Thursday, December 17, 2015| 2:00pm – 3:30pm

1 (510) 365-3231/ Access Code: 155-764-165

Audio PIN: Shown after joining the training

This training will begin momentarily.

To connect to the audio portion of this call,
use the telephone option <u>and</u>
enter your designated audio PIN

Supplemental Nutrition Assistance Program-Education (SNAP-Ed)

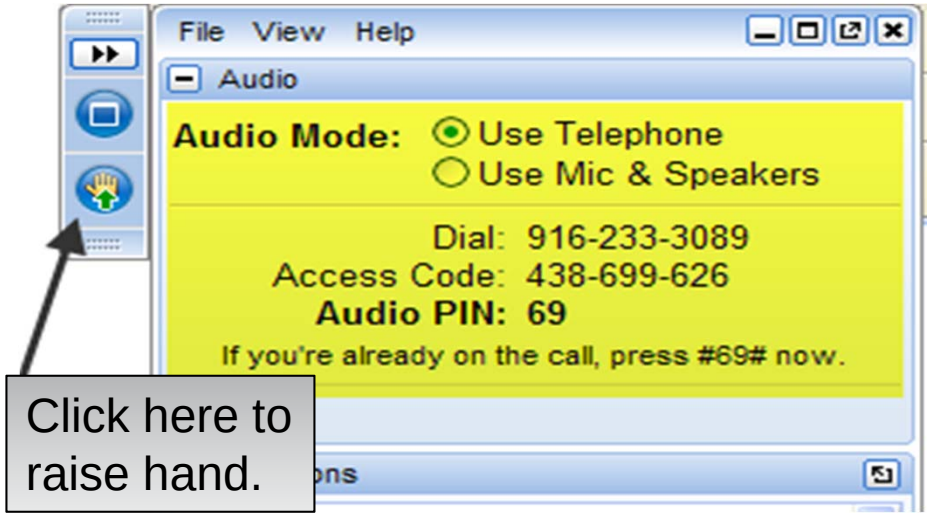
Nuts & Bolts of Subcontracts & Solicitations

Presented by Nutrition Education and
Obesity Prevention Branch (NEOPB) Staff:

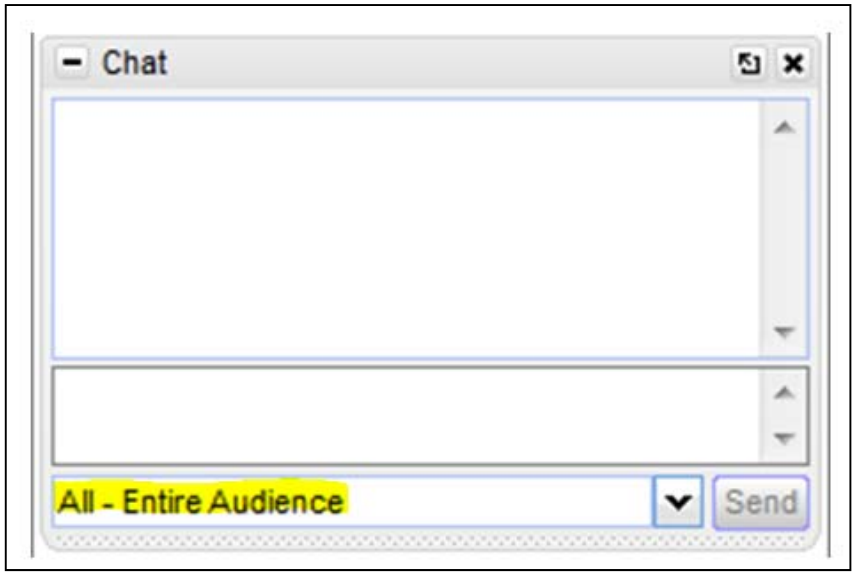
Cathryne Ahrens, Contract Manager

Housekeeping and Expectations

Practice raising your hand.



