



Division of Agricultural Conservation & Technical Assistance

Massachusetts Food Ventures Program Fiscal Year 2018

(April 17 to May 16, 2017)

Request for Response (RFR): RFR File: [RFR-MFVP-2018](#)

For the implementation of projects that increase access to Massachusetts grown, caught or harvested healthy food and to improve economic opportunities for low to moderate income communities.

**Responses must be received by
4:00 PM on May 16, 2017**

**Contact: Rose Arruda
Telephone: 617-626-1849
Email: Rose.Arruda@state.ma.us**



Massachusetts Department of Agricultural Resources
251 Causeway Street, Suite 500
Boston, MA 02114

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EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS
Matthew A. Beaton, Secretary
 Grant Announcement. RFR ID: RFR-MFVP-2018 Dated: **April 17, 2017**
Massachusetts Food Ventures Program

1. GRANT OPPORTUNITY SUMMARY:

Proposals Sought For	The Massachusetts Department of Agricultural Resources (“MDAR”) seeks proposals for funding projects that will advance the Massachusetts Food Ventures Program (“MFVP”), help to implement the objectives of the Massachusetts Local Food Action Plan and provide economic opportunities that promote job creation enterprises or new commercial businesses. MDAR is seeking to award grants statewide, primarily in communities of low or moderate income, to individuals or entities with experience developing and supporting commercial food businesses.
Overview and Goals	<p>The overall goal of the MFVP is to increase access to healthy, affordable food options and improve economic opportunities for low to moderate income communities. The MFVP will provide funding through grants to support food ventures, sited primarily in or near communities of low or moderate income, including Gateway Cities and rural communities. The MFVP will help implement goals of the Massachusetts Local Food Action Plan and contribute to the financing needs of local Massachusetts food enterprises. With expanded investment, completed projects will improve access to Massachusetts grown, harvested or caught food products through the development of collaborations with local agricultural enterprises and private/public entities. Key areas for investment include: food processing infrastructure to meet the needs of the expanding local food system; improved distribution systems to support opportunities for equitable access to fresh local food; and retail outlet strategies that enhance access to healthy food.</p> <p>All projects must include measures to demonstrate the benefits of investment for low-moderate income communities.</p>
Funding Availability	Reimbursement grants of up to \$250,000 will be awarded on a competitive basis. A minimum of 50% of the <u>total proposed project cost</u> must be a demonstrated cash match. Applicants submitting successful proposals will be required to sign a contract with MDAR. Contracts are subject to Department funding availability.
Deadline	4:00 PM, May 16, 2017
Contact	Rose Arruda , Department of Agricultural Resources 251 Causeway Street, Suite 500 , Boston, MA 02114 Phone: (617) 626-1849 email: Rose.Arruda@state.ma.us

2. PERFORMANCE AND CONTRACT SPECIFICATIONS

A. Eligible Applicants:

Eligible Applicants

- Massachusetts Municipalities
- Massachusetts Non-Profit or For-Profit Organizations
- Individual Residents of Massachusetts

B. Eligible Project Areas:

While all projects that meet MFVP requirements will be considered, the categories listed below are examples of potential projects listed in their respective categories.

Food Processing Infrastructure	Creation of commercial food processing infrastructure to ensure availability of Massachusetts produced foods and which can benefit low and moderate income households.
Non Retail: Food Commissaries	Innovative proposals by commercial food commissaries that connect local farms and partners, create new local food retail markets or improve marketing within low income communities. Proposals may include requests for support for infrastructure, distribution, processing and marketing plans that demonstrate increased access to low to moderate income communities.
Food Co-Ops	Proposals for construction, renovation or build-out of existing facilities that will create new permanent jobs and/or greater access to affordable, fresh food.
Greenhouses and Farmers' markets	Develop and build facilities designed to increase year round access of diverse food production and distribution to existing or new markets to benefit low to moderate income communities.
Food Hubs	Capital for infrastructure to build or renovate sites for new or existing ventures that improve commercial food access in low to moderate income communities.
Commercial Markets	Innovative projects that connect local food producers and partners in order to develop, build or renovate a large scale retail market, designed to improve commercial distribution of healthy, locally produced food. Proposals may include initiatives for new construction or the renovation of an existing building. Must clearly document a community demand and outline a marketing strategy for expansion of commercial food access and distribution in low to moderate income areas.
Mobile Markets/ Innovative Markets	To purchase, design, and upgrade vehicles to provide healthy Massachusetts food including meats, seafood, vegetables, and fresh or frozen produce for purchase. Must provide marketing strategy that demonstrates the expansion of commercial access and distribution in low to moderate income communities.

