service Delivery Model	15
1.3	Client Eligibility & Requirements	5
1.4	Evidence-Based/Best Practice	10
		Subtotal 45
2.	**Program Measures & Evaluation**	
2.1	Service Efficacy & Desired Outcomes	10
2.2	Client Empowerment & Community Impact	10
5.3	Data Assessment & Quality Improvement	10
		Subtotal 30
3.	**Capacity & Sustainability**	
5.3.1	Staff Qualifications & Experience	5
5.3.2	Partnership & Resource Leverage	5
5.3.3	Outreach & Inclusion Strategy	15
		Subtotal 25
	TOTAL	**100**

Proposals shall contain the appropriate information necessary to evaluate based on these criteria. A committee composed of government employees as well as representatives of relevant user groups will evaluate the proposals.

The LFUCG reserves the right to request clarification of any proposal from prospective vendors, or to interview any vendor to further discuss their submitted proposal. The LFUCG further reserves the right to select more than one vendor as a preliminary finalist that will be required to make an oral presentation to the LFUCG. The LFUCG reserves the right to amend its final scoring of the proposals based upon information provided

during such a presentation as long as the proposal does not materially differ from the written proposal submitted by the vendor.

Questions shall be submitted via IonWave at: https://lexingtonky.ionwave.net

Affirmative Action Plan

All vendors must submit as a part of the proposal package the following items to the Urban County Government:

1. Affirmative Action Plan for his/her firm;
2. Current Work Force Analysis Form;

Failure to submit these items as required may result in disqualification of the submitter from award of the contract. All submissions should be directed to:

Director, Division of Procurement
Lexington-Fayette Urban County Government
200 East Main Street, 3rd Floor
Lexington, Kentucky 40507

All questions regarding this proposal must be directed to the Division of Procurement, (859)-258-3320.

AFFIDAVIT

Comes the Affiant, Kristin Hughes and after being first duly sworn, states under penalty of perjury as follows:

1. His/her name is Kristin Hughes and he/she is the individual submitting the proposal or is the authorized representative of Food Chain, the entity submitting the proposal (hereinafter referred to as "Proposer").

2. Proposer will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the proposal is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.

3. Proposer will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.

4. Proposer has authorized the Division of Procurement to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.

5. Proposer has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Proposer will not violate any provision of the campaign finance laws of the Commonwealth.

6. Proposer has not knowingly violated any provision of Chapter 25 of the Lexington-Fayette Urban County Government Code of Ordinances, known as "Ethics Act."

Continued on next page

7. Proposer acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught.

Kristin Hughes

STATE OF Kentucky

COUNTY OF Fayette

The foregoing instrument was subscribed, sworn to and acknowledged before me by Kristin Hughes on this the 24th day of April, 2024.

My Commission expires: 8-20-24

Ross Smith - Ross Smith
NOTARY PUBLIC, STATE AT LARGE

COMMONWEALTH OF KENTUCKY

Jonathan Ross Smith
Notary Public ID No. KYNP13370
State at Large, Kentucky
My Commission Expires on 8-20-24

EQUAL OPPORTUNITY AGREEMENT

Standard Title VI Assurance

The Lexington Fayette-Urban County Government, (hereinafter referred to as the "Recipient") hereby agrees that as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78Stat.252, 42 U.S.C. 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, (49 CFR, Part 21) Nondiscrimination in Federally Assisted Program of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") and other pertinent directives, no person in the United States shall, on the grounds of race, color, national origin, sex, age (over 40), religion, sexual orientation, gender identity, veteran status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the U.S. Department of Transportation, including the Federal Highway Administration, and hereby gives assurance that will promptly take any necessary measures to effectuate this agreement. This assurance is required by subsection 21.7(a) (1) of the Regulations.

The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.

- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by contractor and sub-contractor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.

- Section 503 of the Rehabilitation Act of 1973 states:

  The Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap.

- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by contractors having Federal contracts.

- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:

  The Secretary of Labor may investigate the employment practices of any Government contractor or sub-contractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.

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The Lexington-Fayette Urban County Government practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. Because of its importance to the local Government, this policy carries the full endorsement of the Mayor, Commissioners, Directors and all supervisory personnel. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Urban County Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the contractors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

Bidders

I/We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.

Signature	FoodChain Inc.
	Name of Business

FoodChain Affirmative Action Plan

Fairness, equality, and inclusion are fundamental to FoodChain's mission and identity, and our policies are spelled out at follows;

2. ABOUT THE ORGANIZATION

Ethics Code

FOODCHAIN has committed to conducting its business with high standards of honesty and business ethics wherever operations are maintained. We strive for a reputation of fairness, respect, responsibility, integrity, trust, and sound business judgment through the consistent adherence to our code of ethics by all of our employees and business leaders. We are committed to the responsible use of FOODCHAIN assets, to respect the confidentiality of financial and other information, to act in good faith and exercise due care in all we do, to comply with all rules and regulations, and to proactively promote ethical behavior. FOODCHAIN also has the expectation that board members and employees will not allow personal interests to conflict with the interests of the Organization, its customers, or affiliates, nor will they misrepresent the Organization or use their Organization contacts to advance private or personal interests. The confidentiality of sensitive business information about our Organization or operations, or that of our customers or partners, is to be treated with discretion and only be disseminated on a need-to-know basis.

FOODCHAIN's commitment to integrity goes far beyond observing the letter and spirit of the law. Even when there is no law, rule, regulation, or contractual provision covering a given situation, FOODCHAIN expects employees to conduct themselves according to the highest business and ethical standards and to devote their best efforts to the interests of the Organization, its customers and the conduct of its business.

This Handbook is set forth to clarify the expectations of the Organization employees and leaders in their day to day business interactions, decisions, and behaviors. This Handbook is intended to function in a way that supports a culture of openness, trust, and integrity in all the Organization practices. One example of how we support employees in maintaining this culture is by providing employees an easy and clear option for seeking advice and/or for reporting questionable behavior without the fear of retaliation for doing so (please see the policy below titled "Reporting Business Concerns").

Unethical behavior can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

Reporting Concerns

FOODCHAIN is committed to following all of its legal and ethical obligations. If you believe that anyone at the Organization has engaged in unlawful or improper conduct you should immediately report the alleged violation to your supervisor or to the EXECUTIVE DIRECTOR. FOODCHAIN will investigate good faith complaints in as prompt and confidential a manner as possible and will take appropriate corrective

action when warranted. Any person who is determined by the Organization to have engaged in unlawful or improper behavior may be subject to disciplinary action, up to and including termination of employment.

Suspected violations of the Organization's Discrimination and Harassment policies should be reported to the EXECUTIVE DIRECTOR. If you are uncomfortable discussing the incident with your supervisor for any reason, you should report the incident to the EXECUTIVE DIRECTOR. **If at any time you do not believe that adequate steps are being taken to address your complaint, you should immediately contact the EXECUTIVE DIRECTOR directly.**

Complaints by employees that are filed against non-employees (e.g., consultants, subcontractors, vendors, or customers) shall be investigated by the Organization in cooperation with the sponsoring organization, as appropriate.

3. HIRING AND ORIENTATION POLICIES

Equal Employment Opportunity

FOODCHAIN is committed to the principles of equal employment opportunity. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations in all employment actions. It is our intent to maintain a work environment which is free of harassment or discrimination because of sex, race, religion, color, national origin, physical or mental disability, genetic information, age, military service, veteran status, sexual orientation/gender identity, or any other status protected by federal, state or local laws.