Practice typing in the chat box to **All-Entire Audience.**



Agenda-Objectives

- Subcontractor Expectations
- Solicitation Process
- Annual Plan Process
- Subcontractor Agreements
- Managing Subcontracts

Subcontractor Expectations

Subcontractor Expectations

No subcontracting expected:

- $200,000 or less

15 to 25 percent of funds:

- $200,001-$299,999

20 to 30 percent of funds:

- $300,000-$399,999

30 to 40 percent of funds:

- $400,000-$599,999

30 to 50 percent of funds:

- $600,000 or greater

http://www.cdph.ca.gov/programs/cpns/Documents/FFY%202015%20SNAP-Ed%20Sub-Granting%20Funding%20Ranges%20for%20LHDs.pdf

Solicitation Process

Understanding Solicitations

Purpose of Solicitations:

- To notify prospective bidders that an Agency wishes to receive bids for goods, activities, and/or services.

Understanding Solicitations

Planning Your Solicitation:

- What Goods/Activities/Services are needed?
- When are they needed?
- What do you wish to accomplish in the proposed agreement?
- Where will proposed services be performed?
- Is a competitive bid process required?
- What type of solicitation is best for the proposed agreement?

Solicitation Checklist

- Develop the Scope of Work
- Develop Evaluation Criteria
- Develop Budget/Cost Sheet
- Prepare/Release solicitation
- Review, analyze and evaluate bids
- Identify proposed awardee
- Prepare the final contract document
- Execute contract

Understanding Solicitations

- Most Common Solicitations for Agreements > $5,000:

Considerations	Invitation for Bid	Request for Proposals (Primary)	Request for Proposals (Secondary)
When is the method typically used?	Simple, common or routine services. Little discretion is used in performing the work.	Complex services in which professional expertise is needed and may vary. Where different methods and approaches may be applied during performance.	Very complex or unique services in which professional expertise or methods may vary. Creative or innovative approaches are needed.
How is award made?	Sealed bids are submitted, lowest bid wins.	Lowest qualified responsible proposer. Public bid opening.	Highest scored responsible proposer.
SOW Considerations	Scope of Work contains all contract requirements ***except*** price.	Objectives, Major Tasks and Timelines are identified. Proposer offers detailed work plans, methods, etc.	Goals and Objectives are stated. Proposer offers detailed work plans, approaches, methods, etc.

Understanding Solicitations

Exemptions:

- A minimum of three competitive bids or proposals are required **unless contracting with one of the following:**

  - Other Local Government Agency
  - CA State College or University
  - Auxiliary Organization of the CSU or CA Community College

Solicitation Timeline

Non-Competitive Bid (Allow 3-6 Months)

Government Entities and Public Universities

Sole Source

Competitive Bid (Allow 6-12 Months)