C. Ineligible Project Areas:

- Funding for audits, feasibility studies or design work.
- Operation or maintenance costs associated with the proposed grant investment.
- Staff or consultant time on proposals for projects that have already been completed or for which the applicant seeks reimbursement.

D. Funding Availability & Allowable Expenditures

Maximum Reimbursement	Reimbursement of up to \$250,000 will be awarded on a competitive basis. The minimum grant award is \$75,000.
Property Ownership or Lease	If the proposed project is on property not owned by the Applicant, a lease agreement must demonstrate a long-term, legal right to use the property by the Applicant. This typically means a lease agreement for not less than three (3) years, depending on the size, scale, and cost of the project. The proposed project must also be allowed under the terms of the lease agreement. MDAR may request a copy of the lease agreement as part of its review.
Funding	Use of grant funds is limited to costs identified in the grant application project budget. Grant and matching funds may not be used to pay rents or for normal operating or overhead costs. No indirect or fringe costs may be charged to the grant. MDAR reserves the right to offer funding to selected projects at an amount less than requested in the application budget. Project funding must be expended and project work completed by the end of the state fiscal year, June 30, 2018. In the absence of foreseeable available funding, MDAR may terminate the contract. All funding is subject to appropriation.
Invoicing and Disbursement of Grant Funds	Funds will be disbursed on a reimbursement basis only. All projects must be completed by June 30, 2018, subject to Department funding sources. Documentation of all expenses is required and subject to audit. Satisfactory documentation in the form of cancelled checks, receipts, invoices, etc. for costs associated with approved projects must be dated prior to the June 30, 2018 deadline, submitted to MDAR and approved prior to reimbursement. Vendors shall submit for reimbursement utilizing an organizational invoice clearly stating the reimbursement period on the invoice. No project may commence until a contract has been executed by all parties. Only expenses incurred during the period of the contract are eligible for reimbursement. Any project costs that were incurred prior to an executed contract are NOT eligible for reimbursement from MDAR.
Match	Applicants are required to contribute at least a 50% cash match of the <u>total costs of the project.</u>

E. Project Terms

Site Visits	<p>The Department will require the applicant to cooperate in a field visit prior to final award determinations being made. A field visit DOES NOT guarantee funding for a proposed project. The purpose of the field visit may include, but is not limited to, the following:</p> <ul style="list-style-type: none"> ○ To verify the information that is presented in the proposal; ○ View the operation and assess the resource to be addressed; ○ Confirm the ability to implement and maintain the project; ○ Develop a basis for future “before and after” comparisons.
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F. Reporting

Reporting	<p>The contract will require quarterly written reporting and a final report. Quarterly-project progress reports must provide the status, description and background of work performed. Reports must include a detailed timeline with milestones relating to all appropriate phases, describing deliverables completed, or if not completed, the work done towards completion. MDAR will review the progress of awarded projects, on a monthly basis, to ensure they will meet completion deadlines.</p>
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G. Evaluation Criteria: Responses will be scored using the following measures:

- Project Feasibility: Proposal clearly identifies project objectives and outcomes and outlines measures to evaluate project performance. Project budget is clear, justified, accurately reflects needs and shows eligible match;
- Proposal demonstrates how program funding will increase year round access to Massachusetts produced, caught or harvested food and describes benefits to low to moderate income communities;
- Proposal shows how funds will have broad application and positive impacts on targeted communities;
- Creates new markets or builds new infrastructure that will increase Massachusetts commercial food distribution, access or income and maximizes opportunities for training or permanent job creation;
- Project proposal is based on thorough market research to determine community need and demand for proposed project;
- Depth of applicant’s management experience with similar scale projects, including years and number-;
- Clearly outlined how project will result in job creation including the number and types of full-time, part-time and or seasonal jobs to be created from identified communities
- Large scale projects must be “shovel ready”, with all necessary permits and funding secured;
- Secures matching funds to maximize the impact of the MDAR grant investment;
- Creates partnerships and supports collaboration at the local level; and
- First time applicants will receive preference in review process.

H. Application Submission Instructions:

An application form is attached and must be completed and received by the Massachusetts Department of Agricultural Resources by the response deadline. Please provide 4 copies and an original application and an electronic version as well. Applications that are sent by fax will NOT be accepted. **Please do not staple or put the application in a binder.** Applications must be received in MDAR's Boston office by 4:00PM on **May 16, 2017**. All materials must be sent to the attention of:

**Rose Arruda, Program Coordinator, Department of Agricultural Resources,
Suite 500, 251 Causeway Street, Boston, MA 02114**

I. Additional Required Documentation

If selected, the Respondent will be required to submit the following forms to complete the contract: Commonwealth Standard Contract Form, filled out and signed by the Respondent; EEA Scope and Budget Form; Commonwealth Terms and Conditions filled out by and signed by the Respondent*; Commonwealth W-9 tax information form filled out and signed by the Respondent*; Completed Contractor Authorized Signature Verification Form; Completed Electronic Funds Transfer Form; Proof of entity good standing in Massachusetts and IRS letter of Determination as 501 entity, if applicable.* If not already on file These forms do not need to be completed as part of the response. Assistance to complete these forms will be provided to Respondents selected to participate in the Program. These forms are available for review at www.mass.gov/osd or by request

3. DEADLINES AND PROCUREMENT CALENDAR

A. Release of RFR:	April 17, 2017
B. Information Inquiry:	Clarifying questions can be emailed to Rose.Arruda@state.ma.us . Questions and answers will be posted on CommBuys.
C. Application Deadline:	May 16, 2017 at 4:00 PM
D. Estimated Award Date:	Awards are estimated to be announced early July, 2017.
E. Estimated Contract Start Date:	Anticipated in August, 2017. Only after an award is issued and a final scope of services has been negotiated and executed by all parties, the effective start date of a contract shall be the latest of the following dates: the date the Standard Contract Form has been executed by an authorized signatory of the contractor and the procuring department; the date of secretariat or other approval(s) required by law or regulation; or a later date specified in the Standard Contract Form.

4. RFR SPECIFICATIONS

A. Type of Procurement: Grant

- Grant

B. Use of This Procurement by Single or Multiple Departments:

- This RFR is a single department procurement. Contracts awarded under this RFR will be utilized solely by MDAR.

C. Request for Single or Multiple Contractors:

- Multiple

D. RFR Distribution Method:

- This RFR has been distributed by the Department’s Farm and Market Newsletter, posted to the program’s website at www.mass.gov/agr, and by a distribution list of requested applicants.
- This RFR has been distributed electronically via CommBuys. It is the responsibility of every Applicant to check CommBuys for any addenda or modifications to an RFR to which they intend to respond. The Commonwealth of Massachusetts and its subdivisions accept no liability and will provide no accommodations to Applicants who fail to check for amended RFRs and submit inadequate or incorrect responses. Potential Respondents are advised to check the “last change” field on the summary page of RFRs for which they intend to submit a response to ensure they have the most recent RFR files.
- Respondents may not alter RFR language or any RFR component files. Those submitting a proposal must respond in accordance to the RFR directions and complete only those sections that prompt a Respondent for a response. Modifications to the body of this RFR, specifications, terms and conditions, or which change the intent of this RFR are prohibited. Any unauthorized alterations will disqualify response.