FOODCHAIN will conduct a prompt and thorough investigation of all allegations of discrimination or any violation of the Organization's Equal Employment Opportunity Policy in as confidential a manner as possible. FOODCHAIN will take appropriate corrective action, if and where warranted. FOODCHAIN prohibits retaliation against any employee who, in good faith, provides information about, complains, or assists in the investigation of any complaint of discrimination or violation of the Organization's Equal Employment Opportunity Policy.

FOODCHAIN expects all employees to strictly adhere to this policy. We are all responsible for upholding FOODCHAIN's Equal Employment Opportunity policy and any claimed violations of that policy must be brought to the attention of your supervisor or the EXECUTIVE DIRECTOR.

4. UNLAWFUL HARASSMENT POLICY

FOODCHAIN prohibits unlawful harassment, including sexual harassment and other forms of workplace harassment based upon an individual's sex, race, religion, color, national origin, physical or mental disability, veteran status, marital status, age, sexual orientation/gender identity or any other status protected by federal, state or local laws. All forms of harassment of, or by, employees, officers, supervisors, vendors, visitors, and customers are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

While it is not possible to identify each and every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment are: (a) unwelcome requests for sexual favors; (b) lewd or derogatory comments or jokes; (c) comments regarding sexual behavior or the body of another employee; (d) sexual innuendo and other vocal activity such as catcalls or whistles; (e) obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual natures; (f) repeated requests for dates after being informed that interest is unwelcome; (g) retaliating against an employee for refusing a sexual advance or reporting an incident of possible sexual harassment to FOODCHAIN or any government agency; (h) offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and (i) any unwanted physical touching or assaults, or blocking or impeding movements.

Other Workplace Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's sex, race, religion, color, national origin, physical or mental disability, marital status, age, sexual orientation/gender identity or any other status protected by federal, state or local laws, and that: (1) contributes to or has the effect of creating an intimidating, hostile or offensive working environment; (2) unreasonably interferes with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Again, while it is not possible to list all the circumstances that constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment: (a) the use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to the above protected categories; (b) written or graphic material that insults, stereotypes or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail or elsewhere on the Organization's premises, or circulated in the workplace; and (c) a display of symbols, slogans or items that are associated with hate or intolerance towards any select group.

Discrimination and harassment will not be tolerated in the workplace. FOODCHAIN will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. Discipline for violation of this policy may include, but is not limited to reprimand, suspension, demotion, transfer, and discharge. Any employee who feels that he or she has witnessed, or been subject to, any form of discrimination or harassment is required to immediately notify their supervisor or the EXECUTIVE DIRECTOR. FOODCHAIN prohibits retaliation against any employee who, in good faith, provides information about, complains, or assists in the investigation of any complaint of harassment or discrimination.

Retaliation will not be tolerated in the workplace. FOODCHAIN does not tolerate any retaliation against an employee who has reported misconduct or ethical violations or participates in an investigation of such reports. FoodChain's employees, supervisors, and managers are specifically prohibited from taking any adverse employment action against anyone in retaliation for reporting a good faith claim of misconduct or violations of ethical standards. An employee who feels that he or she has been retaliated against in violation of this policy must report the matter promptly to your supervisor or the EXECUTIVE DIRECTOR.

5. Disability Accommodation

It is the policy of the Organization to comply with all federal and state laws concerning the employment of persons with disabilities, the Americans with Disabilities Act (ADA) and its amendments (ADAAA), and to act in accordance with regulations and guidance issued by the EEOC. It is the policy of the Organization not to discriminate against qualified individuals with disabilities and to provide reasonable accommodations in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment with the Organization where doing so is reasonable and does not create an undue hardship.

Qualified applicants or employees with a disability accommodation request should inform the EXECUTIVE DIRECTOR so that together we can discuss what accommodations are available, appropriate, and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety. Individuals making this request will be given the same consideration for employment as any other applicant or employee. FOODCHAIN will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Individuals making this request may be required to provide documentation supporting a disability, including medical certification.

All applicants and employees are required to comply with the Organization's safety standards.

Individuals who are currently using illegal drugs are excluded from coverage under the Organization ADA policy.

6. Religious Accommodation

FOODCHAIN is dedicated to treating the religious diversity of all our employees equally and with respect. Employees may request an accommodation when their religious beliefs cause a deviation from the Organization's dress code, schedule, basic job duties, or other aspects of employment. FOODCHAIN will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Individuals seeking Religious Accommodation must submit a written request for the accommodation

to the EXECUTIVE DIRECTOR that includes the type of religious conflict that exists and the employee's suggested accommodation. If necessary, the Organization may engage the individual in an interactive process to discuss what accommodations are available, appropriate, and can be implemented without creating an undue hardship on the business operation.

WORKFORCE ANALYSIS FORM

Name of Organization: FoodChain Inc.

Categories	Total	White (Not Hispanic or Latino)		Hispanic or Latino		Black or African-American (Not Hispanic or Latino		Native Hawaiian and Other Pacific Islander (Not Hispanic or Latino		Asian (Not Hispanic or Latino		American Indian or Alaskan Native (not Hispanic or Latino		Two or more races (Not Hispanic or Latino		Total	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Administrators		1	2														
Professionals		1				1								1			
Superintendents																	
Supervisors			2											1			
Foremen																	
Technicians																	
Protective Service																	
Para-Professionals																	
Office/Clerical																	
Skilled Craft		1			1	2	1										
Service/Maintenance																	
Total:		3	4		1	3	1							2		8	6

Prepared by: Kristin Hughes, Co-Executive Director Date: 04 / 22 / 24

(Name and Title)

Revised 2015-Dec-15

Firm Submitting Proposal: FoodChain

Complete Address: 501 W. Sixth St. Suite 105 Lexington, KY 40508
Street City Zip

Contact Name: Kristin Hughes Title: Co-Executive Director

Telephone Number: 859-391-5105 Fax Number: N/A

Email address: kristin@foodchainlex.org

GENERAL PROVISIONS

1. Each Respondent shall comply with all Federal, State & Local regulations concerning this type of service or good.

   The Respondent agrees to comply with all statutes, rules, and regulations governing safe and healthful working conditions, including the Occupational Health and Safety Act of 1970, *29 U.S.C. 650 et. seq.*, as amended, and KRS Chapter 338. The Respondent also agrees to notify the LFUCG in writing immediately upon detection of any unsafe and/or unhealthful working conditions at the job site. The Respondent agrees to indemnify, defend and hold the LFUCG harmless from all penalties, fines or other expenses arising out of the alleged violation of said laws.

2. Failure to submit ALL forms and information required in this RFP may be grounds for disqualification.

3. Addenda: All addenda and IonWave Q&A, if any, shall be considered in making the proposal, and such addenda shall be made a part of this RFP. Before submitting a proposal, it is incumbent upon each proposer to be informed as to whether any addenda have been issued, and the failure to cover in the bid any such addenda may result in disqualification of that proposal.

4. Proposal Reservations: LFUCG reserves the right to reject any or all proposals, to award in whole or part, and to waive minor immaterial defects in proposals. LFUCG may consider any alternative proposal that meets its basic needs.

5. Liability: LFUCG is not responsible for any cost incurred by a Respondent in the preparation of proposals.

6. Changes/Alterations: Respondent may change or withdraw a proposal at any time prior to the opening; however, no oral modifications will be allowed. Only letters, or other formal written requests for modifications or corrections of a previously submitted proposal which is addressed in the same manner as the proposal, and received by LFUCG prior to the scheduled closing time for receipt of proposals, will be accepted. The proposal, when opened, will then be corrected in accordance with such written request(s), provided that the written request is contained in a sealed envelope which is plainly marked “modifications of proposal”.

7. Clarification of Submittal: LFUCG reserves the right to obtain clarification of any point in a bid or to obtain additional information from a Respondent.

