Exhibit E

Lexington-Fayette
Urban County Government

Request for Proposals

The Lexington-Fayette Urban County Government hereby requests proposals for **#20-2024 Food Insecurity & Nutritional Access – 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 #20-2024 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Proposals, once submitted, may not be withdrawn for a period of one hundred twenty (120) calendar days.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-Fayette Urban County Government
Request for Proposals

Extended Social Resources (ESR) Grant Program
Priority Area: Food Insecurity & Nutritional Access

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: Food Insecurity & Nutritional Access

Projected funding is approximately $633,500 of the 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 **Food Insecurity and Nutritional Access** by supporting programs and services for the provision of addressing having reliable access to a sufficient quantity of affordable, nutritious food and providing nutritional services. 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") for 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, 2024 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.

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.

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 Thursday, April 18th, 2024 at 3:00 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, 2022. 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: Food Insecurity and Nutritional Access

Projected funding is $633,500 of ESR Grant Program – Community Based Initiatives

LFUCG seeks to strengthen and enhance **Food Insecurity and Nutritional Access** by supporting programs and services for the provision of addressing having reliable access to a sufficient quantity of affordable, nutritious food and providing nutritional services. 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.

Food security is a situation that exists when all people, at all times, have physical, social and economic access to sufficient, safe and nutritious food that meets their dietary needs and food

preferences for an active and healthy life. Nutrition includes management for congregate and home delivered meals, delivering quality meals to nutrition sites and homebound clients so clients have nutritionally sound meals.

USDA Definitions:

- **High food security:** no reported indications of food-access problems or limitations.
- **Marginal food security:** one or two reported indications—typically of anxiety over food sufficiency or shortage of food in the house. Little or no indication of changes in diets or food intake.
- **Low food security:** reports of reduced quality, variety, or desirability of diet. Little or no indication of reduced food intake.
- **Very low food security:** Reports of multiple indications of disrupted eating patterns and reduced food intake.

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 F

RFP-20-2024
FoodChain
Leandra Forman
Supplier Response

Event Information

Number: RFP-20-2024
Title: Food Insecurity & Nutritional Access
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 05:32:10 PM (ET)

Response Attachments

RFP #20-2024 FINA RFP Packet.pdf

FoodChain's Nourish RFP Proposal for Food Insecurity & Nutritional Access.

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: **FoodChain's Nourish**

Total Funding Amount Requested: $ **114184**

RFP #20-2024 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.

Food insecurity (FI) is a significant concern in Fayette County, impacting approximately 20% of the population and leading to poor dietary habits, increased chronic diseases, and higher healthcare costs. The USDA Economic Research Service identifies 12 low-income, low-access census tracts in Lexington as "food deserts," where residents struggle to access healthy food within a one-mile radius, exacerbating nutritional deficits due to limited transportation and the prevalence of high-calorie, processed foods.

FoodChain targets these under-served and at-risk populations, focusing on residents of the identified census tracts, low-income families, and individuals, especially those with children, the elderly, and those with chronic health conditions. These groups face not only the immediate effects of FI but also the long-term health consequences of inadequate nutrition. Local efforts to combat FI include initiatives like Seedleaf, which teaches families to grow their own food, and Glean Kentucky, which redistributes surplus fresh produce to food pantries. However, these programs often fall short in providing direct access to ready-to-eat nutritious food and in addressing educational gaps in meal preparation.

FoodChain fills these gaps by delivering locally sourced food directly to the doors of those most in need and distributing nutrient-dense, ready-to-eat meals twice weekly. By including recipes and educational materials with our deliveries, we empower families to improve their dietary choices and cooking skills. This comprehensive approach not only addresses the immediate needs for nutritious food but also supports long-term dietary improvements, enhancing overall community health and food security in Fayette County.

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 food insecurity and nutrition challenges in Fayette County through targeted services designed to overcome transportation, affordability, and educational barriers. Here's how our service delivery model works:

Weekly Nourish Box Delivery: Unit of Service: 150 Families receive a Nourish Box weekly, totaling 50 boxes per year.

Contents: Each box contains ingredients for nutritious meals—locally sourced proteins, fresh produce, milk, cheese, eggs, and dry goods—along with ready-to-eat meals for those without kitchen facilities.