Official Use Only

Date Received: _____

Received By: _____

5. APPLICATION FORM

MASSACHUSETTS FOOD VENTURES PROGRAM (MFVP) (FISCAL YEAR 2017)

SECTION ONE. APPLICANT INFORMATION:

Applicant Name			
Organization	<input type="checkbox"/> Corporation; <input type="checkbox"/> Partnership; <input type="checkbox"/> LLC; <input type="checkbox"/> Individual Business; <input type="checkbox"/> Nonprofit /501(c)(3) <input type="checkbox"/> Municipality;		
Mailing Address			
Contact Person and Title			
Office Phone		Cell Phone	
	Email		

SECTION TWO. PROJECT SUMMARY:

In six sentences or less, provide the amount you are requesting and a brief description of the objectives and scope of work of the proposal :

Empty rectangular box for project details.

SECTION THREE. PROJECT DETAILS:

In a separate attachment fully describe in writing the project for which you are seeking funds. Applicants should respond to all of the items listed below. This section should not exceed 6 pages (three double sided pages). Font size should not be less than Times New Roman 10. Any additional documentation or attachments do not count toward the page limit.

A. Detailed Project Description:

- 1. Project Description:** Describe purpose/objectives/scope of work for all tasks and a detailed timeline with milestones for all phases of the project, in monthly increments. Address all of the criteria outlined in Section G: Evaluation Criteria on Page 6. The proposal should describe how the project will create access to Massachusetts grown, harvested or caught fresh food, support Massachusetts agriculture and create employment.
- 2. Qualifications and Experience:** Describe and document relevant qualifications and experience of the applicant organization and the principals that will be involved in the grant funded activity. List relevant work, projects and those of any external partnering entity and demonstrate that the applicant has sufficient, relevant experience and success in developing and operating a large scale enterprise. List the individuals who will work on the project and the respective roles.
- 3. Permits and Approvals:** Proof of all necessary permits and approvals needed and any responsible agencies.

B. Project Budget:

1. Provide Budget: include all costs, an itemized, detailed listing; associated with the scope of work (Items not identified in the application will not be eligible for award).

2. Project funding sources: List all funding sources including matching funding commitments and copies of commitment letters.

C. Project Evaluation :

1. Criteria: Define your criteria or proposed methods for evaluating and measuring project success.

2. Long Term Plan: Outline your plan for sustaining the project beyond the grant period.

3. Final Report: All applicants accepted for funding will be required to complete a final report evaluating project outcomes and any lessons learned that could be applied elsewhere.

SECTION FOUR : ATTACHMENTS

Provide the following documents as attachments to your application. Attachments do not count towards the 6 page maximum requirement for Project Details :

- Resumes of project manager and key staff;
- Demographic data and participant/beneficiary information, as well as data identifying the targeted population in meeting the project criteria;
- Financial documents that show all necessary financing is secured, including partner organizations;
- Signed agreements in place with identified investors and other project partners and description of roles and the relationship between the applicant and project partner;
- Proof of ownership or long term lease of land that is the subject of the grant, if any.
- Three competitive quotes for items over \$5,000;

Construction or renovation projects will be required to provide:

- Initial design of architecture plans, stamped by engineer or architect, including proposed layout of structure;
- Proof of all permits;
- Timeline for benchmarks for project completion;
- Final stamped design of proposed building;
- Final layout of proposed structure
- Inventory or description of equipment and materials to be purchased

SECTION FIVE: ATTESTATION:

By signing this application you attest all statements herein are accurate and true. You also give permission to a site visit conducted by MDAR before a funding decision is made, if requested. All site visits will be arranged with you in advance.

Signature: _____ Title: _____ Date: _____

REQUIRED RFR PROVISIONS:

The terms of 801 CMR 21.00: Procurement of Commodities and Services (and 808 CMR 1.00: Compliance, Reporting and Auditing for Human and Social Services, if applicable) are incorporated by reference into this RFR. Words used in this RFR shall have the meanings defined in 801 CMR 21.00 (and 808 CMR 1.00, if applicable). Additional definitions may also be identified in this RFR. Unless otherwise specified in this RFR, all communications, responses, and documentation must be in English, all measurements must be provided in feet, inches, and pounds and all cost proposals or figures in U.S. currency. All responses must be submitted in accordance with the specific terms of this RFR. No electronic responses may be submitted in response to this RFR.