8. Bribery Clause: By his/her signature on the bid, Respondent certifies that no employee of his/hers, any affiliate or Subcontractor, has bribed or attempted to bribe an officer or employee of the LFUCG.

9. Additional Information: While not necessary, the Respondent may include any product brochures, software documentation, sample reports, or other documentation that may assist LFUCG in better understanding and evaluating the Respondent's response. Additional documentation shall not serve as a substitute for other documentation which is required by this RFP to be submitted with the proposal,

10. Ambiguity, Conflict or other Errors in RFP: If a Respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, it shall immediately notify LFUCG of such error in writing and request modification or clarification of the document if allowable by the LFUCG.

11. Agreement to Bid Terms: In submitting this proposal, the Respondent agrees that it has carefully examined the specifications and all provisions relating to the work to be done attached hereto and made part of this proposal. By acceptance of a Contract under this RFP, proposer states that it understands the meaning, intent and requirements of the RFP and agrees to the same. The successful Respondent shall warrant that it is familiar with and understands all provisions herein and shall warrant that it can comply with them. No additional compensation to Respondent shall be authorized for services or expenses reasonably covered under these provisions that the proposer omits from its Proposal.

12. Cancellation: If the services to be performed hereunder by the Respondent are not performed in an acceptable manner to the LFUCG, the LFUCG may cancel this contract for cause by providing written notice to the proposer, giving at least thirty (30) days notice of the proposed cancellation and the reasons for same. During that time period, the proposer may seek to bring the performance of services hereunder to a level that is acceptable to the LFUCG, and the LFUCG may rescind the cancellation if such action is in its best interest.

A. Termination for Cause

(1) LFUCG may terminate a contract because of the contractor's failure to perform its contractual duties

(2) If a contractor is determined to be in default, LFUCG shall notify the contractor of the determination in writing, and may include a specified date by which the contractor shall cure the identified deficiencies. LFUCG may proceed with termination if the contractor fails to cure the deficiencies within the specified time.

(3) A default in performance by a contractor for which a contract may be terminated shall include, but shall not necessarily be limited to:
   (a) Failure to perform the contract according to its terms, conditions and specifications;
   (b) Failure to make delivery within the time specified or according

to a delivery schedule fixed by the contract;

(c) Late payment or nonpayment of bills for labor, materials, supplies, or equipment furnished in connection with a contract for construction services as evidenced by mechanics' liens filed pursuant to the provisions of KRS Chapter 376, or letters of indebtedness received from creditors by the purchasing agency;

(d) Failure to diligently advance the work under a contract for construction services;

(e) The filing of a bankruptcy petition by or against the contractor; or

(f) Actions that endanger the health, safely or welfare of the LFUCG or its citizens.

B. At Will Termination

Notwithstanding the above provisions, the LFUCG may terminate this contract at will in accordance with the law upon providing thirty (30) days written notice of that intent**,** Payment for services or goods received prior to termination shall be made by the LFUCG provided these goods or services were provided in a manner acceptable to the LFUCG. Payment for those goods and services shall not be unreasonably withheld.

13. Assignment of Contract: The contractor shall not assign or subcontract any portion of the Contract without the express written consent of LFUCG. Any purported assignment or subcontract in violation hereof shall be void. It is expressly acknowledged that LFUCG shall never be required or obligated to consent to any request for assignment or subcontract; and further that such refusal to consent can be for any or no reason, fully within the sole discretion of LFUCG.

14. No Waiver: No failure or delay by LFUCG in exercising any right, remedy, power or privilege hereunder, nor any single or partial exercise thereof, nor the exercise of any other right, remedy, power or privilege shall operate as a waiver hereof or thereof. No failure or delay by LFUCG in exercising any right, remedy, power or privilege under or in respect of this Contract shall affect the rights, remedies, powers or privileges of LFUCG hereunder or shall operate as a waiver thereof.

15. Authority to do Business: The Respondent must be a duly organized and authorized to do business under the laws of Kentucky. Respondent must be in good standing and have full legal capacity to provide the services specified under this Contract. The Respondent must have all necessary right and lawful authority to enter into this Contract for the full term hereof and that proper corporate or other action has been duly taken authorizing the Respondent to enter into this Contract. The Respondent will provide LFUCG with a copy of a corporate resolution authorizing this action and a letter from an attorney confirming that the proposer is authorized to do business in the State of Kentucky if requested. All proposals must

be signed by a duly authorized officer, agent or employee of the Respondent.

16. Governing Law: This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. In the event of any proceedings regarding this Contract, the Parties agree that the venue shall be the Fayette County Circuit Court or the U.S. District Court for the Eastern District of Kentucky, Lexington Division. All parties expressly consent to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to this Contract or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.

17. Ability to Meet Obligations: Respondent affirmatively states that there are no actions, suits or proceedings of any kind pending against Respondent or, to the knowledge of the Respondent, threatened against the Respondent before or by any court, governmental body or agency or other tribunal or authority which would, if adversely determined, have a materially adverse effect on the authority or ability of Respondent to perform its obligations under this Contract, or which question the legality, validity or enforceability hereof or thereof.

18. Contractor understands and agrees that its employees, agents, or subcontractors are not employees of LFUCG for any purpose whatsoever. Contractor is an independent contractor at all times during the performance of the services specified.

19. If any term or provision of this Contract shall be found to be illegal or unenforceable, the remainder of the contract shall remain in full force and such term or provision shall be deemed stricken.

20. Contractor [or Vendor or Vendor's Employees] will not appropriate or make use of the Lexington-Fayette Urban County Government (LFUCG) name or any of its trade or service marks or property (including but not limited to any logo or seal), in any promotion, endorsement, advertisement, testimonial or similar use without the prior written consent of the government. If such consent is granted LFUCG reserves the unilateral right, in its sole discretion, to immediately terminate and revoke such use for any reason whatsoever. Contractor agrees that it shall cease and desist from any unauthorized use immediately upon being notified by LFUCG.

Kurt Bosh
Signature

4/23/2024
Date

LEXINGTON
Social Services

Lexington-Fayette Urban County Government
Request for Proposals

Extended Social Resources (ESR) Grant Program
Priority Area: Childhood & Youth Development

Purpose
Each fiscal year the Mayor and Urban County Council allocate funds for use by selected 501(c)(3) non-profit partner agencies through the Department of Social Services' Extended Social Resource (ESR) Program. The Lexington-Fayette Urban County Government (hereinafter referred to as "LFUCG") has historically partnered with non-profit agencies for the purpose of providing priority social services to supplement and support the work of the Urban County Government. These agencies are diverse in their missions and work plans and provide services to the most vulnerable populations in our community.

Eligibility

- Eligible Responders shall be a non-profit 501(c)3 organization with a physical presence in Lexington-Fayette County
- Responders shall be registered and have a current, complete Gold Seal of Transparency or higher level agency portrait on GuideStar.org.
- ESR funds cannot be used to teach, advance, advocate or promote any religion
- Be located in and/or serve Fayette County residents with ESR funds in Fayette County
- Applying organization agrees to comply with all applicable local, state, and federal laws
- Agencies that are primarily affiliated with, or funded through, an educational institution (e.g., a public or private school or the Fayette County Board of Education) are not eligible to receive funds.

Instructions
Please follow the attached instructions and submit all required forms no later than the deadline indicated below:

Proposal Deadline – 2:00 PM EST April 25th, 2024.
Proposals received after this deadline or incomplete proposals will not be considered.

1.0 GENERAL INFORMATION & SCOPE

1.1 **Background**

Each fiscal year the Mayor and Urban County Council allocate funds for use by selected 501(c)(3) non-profit partner agencies through the Department of Social Services' Extended Social Resource (ESR) Program.