Invitation for Bid

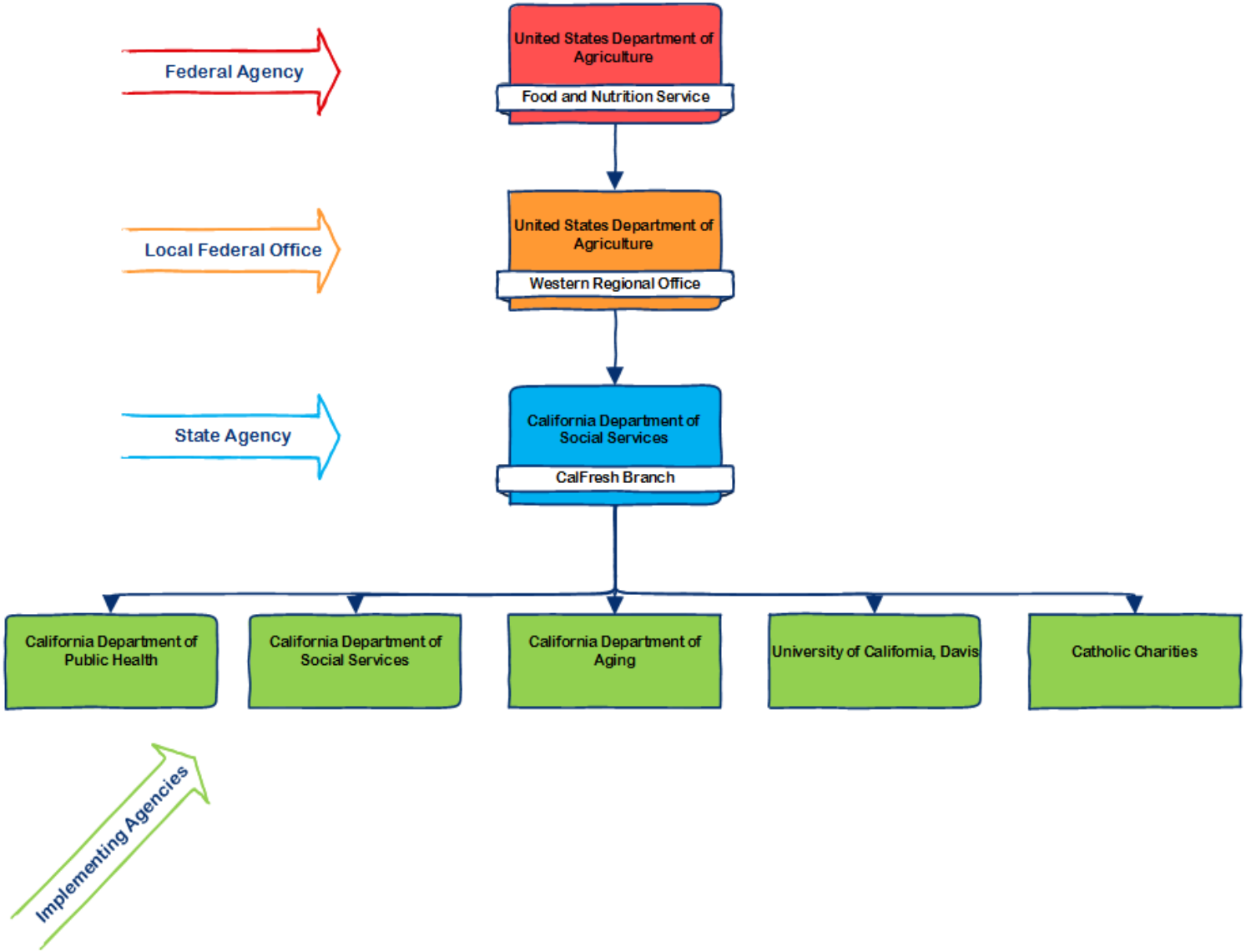
Request for Proposal (Primary)

Request for Proposal (Secondary)

Annual State

Process

SNAP-Ed Funding Structure



Steps to obtain subcontractor funding:

- Submit detailed budget workbook.
- Submit detailed plan budget for sub(s) greater than $25k.
- Unidentified subs should be identified as TBD on the budget.
- Once a subcontract has been awarded, submit a BAR to include the name.

Subcontract Agreements

What to Include

1. Identify all parties (Contractor and Sub-Contractor)
2. Term of the agreement (start and end date)
3. Maximum amount payable (Include entire term)
4. Scope of Work (Include entire term)
5. Budget Detail (Include entire term)
6. Termination Clause
7. Record Retention Clause (3 Years from FFY closure)

What to Include

8. Incorporate links to the following documents:

Fiscal and Administrative Guidelines Manual and any revisions thereto.

NEOPB Program Letters and any revisions thereto.

USDA, SNAP-Ed Plan Guidance

What to Include

9. Suggested Funding Content:

"Funding for this solicitation is pending annual approval from the United States Department of Agriculture through the California Department of Public Health's annual integrated State Plan process for the Supplemental Nutrition Assistance Program-Education project."