Bidder Communication. Bidders are prohibited from communicating directly with any employee of the procuring department except as specified in this RFR, and no other individual Commonwealth employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFR. Bidders may contact the contact person for this RFR in the event this RFR is incomplete or the bidder is having trouble obtaining any required attachments electronically through Comm-PASS.

Reasonable Accommodation. Bidders with disabilities or hardships that seek reasonable accommodation, which may include the receipt of RFR information in an alternative format, must communicate such requests in writing to the contact person. Requests for accommodation will be addressed on a case by case basis. A bidder requesting accommodation must submit a written statement, which describes the bidder's disability and the requested accommodation to the contact person for the RFR. The PMT reserves the right to reject unreasonable requests.

Public Records. All responses and information submitted in response to this RFR are subject to the Massachusetts Public Records Law, M.G.L., Chapter 66, Section 10, and to Chapter 4, Section 7, Subsection 26. Any statements in submitted responses that are inconsistent with these statutes shall be disregarded.

Best Value Selection and Negotiation. The PMT may select the response(s), which demonstrates the best value, overall, including proposed alternatives that will achieve the procurement goals of the department. The PMT and a selected bidder, or a contractor, may negotiate a change in any element of contract performance or cost identified in the original RFR or the selected bidder's or contractor's response which results in lower costs or a more cost effective or better value than was presented in the selected bidder's or contractor's original response.

Costs. Costs, which are not specifically identified in the bidder's response, and accepted by a department as part of a contract, will not be compensated under any contract awarded pursuant to this RFR. The Commonwealth will not be responsible for any costs or expenses incurred by bidders responding to this RFR.

Comm-PASS. This RFR has been distributed electronically using the Comm-PASS system. RFR attachments that are referenced will be found either as a separate .pdf file along with the RFR, or are found in the "Forms and Information" section at: (<http://www.comm-pass.com/comm-pass/forms.html>). Bidders are solely responsible for obtaining and completing required attachments that are identified in this RFR and for checking Comm-PASS for any addenda or modifications that are subsequently made to this RFR or attachments. The Commonwealth and its subdivisions accept no liability and will provide no accommodation to bidders who fail to check for amended RFRs and submit inadequate or incorrect responses. Bidders are advised to check the "last change" field on the summary page of RFRs for which they intend to submit a response to ensure that they have the most recent RFR files. Bidders may not alter (manually or electronically) the RFR language or any RFR component files. Modifications to the body of the RFR, specifications, terms and conditions, or which change the intent of this RFR are prohibited and may disqualify a response.

Northern Ireland Notice and Certification. All bidders must complete the Northern Ireland Notice and Certification form to satisfy M.G.L. c.7 section 22C, which states that no state agency may procure commodities or services from any bidder employing ten (10) or more employees in an office or other facility located in Northern Ireland unless the bidder certifies through the notice and certification form that if it employs ten or more employees in Northern Ireland, a) the bidder does not discriminate in employment, compensation or the terms, conditions and privileges of employment on account of religious or political belief, b) the bidder promotes religious tolerance within the workplace and the eradication of any manifestations of religious and other illegal discrimination and, c) the bidder is not engaged in the

manufacture, distribution or sale of firearms, munitions, including rubber or plastic bullets, tear gas, armored vehicles or military aircraft for use or deployment in any activity in Northern Ireland.

Subcontracting Policies. Prior approval of the department is required for any subcontracted service of the contract. Contractors are responsible for the satisfactory performance and adequate oversight of its subcontractors. Subcontractors are required to meet the same state and federal financial and program reporting requirements and are held to the same reimbursable cost standards as contractors.

Affirmative Market Program.