This grant cycle shall cover Fiscal Years 2025 and 2026 (July 1, 2024 – June 30, 2026), and will award grants between the four Funding Priorities, which each have separate required Proposal Submittals and criteria, and awarded on an approximate scale, listed below.

Funding Priority Area: Childhood & Youth Development

Projected funding target is approximately $660,000 of total ESR Grant Program Community Based Initiatives Award. This amount is subject to change upon Council ratification of the Fiscal Year 2025 Budget.

LFUCG seeks to strengthen and enhance **Childhood and Youth Development** by supporting programs and services for early childhood through teenage populations (birth through 18 years old). These programs would include, but not be limited to: **addressing student learning loss (specifically kindergarten through 12th grade), youth violence prevention, and mentorship**. LFUCG intends to award grants for priority-rated programs and services based on documentation of marginalized client populations and articulated individual and community outcomes. The program should utilize best practices and evidence-based models when engaging, assessing, intervening, and terminating services with underserved population groups.

2.0 GENERAL PROVISIONS

2.1 **Purpose**

The LFUCG is accepting applications from qualified non-governmental, non-profit agencies with current **501(c)3** tax exempt status and with a physical business or program site location in Fayette County (hereinafter, referred to as "Applicant") ESR funding for FY2025 & 2026 (July 1, 2024 – June 30, 2026). This funding is intended to support agency **programs** which respond to the **funding priorities** established herein. **THIS FUNDING IS NOT INTENDED TO SUPPORT GENERAL AGENCY OPERATIONS, other than overhead required to support the subject program.**

2.2 **Funding Period**

The funding period is from July 1, 2024 through June 30, 2026.

2.3 **ESR Grant Informational Workshop**

The Department of Social Services conducted a meeting on March 26th, 2024 that provided potential proposers with an overview of the proposal and review process, instructions on completing the RFP, and presentation of funding priorities.

2.4 **Proposal Submission**

All Submissions must be uploaded to the LFUCG procurement website at https://lexingtonky.ionwave.net by **April 25th before 2:00 PM EST**. The Submission shall include an enclosed form that shall contain the required documents and respond to one or more established funding priorities.

Proposal submissions containing significant omissions of required information will be considered non-responsive and removed from the RFP funding process on the application deadline date (April 25th, 2024). Significant missing responses to questions constitute an incomplete application. The final decision regarding application completeness and penalties will be determined by the LFUCG Division of

Procurement in consultation with the Commissioner of Social Services. **All proposals must be written in a clear and concise manner, as there will be no follow-up or clarifications to proposer's Proposal Submittal Form once the evaluation process begins.**

Do not include additional documents or attachments with the Proposal Submittal Form, such as brochures or letters of support. These will be discarded.

If your agency is submitting a proposal for the funding of more than one program in a single priority area, please note that they must be included in a single Proposal Submittal completed and submitted for that priority area RFP. Only one Proposal Submittal per agency per priority area will be accepted. Agencies/Organizations may submit only ONE Proposal Submittal per proposed program in all priority areas.

Submitted Proposal shall be comprised of the attached PDF formatted Proposal Submittal form. This form must be submitted in the original PDF form, and NOT be a scanned version of the original form.

2.5 **Acceptance/Rejection of Submissions**

The LFUCG reserves the right to reject any proposals which may be considered irregular, show serious omissions, contain unauthorized alteration of the Proposal Submittal form, or are incomplete.

The LFUCG reserves the right to accept or reject any or all applications in whole or in part, with or without cause, to waive technicalities, to implement scoring penalties, or to accept applications or portions thereof which, in the Urban County Government's judgment, best serve the interests of Urban County Government.

In evaluating whether to ultimately award funding to an agency, the Lexington-Fayette Urban County Government may consider how much funding, if any, an agency has previously received from LFUCG during the same funding cycle, and reserves the right to not fund, or to reduce the amount of funding that an agency might otherwise receive, based upon such an evaluation.

All proposals must be written in a clear and concise manner, as there will be no follow-up or clarifications to proposer's Proposal Submittal Form once the evaluation process begins.

2.6 **Inquiries/Questions**

After thoroughly reading this Request for Proposals, Applicants must direct any questions to:
Todd Slatin, Director
Division of Procurement 200 E. Main Street, Lexington, KY 40507
E-mail: tslatin@lexingtonky.gov Phone: (859) 258-3320
Deadline for questions is April 22nd, 2024 at 2:00 PM EST

3.0 FUNDING PROCESS

3.1 Timeline

This Request for Proposals is being released on **March 28th, 2024**, and is made available to the public and all potentially eligible applicants. **An informational and question and answer meeting will be held on Zoom on April 18th, 2024 at 3 PM EST**

Click here to Join Technical Q&A Zoom Meeting

https://bit.ly/ESR25TechQA

Meeting ID: 865 6201 4467

Passcode: 781099

This meeting will be open to the public and any potentially eligible applicants are invited to attend and ask questions or seek clarification regarding the RFP. Attendance is NOT required in order to submit a proposal and will not affect scoring during the evaluation process.

Completed proposals must be submitted **no later than 2 PM on Thursday, April 25th, 2024,** and late or incomplete proposals will not be accepted or evaluated.

The LFUCG intends to conduct proposal evaluation in April and May 2024 immediately following the proposal due date, with the intention to make funding announcements approximately in late May, 2024. This timeline is subject to change without notice.

Successful applicants shall be contacted to negotiate a funding agreement with expectations that an award be in place for the funded programs to begin operations by July 1, 2024. No funds may be expended prior to the execution of a funding agreement and grantees will not be reimbursed for pre-award costs.

3.2 Evaluation

Proposals will be evaluated by a neutral panel including LFUCG staff and third-party reviewers who have expertise in the field of human services. The feasibility and need in the community of the programming proposed will be assessed, and financial proposals will also be reviewed at this stage. If a proposal fails to meet the minimum criteria outlined in this RFP, it will be eliminated from further consideration. LFUCG reserves the right to reject any and all proposals. The scoring criteria are outlined in Section 5.0 Criteria.

Upon receipt of submittals, an initial review will take place to ensure that all submissions meet the minimum qualifications and requirements. Proposals shall be completed in all respects as required by this RFP. A Proposal may be rejected if it is incomplete, contains any alterations or other irregularities of any kind, and will be rejected if any such defect or irregularity can materially affect the quality of the information. A Proposal which contains false or misleading statements may be rejected. If, in the opinion of LFUCG, such information was intended to mislead LFUCG in its evaluation of the Proposal, and the attribute, condition, or capability is a requirement of this RFP, the Proposal will be rejected. The LFUCG also reserves the right to waive minor technicalities or irregularities in Proposals if such action is in LFUCG's best interest. Statements made by applicants shall also be without ambiguity, and with adequate elaboration, where necessary, for clear understanding.

3.3 Reporting

The funded project will be required to submit regular progress reports demonstrating progress toward outcomes established in the proposal and associated funding agreement. Report formats will be determined by the Department of Social Services, as will due dates and submission process. Failure to submit complete reports on time will delay processing of grant payments and may affect the grantee's competitiveness for any future funding opportunities with LFUCG.

4.0 PROPOSAL FORMAT

Proposal Submittal Forms must be uploaded to https://lexingtonky.ionwave.net before the 2:00 PM EST April 25th, 2024 deadline. Late submissions will not be considered for funding.