Educational Materials: Boxes include recipes, nutrition lessons, and family activities to enhance nutritional literacy.

Impact: This service removes financial and transportation barriers by providing free home delivery, empowering families to prepare and enjoy nutritious meals, thus fostering sustainable healthy eating habits.

Ready-to-Eat Meal Distribution: Unit of Service: Twice weekly distribution at FoodChain (450 meals per distribution), where individuals can collect up to four prepared nutrient dense meals, plus additional grocery items.

Impact: This directly provides accessible, nutritious food in one of Lexington's largest USDA food deserts, addressing critical nutritional needs.

Educational Outreach: Unit of Service: Educational packets are included in each Nourish Box, offering insights into food history, video recipes, produce processing techniques, and information about our farm partners.

Impact: Enhances understanding and skills around food benefits and healthy cooking, enabling better food choices and nutritional management.

These comprehensive services ensure that vulnerable populations in Fayette County have regular access to nutritious foods and the knowledge to maintain healthy diets, addressing core issues of food insecurity and building a foundation for long-term nutritional wellness.

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.)

1. Self-Identified Need: Clients may self-identify as experiencing food insecurity or barriers to accessing nutritious food. This criterion ensures that the services reach those who genuinely need assistance, facilitating a quick and non-invasive entry into the program. Both our meal delivery and community meal distribution programs operate with no income requirements or applications to participate.
2. Residency Considerations: While services are not exclusively restricted to residents of the designated Census Tracts identified in the Needs Statement, priority is given to these high-need areas for meal delivery services. This focus helps target resources effectively toward populations experiencing significant barriers related to food access.
3. Outreach and Referrals: Potential clients are often identified through targeted outreach initiatives in collaboration with community centers and Family Resource Coordinators of the Fayette County Public Schools (FCPS) located in the priority Census Tracts. This approach ensures that the program reaches families who may not be aware of the services available or those who face challenges in accessing existing food security services.

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.

FoodChain's meal delivery program effectively addresses food insecurity in Fayette County, supported by evidence-based practices that emphasize nutritional education and local sourcing. Research published in the Journal of Nutrition Education and Behavior demonstrates that including nutritional education in food programs significantly improves food security and dietary behaviors, as participants make healthier food choices. This supports FoodChain's practice of integrating recipes, nutrition lessons, and family activities into our meal boxes to empower healthier living.

The study "Local Food in Every Pot: Linking Food Security with Local Agricultural Production in Community Food Programs" from Agriculture and Human Values highlights the dual benefits of local sourcing, which not only enhances meal quality but also bolsters the local economy. FoodChain leverages this by using locally sourced ingredients, ensuring meals contribute to community sustainability.

Furthermore, a review in the Journal of Community Health found that food programs combining direct distribution with nutritional education are more effective in reducing food insecurity and improving health outcomes. Similarly, research in Preventive Medicine shows that food assistance programs with educational components are more effective than those without, reinforcing the value of FoodChain's educational initiatives.

By integrating these services, FoodChain not only meets immediate nutritional needs but also promotes long-term health benefits and economic sustainability, embodying a holistic approach to combatting food insecurity and enhancing community well-being in Fayette County. This methodological framework is central to our mission and instrumental in our ongoing success and community impact.

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 primary aim is to significantly mitigate food insecurity while improving food literacy with nutritional education and overall health among clients in Fayette County. Our goals with clients are concrete: increase sustained access to nutritious food, enhance knowledge of healthy eating, and improve long-term dietary habits.
Service Philosophy:
We believe in empowering clients through education, accessibility, and community support. Our approach focuses on providing consistent access to nutritious, locally sourced food, and delivering educational content, we enable clients to make informed decisions about their diets and improve their cooking skills. We support clients in understanding the food they eat, how it affects their health, and how to prepare nutritious meals sustainably.
Defining Successful Service Completion:
Increased Consumption of Locally Grown Produce: Clients regularly incorporate locally sourced ingredients into their diets, as verified through self-reporting and follow-up assessments.
Enhanced Cooking Knowledge: Clients demonstrate improved cooking techniques and use of nutritious ingredients, evidenced by engagement with provided recipes and feedback on their cooking experiences.
Learning Affordable Access Methods: Clients apply new strategies to obtain affordable fresh produce, such as participating in local food programs or using market vouchers effectively.
We aim for 85% of our clients to meet these criteria for success, reflecting high efficacy in our service delivery and client commitment. These metrics not only highlight the effectiveness of our program but also align with our philosophy of sustainable impact, ensuring that clients not only receive food but also develop the skills and knowledge to improve their quality of life independently.