Massachusetts Executive Order 390 established a policy to promote the award of state contracts in a manner that develops and strengthens Minority and Women Business Enterprises (M/WBEs) and resulted in the Affirmative Market Program in Public Contracting. As a result, M/WBEs are strongly encouraged to submit responses to this RFR, either as prime vendors, subcontractors, joint venture partners or other type of business partnerships.

Non-certified bidders are strongly encouraged to develop creative initiatives to help foster new business relationships with M/WBEs within the primary industries affected by this RFR. In order to satisfy the compliance of this section and encourage bidder's participation of AMP objectives, the Affirmative Market Program Plan for large procurements greater than \$50,000 must be evaluated at 10% or more of the total evaluation. Once an AMP Plan is submitted, negotiated and approved, the agency will then monitor the contractor's performance, and use actual expenditures with SOMWBA certified contractors to fulfill their own AMP expenditure benchmarks. M/WBE participation must be incorporated into and monitored for all types of procurements regardless of size, however, submission of an AMP Plan is mandated only for large procurements over \$50,000. Agencies may require some or all of the following components as part of the Affirmative Market Program Plan submitted by bidders: Sub-contracting with certified M/WBE firms, Growth and Development activities to increase M/WBE capacity, Ancillary use of certified M/WBE firms, Past Performance or information of past expenditures with certified M/WBEs. Agencies are encouraged to include additional incentives for bidders to commit to at least one certified MBE and WBE in the submission of AMP plans.

A Minority Business Enterprise (MBE), Woman Business Enterprise (WBE), M/Non-Profit, or W/Non-Profit, is defined as such by SOMWBA. All certified businesses are required to submit an up to date copy of their State Office of Minority and Women Business Assistance (SOMWBA) certification letter. The purpose for this certification is to participate in the Commonwealth's Affirmative Market Program for public contracting. Minority- and Women-Owned firms that are not currently certified but would like to be considered as an M/WBE for the purpose of this RFR should submit their application at least two weeks prior to the RFR closing date. For further information on SOMWBA certification, contact their office at 1-617-727-8692 or via the Internet at mass.gov/somwba.

Affirmative Market Program Subcontracting Policies. Prior approval of the agency is required for any subcontracted service of the contract. Agencies may define required deliverables including, but not limited to, documentation necessary to verify subcontractor commitments and expenditures with Minority- or Women-Owned Business Enterprises (M/WBEs) for the purpose of monitoring and enforcing compliance of subcontracting commitments made in a bidder's Affirmative Market Program (AMP) Plan. Contractors are responsible for the satisfactory performance and adequate oversight of its subcontractors. Subcontractors are required to meet the same state and federal financial and program reporting requirements and are held to the same reimbursable cost standards as contractors.

Pursuant to Section 11. Indemnification of the Commonwealth Terms and Conditions, the term "other damages" shall include, but shall not be limited to, the reasonable costs the Commonwealth incurs to repair, return, replace or seek cover (purchase of comparable substitute commodities and services) under a Contract. "Other damages" shall not include damages to the Commonwealth as a result of third party claims, provided, however, that the foregoing in no way limits the Commonwealth's right of recovery for personal injury or property damages or patent and copyright infringement under Section 11, nor the Commonwealth's ability to join the Contractor as a third party defendant. Further, the term "other damages" shall not include, and in no event shall the Contractor be liable for damages for the Commonwealth's use of Contractor provided products or services, loss of Commonwealth records, or data (or other intangible property), loss of use of equipment, lost revenue, lost savings or lost profits of the Commonwealth. In no

event shall “other damages” exceed the greater of \$100,000, or two times the value of the product or service (as defined in the Contract Scope of Work) that is the subject of the claim. Section 11. sets forth the Contractor’s entire liability under a Contract. Nothing in this section shall limit the Commonwealth’s ability to negotiate higher limitations of liability in a particular Contract, provided that any such limitation must specifically reference Section 11. of the Commonwealth Terms and Conditions.