5.0 SCORING CRITERIA/EVALUATION

Please see attached **Proposal Submittal form** to respond to the following; the **Proposal Submittal form**

is the document that shall be completed with your responses and then uploaded as your RFP submittal. **You will need to save the PDF formatted Proposal Submittal form to your hard drive before beginning to enter responses in it to ensure your responses are saved to the form.**

ESR Grant Program RFP Criteria

		Points
5.1	**Program Proposal & Design**	
5.1.1	Needs Statement	15
5.1.2	Service Delivery Model	15
5.1.3	Client Eligibility & Requirements	5
5.1.4	Evidence-Based/Best Practice	10
		Subtotal 45
5.2	**Program Measures & Evaluation**	
5.2.1	Service Efficacy & Desired Outcomes	10
5.2.2	Client Empowerment & Community Impact	10
5.2.3	Data Assessment & Quality Improvement	10
		Subtotal 30
5.3	**Capacity & Sustainability**	
5.3.1	Staff Qualifications & Experience	5
5.3.2	Partnership & Resource Leverage	5
5.3.3	Outreach & Inclusion Strategy	15
		Subtotal 25
	TOTAL	**100**

Funding Priority Area: Childhood and Youth Development

Projected funding is $660,000 of ESR Grant Program – Community Based Initiatives

LFUCG seeks to strengthen and enhance **Childhood and Youth Development** by supporting programs and services for early childhood through teenage populations (birth through 18 years old). LFUCG intends to award grants for priority-rated programs and services based on documentation of marginalized client populations and articulated individual and community outcomes. The program should utilize best practices and evidence-based models when engaging, assessing, intervening, and terminating services with underserved population groups.

These programs shall consist of an intentional, pro-social approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances youths' strengths; and promotes positive outcomes for young people by providing opportunities, fostering healthy relationships and supporting positive leadership.
These programs may address one or more of the following areas, but shall not be limited to:

- Affordable access to early care & education for children under 5 years of age
- Development services focusing on life skills, social skills, employment mentoring, enrichment, language tutoring, & leadership skills
- Services focused on Kindergarten readiness
- Parental, caregiver, & kinship resources and support

- Improving reading & math proficiency
- Reducing poverty rates among children & youth
- Services for limited English language learners & for overcoming cultural barriers
- Transportation access for child & youth programming
- Addressing student learning loss *(specifically kindergarten through 12th grade)*
- Youth Violence Prevention
- Mentorship

The term "client" is used throughout this proposal; however we understand that within the context of your work "client" may not mean an individual. For some agencies it may be helpful to think of "client" as whole system (such as a school) or as a neighborhood, group, or community.

5.1 Program Proposal & Design

5.1.1 Needs Statement—Purpose of the Program Proposal / Problem Statement 15 Points

Using local data, provide a description of the problem in Fayette County. Identify the specific population your program is targeting (i.e. age, geographical region, economic status, etc.) and explain why. Discuss whether this population is under-served or at-risk. Describe your understanding of the local system of services addressing this problem, obstacles and/or opportunities your clients face, and how your agency fits within this system of services.

5.1.2 Service Delivery Model 15 Points

What steps will you take or what activities will you provide to assist clients in achieving these goals? Describe each "unit of service" you will provide for clients and how often and how long this service will be provided (e.g. a one-time three-hour training; a weekly one-hour support group for 12 weeks; one 30-minute health exam twice a year; 1-3 hour advocacy services as needed; etc.) How will these services address the problem as identified in the Needs Statement above? Be specific.

5.1.3 Client Eligibility and Requirements 5 Points

What eligibility requirements must clients meet to qualify for services? What are the expectations of clients while receiving services? (e.g. client must pay $30 fee for each class; client must remain sober; client is responsible for chores; nothing other than participation in services; etc.)

5.1.4 Evidence-Based/Best Practice 10 Points

Describe the evidence-based or promising practice model on which this service approach is based. Provide particular sources that indicate what you are proposing is best-practice.

5.2 Program Measures & Evaluation

5.2.1 Service Efficacy & Desired Outcomes 10 Points

What do you hope to help your clients achieve? What are some examples of goals you will set with clients? What is your service philosophy in terms of helping your clients achieve these goals? Describe how you define "successful" completion of services. (e.g. service is complete if: client remains for entire three-hour training; client continues services until judge orders otherwise; etc.) What percentage of clients meet that criteria for success?

5.2.2 Client Empowerment & Community Impact 10 Points

Describe what meaningful difference these services make in the lives of people served. What value is added to the community? Provide examples. (e.g. client demonstrates change in attitude; client has behavior change; etc.)

5.2.3 Data Assessment & Quality Improvement **10 Points**

While it doesn't have to be complicated, evaluation is more than saying "we provided this many 'units of service.'" How will you know if your services have been effective? How does this relate to the desired outcomes for your clients? How will the information gathered be used to improve your services in the future? Be specific (for example, data collection may be through focus groups, pre-and post-tests, client satisfaction surveys, etc.), and also **be specific regarding sampling size and frequency of evaluation.**

5.3 Capacity & Sustainability

5.3.1 Staff Qualifications & Experience **5 Points**

Provide information on the key/primary individuals that will be involved in the provision of services and demonstrate that they have the capacity to address the stated need. List each position by title and name of employee, if available. Describe the anticipated roles and responsibilities for each person as it relates to this project. Describe the experience, expertise, and capacity of each individual to address the proposed activities.

5.3.2 Partnership & Resource Leverage **5 Points**

How do your programs and services support our community's comprehensive response to the identified priority area of Community Wellness & Safety? Does your organization have any formal agreements or informal working relationship with other local service programs?

What role does your governing board members, volunteers, and / or donors play in facilitating viable service delivery and program administration? Does your program have any major civic benefactors or corporate sponsors? Describe other secured funding sources and committed operational resources your organization has allocated for the proposed program.

5.3.3 Outreach & Inclusion Strategy **15 Points**

Demonstrate how the program will ensure services are available and accessible by all potential participants, especially related to language barriers for persons with limited English proficiency, including a language access plan; persons with physical or other disabilities; and persons impacted by poverty and economic distress.

Has your organization enacted any policies (or employs any standard operating procedures) to ensure equitable service opportunity and / or benefit program to a diverse cross-section of the greater community? How does your proposal support or enhance the recommendations made by the Mayor's Commission on Racial Justice & Equality?

6.0 Program Budget Summary Form

Proposal Submittal shall be considered incomplete and shall be rejected without completed Budget Summary Form. *(which will be the total amount of FY25 ESR grant request)*

Budget Form will be for Fiscal Year 2025 ESR Request only. Funds awarded for Fiscal Year 2026 shall be the same amount as awarded for Fiscal Year 2025, and contingent on Council approval of the Fiscal Year 2026 budget.

Exhibit D

RFP-19-2024
FoodChain
Leandra Forman
Supplier Response

Event Information

Number: RFP-19-2024
Title: Childhood & Youth Development
Type: Request For Proposal
Issue Date: 3/28/2024
Deadline: 4/25/2024 02:00 PM (ET)

Contact Information

Contact: Todd Slatin
Address: Central Purchasing
Government Center Building
200 East Main Street
Lexington, KY 40507
Phone: (859) 2583320
Fax: (859) 2583322
Email: tslatin@lexingtonky.gov

FoodChain Information

Address: 501 West Sixth
Suite 105
Lexington, KY 40508
Phone: (859) 428-8380

ONLY ONLINE BIDS WILL BE ACCEPTED! By submitting your response, you certify that you are authorized to represent and bind your company and that you agree to all bid terms and conditions as stated in the attached bid/RFP/RFQ/Quote/Auction documents.

James Mastin
Signature

james@foodchainlex.org
Email

Submitted at 4/24/2024 05:39:27 PM (ET)

Response Attachments

RFP #19-2024 CYD RFP Packet.pdf

FoodChain's Urban Roots Youth Culinary and Ag Program RFP

PROPOSAL SUBMITTAL FORM

Agency Information

Agency Name: FoodChain Inc.