Subcontract Management

- Funding Expectations
- Award Process
- Agreements
- Managing Subcontracts
- Invoice Documentation

Prime Ensures the Following:

- Executed subcontract agreement
- Timely invoice submission
- Follow CalHR travel guidelines and rates
- Follow USDA time-keeping requirements
- Track and tag equipment purchases
- Annual Civil Rights compliance
- Administrative and Fiscal compliance

Successful Solicitation

Los Angeles County

Dissemination of Funds

Non-Competitive

- Sole Source

Competitive

- Purchase Orders
- Work Orders
- Request for Proposals (RFP)

Preparation Process for Solicitation

Timeline	12-18 months
Concept Development	3 months
RFP and evaluation instruments development	3 months
Contracts & Grants, County Counsel, CEO review	3 months
RFP released, Solicitation received	2 months
Evaluation	1 month
Contract Negotiations	2 weeks
Preparation for Board review & approval	1 month

Key Components of Solicitation

Lessons Learned	Ensure that subcontractor agreements:
Anticipate instability of funding stream	Include language that states that agreements are for one year, with the option to extend, for up to two years
Ensure equitable distribution of funds by jurisdiction	Determine and define simple methodology for funding distribution
Prevent underperformance of subcontractors	Prepare detailed scopes of work that have defined activities that include target numbers for direct education and/or PSE outcomes

Special Considerations

- Fiscal calendars for schools and federal government are not aligned
- Solicitation process and Integrated Work Plan timeline are not aligned

Subcontractor Management

Program Analyst

- Ensures programmatic integrity
- Provides technical assistance to advance PSE projects
- Ensures purchases are reasonable and necessary, and SNAP-Ed allowable

Contract Program Analyst

- Ensures contract compliance
- Provides administrative and fiscal support

Successful Solicitation - Orange County

Successful Solicitation - Orange County

- What we did: FFY 12 – 16
  - Used the first year for planning, releasing and awarding the subcontract funds
    - October 2012 – Initial meetings with HCA Contracts
    - November 2012 – Started working on RFP
    - April 2013 – Released the RFP via BidSync
    - May 2013 – Deadline for proposals
    - July 2013 – Evaluation/review of proposals
    - August 2013 –Awards issued
    - September 2013 - Negotiations
    - October 2013 – Work commenced

Successful Solicitation - Orange County

- What we will do: FFY 17 - 20
  - We will be subcontracting
  - We will use placeholders (TBD) in the subcontract section, amendment to follow
  - We will use the State approved OC IWP FFY 17 – 20 to draft the RFP
  - Enter two year contracts, possibility of renewal

Successful Solicitation - Orange County

- Lessons learned:
  - Consider starting the RFP process earlier
  - Increase reach of informing the community/partners regarding availability of NEOP grant funds
  - Panelists - selection and time commitment
  - Evaluation – clearer, improved alignment
  - Negotiations – important, would increase time for this
  - Expectations – improve language

Discussion Question?

What tools have you found to be successful when working with subcontractors?

Helpful Resources

http://www.dgs.ca.gov/ols/Resources/StateContractManual.aspx

http://www.cdph.ca.gov/programs/NEOPB/Pages/NEOPBSNAP-EDGUIDANCE.aspx

https://snaped.fns.usda.gov/national-snap-ed/snap-ed-plan-guidance-and-templates

http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx

http://www.cdph.ca.gov/programs/NEOPB/Pages/Default.aspx

Upcoming Events

"Let's Get Fiscally Fit" (In-person)

Date/Time	Location
1/21	Oakland, CA (SF Bay Area)
1/28	Salinas, CA (Central Coast)
2/11	Oxnard, CA (Greater LA and Orange)
2/25	San Diego (Inland Desert)
3/3	TBD (Delta and Gold Country)
3/10	TBD (North Coasts and Cascades)

Webinars

Topic	Date	Time
"Build a Better Budget: Guidelines for Strengthening Budget Development Skills"	2/18	2:00pm-3:30pm

NEOP Branch Training and Events Calendar

http://www.cdph.ca.gov/programs/NEOPB/Pages/NEOPBCalendar of Events.aspx

What Questions do you Have?

Thank You!

Thank you for your time.

Have a great rest of your day!

Nutrition Education and Obesity Prevention Branch

Contract Operations Section