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 meal delivery and distribution services significantly impact the lives of Fayette County residents by addressing food insecurity and fostering self-sufficiency. Clients report meaningful changes that highlight the broad benefits of our programs:
1. Economic Relief and Food Security: Many participants describe how our services help manage their budgets, especially when other aids like food stamps fall short. One client shared, "It literally helps keep my grocery bill manageable. It's a relief to know I can always count on our meal deliveries," illustrating the financial relief our program provides.
2. Dietary Improvements and Health Awareness: Clients often note a shift towards healthier eating, with one stating, "We eat more fresh things now... like sweet potato fries and more fresh produce." Another mentioned the educational impact: "In the grocery store I read all of the food labels now... It makes me think more about what I put into my body."
3. Accessibility and Convenience: The delivery service proves essential for those with limited mobility or no transportation. "The program makes my life easier... I don't have a car anymore and I have had a lot of heart attacks and strokes, so I have a hard time getting groceries," a client explained, underscoring the vital role of doorstep delivery.
4. Educational Impact and Empowerment: FoodChain's educational efforts encourage independence in the kitchen. A delighted grandparent observed, "My grandson gets snacks and cooking classes from you guys sometimes and he loves to cook now. He is really good and independent in the kitchen."

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.**

FoodChain employs a comprehensive evaluation strategy to assess the effectiveness of our services, focusing on enhancing food security and nutritional education for our clients. Our approach goes beyond mere quantitative measures, incorporating direct feedback mechanisms and detailed assessments to ensure we meet and adapt to our community's needs.

Evaluation Methods:

1. Direct Engagement: Our co-executive directors and education staff participate in meal distributions, facilitating direct interactions with clients. This hands-on approach provides immediate feedback and builds long-term relationships, crucial for real-time service evaluation.
2. Client Satisfaction Surveys: Conducted quarterly through in-person interactions, phone calls, paper surveys, and text messages to collect both qualitative and quantitative feedback on our meal delivery and educational materials.
3. Pre-and Post-Tests: Administered to new clients and after six months to measure improvements in nutritional knowledge and cooking skills, helping gauge the educational impact of our programs.
4. Focus Groups: Bi-annual discussions with a random sample of 10-15 clients, offering in-depth insights into the program's influence on their daily lives and any ongoing challenges.

Data Utilization: The feedback and data collected are integral to refining our services. Client responses guide adjustments in meal content and distribution logistics, while educational feedback shapes the development and updating of our teaching materials. This continuous loop of feedback and improvement ensures our services remain responsive to client needs, directly impacting their ability to achieve better health and nutritional independence. This dynamic approach keeps our interventions effective and aligned with the community's evolving requirements.

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.

FoodChain's effectiveness in addressing food insecurity and nutritional education in Fayette County is driven by a dedicated team of experienced professionals:

Leandra Forman - Co-Executive Director: Leandra has enriched FoodChain over her 9-year tenure, managing our aquaponics farm and leading the design and implementation of the Teaching/Processing Kitchen and Nourish meal programs. Drawing from her personal experiences with food assistance, she also engages in advocacy with the Kentucky Food Action Network, ensuring our programs are empathetic and effective.

Kristin Hughes - Co-Executive Director: Kristin oversees all educational programs at FoodChain, significantly expanding the Power of Produce Program and introducing multilingual instruction. Her efforts have been crucial in growing Nourish Lexington and the Spanish-language outreach, building key partnerships with Family Resource and Youth Service Centers, and incorporating educational materials into our meal boxes, enhancing family learning outcomes.

Arynn Rogers - Nourish Delivery Coordinator: Since 2023, Arynn has efficiently coordinated delivery routes and volunteer activities, increasing the reach of our delivery services to 150 families. Her role as the primary liaison for families ensures personalized and responsive service delivery.