Mailing Address: 501 W. Sixth St. Suite 105; Lexington, KY 40508

Street Address: 501 W. Sixth St. Suite 105; Lexington, KY 40508

Phone: (859) 428 - 8380

Is your Agency registered with the IRS as a 501(c)3 organization? ☑ Yes ☐ No
*Note: Agencies **must** be registered with the IRS as a 501(c)3 organization to be eligible for ESR Program funding.*

Does your agency have a Gold Seal of Transparency or higher profile on GuideStar.org? ☑ Yes ☐ No
*Note: Agencies **must** have a Gold Seal of Transparency or higher profile with GuideStar.org to be eligible for ESR funding.*

Website Address: https://foodchainlex.org/

Agency Representative *(typically the Executive Director - Name, Title, Phone, Email)*:
Kristin Hughes, Co-Executive Director, 859-391-5105, kristin@foodchainlex.org

Person Completing Application *(Name, Title, Phone, Email):*
Kristin Hughes, Co-Executive Director, 859-391-5105, kristin@foodchainlex.org

Program Information

Name of program for which funds are being requested: **Urban Roots Youth Culinary and Ag Program**

Total Funding Amount Requested: $ **57015**

RFP #19-2024 PROPOSAL SUBMITTAL FORM

- **Save this PDF formatted Proposal Submittal Form to your hard drive before beginning to enter responses in it to ensure your responses are saved to the form.**
- **LIMIT RESPONSES IN TEXT BOXES TO 250 WORDS**
- **REMINDER: All proposals must be written in a clear and concise manner, as there will be no follow-up or clarifications to proposer's submittal form once the evaluation process begins.**

5.1 Program Proposal & Design

5.1.1 Needs Statement—Purpose of the Program Proposal / Problem Statement **15 Points**

Using local data, provide a description of the problem in Fayette County. Identify the specific population your program is targeting (i.e. age, geographical region, economic status, etc.) and explain why. Discuss whether this population is under-served or at-risk. Describe your understanding of the local system of services addressing this problem, obstacles and/or opportunities your clients face, and how your agency fits within this system of services.

In Fayette County, FoodChain targets children and adolescents aged 5 through 18 in CEP schools, enhancing their education with a focus on health, nutrition, and urban agriculture, which is crucial in an urban setting like Lexington.
Problem and Target Population: Our program serves students in CEP schools that typically lack resources for comprehensive enrichment activities, including health, nutrition, and agricultural education. This leaves a gap in essential learning experiences that connect students with the processes of food production and sustainable practices.
Local System of Services and Agency Fit: Local services predominantly offer academic support but often miss integrating practical health, nutrition, and agricultural education. FoodChain fills this void by incorporating urban agricultural education into our curriculum, providing a farm-to-table perspective that is rare in urban school settings.
Obstacles and Opportunities: The primary challenge is the underfunding of specialized educational initiatives in these thematic areas. FoodChain capitalizes on this opportunity by introducing elements of urban agriculture to students, enhancing their understanding of sustainable urban food systems and their roles within them.
Program Design and Implementation: We augment the existing curriculum within CEP schools by embedding modules that cover urban agriculture, alongside nutrition and health. These modules involve hands-on gardening and food preparation activities, designed to improve educational outcomes and promote healthier lifestyle choices.
This approach not only aligns with LFUCG's objectives to bolster childhood and youth development through improved health and nutrition but also educates students on sustainable food practices, preparing them to be knowledgeable participants in their local food economy.

5.1.2 Service Delivery Model **15 Points**

What steps will you take or what activities will you provide to assist clients in achieving these goals? Describe each "unit of service" you will provide for clients and how often and how long this service will be provided (e.g. a one-time three-hour training; a weekly one-hour support group for 12 weeks; one 30-minute health exam twice a year; 1-3 hour advocacy services as needed; etc.) How will these services address the problem as identified in the Needs Statement above? Be specific.

FoodChain addresses key community needs through targeted educational sessions in food literacy and urban agriculture, specifically designed to enhance kitchen confidence and promote sustainable urban farming practices.
Food Literacy Classes:
Unit of Service: Hands-on classes focused on kitchen skills, understanding the seasonality of produce, and personal food preferences.
Frequency and Duration: Conducted over 6-8 week sessions, each lasting between 90 minutes and 2 hours.
Objective: To increase participants' kitchen confidence, discover the seasonality of fruits and vegetables, and explore their own personal food preferences.
Urban Agriculture Education:
Unit of Service: Educational sessions on aquaponics and container gardening.
Frequency and Duration: Offered in 6-week modules, with sessions also ranging from 90 minutes to 2 hours.
Objective: To educate participants on sustainable farming techniques such as aquaponics — integrating fish and plant production — and the use of container gardens, enabling them to grow food in urban environments.
Impact and Relevance:
These services directly tackle the lack of nutritional education and limited access to fresh produce in urban areas, as identified in our Needs Statement. By equipping participants with essential cooking and gardening skills, FoodChain promotes long-term health benefits and self-sufficiency. Participants not only learn to prepare healthy meals but also gain the ability to produce their own food, fostering both personal and community well-being through improved food security and sustainable practices.

5.1.3 Client Eligibility and Requirements **5 Points**

What eligibility requirements must clients meet to qualify for services? What are the expectations of clients while receiving services? (e.g. client must pay $30 fee for each class; client must remain sober; client is responsible for chores; nothing other than participation in services; etc.)

FoodChain's program is designed to be inclusive and accessible, aiming to enhance food literacy and urban agriculture education among school-aged children in CEP schools. To ensure our services reach those most in need and foster an environment of learning and growth, the following eligibility requirements and expectations are set:
Eligibility Requirements: School Attendance: Clients are students currently enrolled in one of the CEP schools we partner with. This criterion ensures that our services are provided directly to the populations that can benefit most from enhanced nutritional and agricultural education.
Class Attendance Agreement: Clients must agree to attend the classes for which they register. This commitment is crucial for achieving the educational outcomes the program is designed to foster.
Client Expectations:
Active Participation: Once enrolled, clients are expected to participate in each session. Engagement is key to gaining the full benefits of the education provided, such as understanding seasonal produce, mastering kitchen skills, and learning sustainable gardening techniques.
Constructive Involvement: We encourage clients to contribute positively to the class environment, which includes respecting peers and instructors, and participating in discussions and activities. This not only enhances their own learning experience but also that of their peers.
By setting these straightforward eligibility and participation requirements, FoodChain ensures that its educational programs are effective and beneficial, contributing significantly to the personal development and nutritional well-being of the participants. This approach helps build a foundation for lifelong healthy eating habits and an understanding of sustainable food practices among children and adolescents in our community.

5.1.4 Evidence-Based/Best Practice **10 Points**

Describe the evidence-based or promising practice model on which this service approach is based. Provide particular sources that indicate what you are doing is best-practice.

To support the hands-on food literacy component of our program, we adopt evidence-based and best practice models that emphasize the effectiveness of experiential learning in nutrition education. These models are bolstered by research demonstrating significant improvements in students' nutritional knowledge and behaviors through active learning.
Key Research Supporting Hands-On Food Literacy:
Enhancing Food Literacy Through Experiential Learning:
Study: "Impact of Experiential Learning on Adolescent Development: A Case Study in Food Education"
Journal: Journal of Adolescent Health
Findings: This study shows that experiential learning significantly boosts adolescents' understanding of healthy eating and their skills in preparing nutritious meals. It suggests that active participation in food preparation enhances students' food choices and increases their enthusiasm for healthy eating.
School-Based Nutrition Programs and Their Long-Term Impact:
Study: "Long-Term Effects of a School-Based Intervention on Food Literacy and Adolescent Growth"
Journal: Childhood Obesity
Findings: This longitudinal study highlights the lasting impact of school-based, hands-on nutrition programs on students' food literacy and overall health. It underscores the importance of embedding such programs in school curricula to foster lifelong healthy habits.
These studies validate our approach of integrating hands-on food literacy education within school settings to improve health outcomes and empower students with the knowledge to make informed dietary choices. By utilizing these evidence-based practices, our program not only addresses immediate educational needs but also contributes significantly to long-term health and wellness.