RFR PROVISIONS

Estimated Provisions. The Commonwealth makes no guarantee that any commodities or services will be purchased from any contract resulting from this RFR. Any estimates or past procurement volumes referenced in this RFR are included only for the convenience of bidders, and are not to be relied upon as any indication of future purchase levels.

Brand Name or Equal. Unless otherwise specified in this RFR, any reference to a particular trademark, trade name, patent, design, type, specification, producer or supplier is not intended to restrict this RFR to any manufacturer or proprietor or to constitute an endorsement of any commodity or service, and the department may consider clearly identified offers of substantially equivalent commodities and services submitted in response to such reference.

Alternatives. A response which fails to meet any material term or condition of the RFR, including the submission of required attachments, may lose points or be deemed unresponsive and disqualified. Unless otherwise specified, bidders may submit responses proposing alternatives, which provide equivalent, better, or more cost-effective performance than achievable under the stated RFR specifications. These alternatives may include related commodities or services that may be available to enhance performance during the period of the contract. The response should describe how any alternative achieves substantially equivalent or better performance to that of the RFR specifications. The department will determine if a proposed alternative method of performance achieves substantially equivalent or better performance. The goal of this RFR is to provide the best value of commodities and services to achieve the procurement goals of the department. Bidders that propose discounts, uncharged commodities and services or other benefits in addition to the RFR specifications may receive a preference or additional points under this RFR as specified.

Contract Expansion. If additional funds become available during the contract duration period, the department reserves the right to increase the maximum obligation to some or all contracts executed as a result of this RFR or to execute contracts with contractors not funded in the initial selection process, subject to available funding, satisfactory contract performance and service or commodity need.

Inter-Department Purchase. Departments reserve the right to include an option for other departments to purchase services or commodities under the same terms of the contract. Should departments exercise this option, bidders will be required to specify their ability to extend services to other departments and the rates to be used.

Environmentally Preferable Products and Services. The department and contractor (s) may negotiate during the contract term to permit the substitution or addition of Environmentally Preferable Products (EPPs) when such products become available at a competitive cost and satisfy the department’s performance needs. Unless otherwise specified in the RFR, during evaluation of responses, an EPP may be considered best value even when the price is greater than that of a non-EPP (recommended not to exceed 10% in price). Bidders are encouraged to submit information to identify any and all environmental attributes of the product or services being procured, even when such attributes are not being required.

Prompt Payment Discounts (PPD). All bidders responding to this procurement are strongly encouraged to participate in the Commonwealth Prompt Payment Discount (PPD) initiative for receiving early and/or on-time payments. PPD benefits both Contractors and the Commonwealth. Contractors benefit by increased, usable cash flow as a result of fast and efficient payments for commodities or services rendered. Participation in the Electronic Funds Transfer initiative further maximizes the benefits with payments directed to designated accounts, thus eliminating the impact of check clearance policies and traditional mail lead time or delays. The Commonwealth benefits because contractors reduce the cost of products and services through the applied discount. Payments that are processed electronically can be tracked and verified through the Comptroller’s VendorWeb system. The PPD offering form can be found on the OSD forms page.

Bidders should submit agreeable terms for Prompt Payment Discount offerings using the PPD offering form within their proposal, unless otherwise specified by the PMT. The PMT will review, negotiate or reject the offering as deemed in the best interest of the Commonwealth.

Use of a Procurement by a Single or Multiple Departments: Multiple Department Procurement/Limited User Contracts. Departments reserve the right to include an option for other named departments to purchase services or commodities under the same terms of the contract. Should departments exercise this option, bidders will be required to specify their ability to extend services to other departments and the rates to be used. This department will execute contracts on behalf of all of the participating departments with the selected bidder(s).

Use of a Procurement by a Single or Multiple Departments: Single Department Procurement/Multiple Department User Contracts. This department reserves the right to include an option for other departments to purchase services or commodities under the same terms of the contract. Should departments exercise this option, bidders will be required to specify their ability to extend services to other departments and the rates to be used. Other departments may execute separate contracts with awarded bidders.