Amber Lawrence - Kitchen Manager: Since April 2020, Amber has led our kitchen operations, focusing on the production of nutritionally rich meals using locally sourced ingredients. She is responsible for training staff, upholding kitchen safety, and ensuring high standards of meal quality.

Together, this team leverages their expertise to provide essential services while fostering community wellness and empowerment, ensuring FoodChain's programs effectively meet the needs of those we serve.

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 are integral to our community's comprehensive response to the priority area of Community Wellness & Safety by addressing critical food security needs and promoting healthy lifestyles. We have formal and informal partnerships that enhance service delivery and community outreach.
We collaborate with Delivery Co-op for efficient meal deliveries to families. We also partner with Community Action Council, CRCKY, The Nest, and Rhema's Word Foundation who provide referrals for clients and to whom we provide emergency food boxes. Regular tabling events with KyNect and Anthem at our distributions provide clients with additional resources, enhancing the holistic support offered. Furthermore, our board members actively participate in meal delivery and distribution, reinforcing our commitment to community engagement.
Dedicated volunteers play a crucial role by sorting groceries, distributing meals, and maintaining delivery routes, which builds trust and ensures consistent service. Our partnership with Family Resource and Youth Service Centers (FRYSCs) at Fayette County Public Schools extends our reach to families in need, exemplifying our integrated community approach.
Bank of America is a significant benefactor, focusing on funding delivery aspects while DoorDash has provided modest support for delivery costs after ending their nonprofit partnership. ESR has been a sustaining funder, demonstrating the trust and reliance placed in our services. Additionally, a contract with the Local Food Purchase Assistance Cooperative Agreement (LFPA) supports the provision of 1 locally sourced food box per month, crucial for our Nourish program. Despite these partnerships, we continually seek new grants as ongoing funding is a critical need.

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?

Language and Cultural Accessibility: Our Co-Executive Director, fluent in Spanish, translates all educational materials, surveys, and online content to ensure accessibility. We further collaborate with local organizations and churches for translations into additional languages, making our resources culturally appropriate and accessible, particularly to immigrant and minority communities.
Physical Accessibility and Direct Delivery: Recognizing transportation barriers in low-income, low-access areas, we deliver Nourish Boxes directly to homes, ensuring those without transportation can access nutritious food and maintain food security.
Alignment with Community Recommendations: Our delivery method supports the Mayor's Commission on Racial Justice & Equality's recommendations for reducing health disparities through mobile food distribution. This approach aligns with the insights from the research published in Public Health Nutrition, titled "Community Empowerment through Food: A Framework for Measuring the Effects of Community-Based Food Programs on Individual and Community Level Outcomes." The study highlights that involving the community in the planning and execution of food programs can enhance participation rates, satisfaction, and lead to better health outcomes and increased community cohesion. By adopting this framework, our program not only supports local agriculture but also fosters community empowerment and wellness.
Inclusive Practices: FoodChain operates on the principle that access to nutritious food is a universal right. We are expanding our language access capabilities by leveraging additional translation services through partnerships like those with Family Resource and Youth Service Centers (FRYSCs) at Fayette County Public Schools, ensuring our services reach everyone in need, regardless of language barriers.

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 **FoodChain's Nourish**

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)	7	87,926	26,378	61,548
Part-Time	3	48,355	14,506	33,848
	Total Salaries	136,280	40,884	95,396
3. Consultant Services	**$**	0	0	0
list details				
4. Space/Facilities	**$**	11,800	7,800	4,000
list details	80% Rent for kitchen: $4,800, 50% Utilities: $3,000			
5. Operating Expenses	**$**	176,500	60,500	116,000
list details	Food Costs (local food, clem's, God's Pantry, US Foods) $22,000 from ESR; Non-food costs (bags, boxes, labels, foil to-go containers, utensils) $20,500 from ESR; $18,000 pest control, aprons and towels, fuel costs for van pickups			
6. Scholarships / Stipends	**$**	0	0	0
list details - numbers & amounts				
7. Other	**$**	30,000	5,000	25,000
list details	Contract with Delivery Co-op for meal delivery services			
8. TOTAL FY25 PROGRAM BUDGET	**$**	354,580	114,184	240,396

Cost per Program Participant: $ 177

Brief detail on Cost per Participant:

Average # of individuals impacted is around 2,000 per year. This cost represents food for a year per individual.

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