5.2 Program Measures & Evaluation

5.2.1 Service Efficacy & Desired Outcomes **10 Points**

What do you hope to help your clients achieve? What are some examples of goals you will set with clients? What is your service philosophy in terms of helping your clients achieve these goals? Describe how you define "successful" completion of services. (e.g. service is complete if: client remains for entire three-hour training; client continues services until judge orders otherwise; etc.) What percentage of clients meet that criteria for success?

Our goals focus on enhancing students' ability to make informed choices about their diet and food sources, fostering a healthier lifestyle and greater self-sufficiency.
Student Goals:
1. Increase Food Literacy: Students learn about the nutritional value of different foods, the importance of a balanced diet, and the environmental impacts of their food choices.
2. Develop Culinary Skills: Students gain hands-on experience in preparing healthy meals, with an emphasis on seasonal and locally sourced ingredients.
3. Understand Sustainable Practices: Students are educated on sustainable agriculture practices, particularly urban farming techniques like aquaponics and container gardening.
Service Philosophy: Our philosophy centers on empowering students through education and practical experiences. Hands-on learning is essential for ingraining skills and knowledge that lead to lasting change. We support students at every step, adapting our teaching methods to meet diverse learning needs and ensuring that everyone can achieve these goals.
Defining Successful Completion: Success in our services is defined by the student's ability to:
1. Attend and actively participate in at least 80% of scheduled classes.
2. Demonstrate a measurable increase in food literacy and culinary skills by the end of the program.
3. Apply learned sustainable practices in their own environments, whether at home or in community gardens.
Criteria for Success: We track success through attendance records, pre- and post-program surveys assessing knowledge and skills, and follow-up evaluations to see how students implement their learning. We aim for 80% of our students to meet these criteria for success, reflecting the efficacy of our programs and our commitment to student empowerment.

5.2.2 Client Empowerment & Community Impact **10 Points**

Describe what meaningful difference these services make in the lives of people served. What value is added to the community? Provide examples. (e.g. client demonstrates change in attitude; client has behavior change; etc.)

FoodChain's programs significantly enhance the dietary habits and environmental awareness of students, providing meaningful changes that extend into the broader community.
Impact on Dietary Habits:
Through our food literacy classes, students demonstrate increased consumption of fresh fruits and vegetables. A notable example occurred at William Wells Brown, where teachers were amazed to see students eagerly consuming salads they had prepared themselves. This enthusiasm is largely attributed to involving students directly in the food preparation process, empowering them to taste and appreciate their own culinary creations.
Behavioral Changes through Urban Agriculture:
Our urban agriculture initiatives see similar transformative effects. Students initially hesitant to interact with natural elements like soil eventually become engaged and enthusiastic gardeners. This evolution in behavior fosters a deeper connection with the environment and an understanding of sustainable food production.
Long-lasting Interest in Sustainability:
Students involved in constructing mini aquaponics systems frequently request further opportunities to engage in similar sustainable projects, indicating that the impact of our programs is both profound and enduring.
Community Value:
These programs cultivate a community of young individuals who are knowledgeable about nutrition and sustainability, likely to carry these values into adulthood. The skills and knowledge imparted foster long-term community resilience and wellness, ensuring that today's students become tomorrow's advocates for healthy and sustainable living.

5.2.3 Data Assessment & Quality Improvement **10 Points**

While it doesn't have to be complicated, evaluation is more than saying "we provided this many 'units of service.'" How will you know if your services have been effective? How does this relate to the desired outcomes for your clients? How will the information gathered be used to improve your services in the future? Be specific (for example, data collection may be through focus groups, pre-and post-tests, client satisfaction surveys, etc.), and also **be specific regarding sampling size and frequency of evaluation.**

To effectively evaluate and enhance our services, FoodChain uses a structured evaluation approach focused on both quantitative and qualitative assessments:
Pre and Post Surveys:
Purpose: To gauge changes in students' kitchen confidence and their understanding of local and seasonal foods.
Methodology: Surveys are administered at the start and end of food literacy classes to assess improvements in kitchen skills and food knowledge.
Sampling and Frequency: Administered to all students participating in the classes, providing comprehensive data on educational impact.
Exit Assessments for Urban Agriculture and Aquaponics:
Purpose: Evaluate knowledge gains in aquaponics and the ability to identify local, seasonal ingredients.
Methodology: Conducted at the conclusion of these modules to measure knowledge and confidence improvements.
Target: Aiming for at least 80% of students to show improvement.
Food Stories:
Purpose: Allow students to articulate their learning in a narrative format, using new vocabulary.
Methodology: Students create stories that incorporate learned concepts, demonstrating personal and practical applications.
Sampling and Frequency: Included as part of the concluding activities for qualitative insights.
Data Utilization for Service Improvement:
Data from these evaluations are analyzed to identify trends and areas for improvement. Insights guide adjustments in instructional content and delivery, ensuring that the program remains relevant and effective.
Regular data reviews (annually or biannually) facilitate ongoing refinement of the curriculum and teaching methods.

5.3 Capacity & Sustainability

5.3.1 Staff Qualifications & Experience **5 Points**

Provide information on the key/primary individuals that will be involved in the provision of services and demonstrate that they have the capacity to address the stated need. List each position by title and name of employee, if available. Describe the anticipated roles and responsibilities for each person as it relates to this project. Describe the experience, expertise, and capacity of each individual to address the proposed activities.

Kristin Hughes - Co-Executive Director: Holds a Master's of Education and brings over 15 years of experience in youth development and education. Kristin oversees the strategic direction of all educational programs at FoodChain and administers grants and budgets. Her extensive background in educational leadership ensures that program content is both pedagogically sound and effectively implemented. Kristin's leadership is instrumental in aligning program objectives with educational best practices and community needs, ensuring that all educational initiatives are robust and impactful.
Maxx Alviar - Education Support Specialist: With more than 2 years of experience at the Extension office, Maxx has a solid background in designing and implementing youth programming. He has conducted over 100 hands-on cooking classes, emphasizing practical skills and nutritional education. Maxx is the primary instructor for school-based food literacy programs, developing and delivering curriculum that engages and educates students effectively.
His hands-on teaching approach and curriculum development skills are critical for fostering student engagement and learning, directly addressing the educational gaps in food literacy.
Trevor Claiborn - Aquaponics Educator: Known professionally as Farmer Brown tha MC, Trevor holds a Master's degree with a thesis on connecting urban youth to agriculture. He also has a rich background as an Extension agent.
Trevor leads the aquaponics education segment at FoodChain, using innovative methods like multimedia and book projects to engage high school students. His expertise in aquaponics and his creative approach to education allow Trevor to make the subject matter accessible and engaging for urban youth, encouraging their interest in sustainable practices.

5.3.2 Partnership & Resource Leverage **5 Points**

How do your programs and services support our community's comprehensive response to the identified priority area of Community Wellness & Safety? Does your organization have any formal agreements or informal working relationship with other local service programs?

What role does your governing board members, volunteers, and / or donors play in facilitating viable service delivery and program administration? Does your program have any major civic benefactors or corporate sponsors? Describe other secured funding sources and committed operational resources your organization has allocated for the proposed program.

FoodChain's programs significantly contribute to the community's priority area of Community Wellness & Safety by educating students on food literacy and sustainable agriculture, improving overall wellness and environmental awareness.
Community Support and Wellness: Our initiatives directly enhance community wellness by teaching essential skills in healthy eating and sustainable living. These programs, particularly vital in underfunded school areas, fill critical educational gaps, fostering safer and more informed communities.
Collaborations and Relationships: Although initial ESSER funding has depleted, FoodChain remains committed to these programs (FCPS 21st Century Community Learning Centers, CEP schools), striving to maintain educational continuity. We are actively seeking new partnerships and funding to sustain and expand our impact.
Role of Governance and Support: Our board members, volunteers, and donors play crucial roles in service delivery and administration. Board members provide strategic direction and secure resources, while volunteers facilitate our educational programs. Fundraising efforts, especially our major event FEAST, are vital for supporting our food literacy initiatives.
Funding Sources and Financial Strategy: A federal grant currently funds 50% of our aquaponics educator's salary, demonstrating significant governmental support. Proceeds from FEAST also contribute to our financial stability, enabling us to continue these important programs amidst funding challenges.
Future Plans: FoodChain is exploring additional funding opportunities and strategic partnerships to ensure the sustainability and growth of our services. By securing more grants and sponsorships, we aim to expand our educational offerings and continue our contribution to the community's wellness and safety priorities.

5.3.3 Outreach & Inclusion Strategy **15 Points**

Demonstrate how the program will ensure services are available and accessible by all potential participants, especially related to language barriers for persons with limited English proficiency, including a language access plan; persons with physical or other disabilities; and persons impacted by poverty and economic distress.

Has your organization enacted any policies (or employs any standard operating procedures) to ensure equitable service opportunity and / or benefit program to a diverse cross-section of the greater community? How does your proposal support or enhance the recommendations made by the Mayor's Commission on Racial Justice & Equality?

FoodChain is dedicated to ensuring our programs are accessible to all, particularly addressing language barriers, physical disabilities, and economic challenges to support community inclusivity and align with the Mayor's Commission on Racial Justice & Equality.
Language Accessibility: To overcome language barriers, our bilingual Co-Executive Director, Kristin, conducts outreach and translates program materials into Spanish, enhancing accessibility for Spanish-speaking families. Plans are underway to expand translation services to other prevalent community languages through local translators and multilingual volunteers.
Accessibility through Mobile Programming: Recognizing transportation as a barrier, we deliver our programs directly to CEP schools. This mobile approach ensures students can participate without the need to travel, enhancing access and integration into their regular educational environment.
Economic Inclusivity: We specifically target our services at CEP schools located in economically disadvantaged areas, providing programs free of charge to remove financial barriers. This ensures that students from low-income families have equal opportunities to engage in our educational offerings.
Equitable Service Delivery: FoodChain enforces non-discrimination policies and engages in targeted outreach to underrepresented communities, ensuring a diverse cross-section of the community benefits from our programs. We collaborate with organizations serving minority groups to extend our reach and impact.
Supporting Community Recommendations: Our initiatives align with the Mayor's Commission by reducing educational and health disparities among minority and low-income populations, promoting healthier, more sustainable lifestyle choices across diverse community segments.

6.0 Program Budget Summary Form Instructions

Proposal Submittal shall be considered incomplete and shall be rejected without completed Budget Summary Form. *(Including total amount of ESR grant request for the first year of the cycle, Fiscal Year 2025.)*

For organizations requesting funding for more than one program in this RFP, combine into a single Program Budget narrative for the proposal.

Please note that the Program Budget will be part of the grantee agreement with LFUCG and regular tracking and expenditure reporting will be required.

To ensure readability and uniformity, please use the Program Budget form included. Provide brief line-item detail as specified in each section below and verify all calculations.

This section provides a summary of the total proposed Program Budget for FY 2025. It requests the allocation of all projected funding amounts (City and non-City sources) for anticipated FY 2025 program expenditures. The allocation for FY 2026 shall be the same as FY 2025.

Total Program Budget

Column A should reflect projected expenditures for the entire program (not just the proposed LFUCG ESR grant funding request portion). When the chart is completed this column should equal ESR Grant Funding Request plus other/non-ESR program funding. (A=B+C)

ESR Grant Funding Request

Column B is the grant amount being requested from this RFP to support this program's services to eligible Fayette County Participants.

Non-LFUCG Program Funding

Column C is the non-LFUCG ESR funding that is allocated to the Total Program Budget (A-B = C).

This form is for the budget for the PROGRAM applying for ESR funds, not the total agency budget.

For each category identify the amount requested and the amount to be leveraged through other programs or organizations (if applicable).

Staff Salaries – Identify the number of Full-time position salaries allocated to the program, and part-time positions allocated to the program, and the amounts of each allocated to Columns A, B, & C.

Consultant Services – In the "List Details" box, **briefly** describe any expenses associated with providing expanded supportive services or other services for which the organization intends to contract with another entity. Any of these expenses to be provided by the proposing organization should be included in other line items.

Space/Facilities – In the "List Details" box, **briefly** list the basis of the allocation of rental costs, utilities, janitorial costs, and any other facility costs for the Program. Identify any office or program space in an LFUCG owned building, and any other costs (rent, monthly utilities, etc.) reimbursed to LFUCG.

Scholarships/Stipends – In the "List Details" box, **briefly** list the type of scholarships or stipends, and include the number of people or organizations to receive funds.

Operating Expenses – In the "List Details" box, **briefly** list the costs associated with expenses, supplies, utilities, and any other expense associated directly with the operation of the project.

Other – In the "List Details" box, **briefly** list any other costs for the Program not covered above.

PROGRAM BUDGET SUMMARY

Budget for Year One (FY2025) of Cycle; Budget for Year Two (FY2026) to be the same

Agency Name **FoodChain Inc.**

Program Name **Urban Roots Youth Culinary and Ag Program**

FY2025 (July 1, 2024-June 30, 2025) Total Program Budget

Only fill columns B &C; they will automatically sum in Column A		**Column A Total Program Budget [= B+C]**	**Column B ESR Grant Funding Request**	**Column C Non-ESR Program Funding [A-B]**
1. Staff Salaries for Program	**# of Employees:**			
Full-Time (FTE)	3	49,660	39,728	9,932
Part-Time	0	0	0	0
	Total Salaries	49,660	39,728	9,932
3. Consultant Services	**$**	0	0	0
list details				
4. Space/Facilities	**$**	0	0	0
list details				
5. Operating Expenses	**$**	24,876	9,188	15,688
list details	Requesting 50% Branded aprons to use during classes and gift to students ($5000), cover 50% Growing together with aquaponics FoodChain published book gifted to each student ($1,000), 50% mini aquaponics systems for students ($2,812), 50% container gardens for students ($375) Ingredient costs covered by other sources			
6. Scholarships / Stipends	**$**	0	0	0
list details - numbers & amounts				
7. Other	**$**	15,350	8,100	7,250
list details	Creation of 3 Aquaponics video/Urban ag video with students requesting 50% (2,250), Creation and printing of cookbook with family recipes requesting 50% ($5,000) ($850) Impact Genome Program Evaluation			
8. TOTAL FY25 PROGRAM BUDGET	**$**	89,885	57,015	32,870

Cost per Program Participant: $ 89

Brief detail on Cost per Participant:

We anticipate working with at least 1000 students per year with this programming

I understand that this document in its entirety is incorporated into my grant Agreement with the Lexington-Fayette Urban County Government.

Authorized Representative *(typed name)*: Kristin Hughes

Title: Co-Executive Director **Date**: 4/23/24