BROOME COUNTY

RFP-2013-000

DIVISION OF PURCHASING

REQUEST FOR PROPOSAL

FOR

Broome County Health Department and Partners collaborating to reduce the burden of cancer in our community by Building a Healthful Food Environment.

IMPORTANT NOTICE – RFP DISTRIBUTION

The County of Broome officially distributes bidding documents from the Division of Purchasing or through the Empire State Purchasing Group by logging on to: www.empirestatebidsystem.com. Copies from any other source are not considered official copies. Only those vendors who obtain bidding documents from either the Division of Purchasing or the Regional Bid Notification System are guaranteed to receive addendum information, if such information is issued.

If you have obtained this document from a source other than the Broome County Division of Purchasing or the Empire State Purchasing Group, it is recommended that you obtain an official copy.

1. Invitation – The Broome County (New York) Health Department is inviting sealed proposals from organizations and institutions that purchase and distribute foods describing their plan to adopt a food procurement policy that will promote affordable healthful options. The requests for proposals will be received until 2:00 p.m. local time on Wednesday, March 13, 2013.

Any proposal received after the time and date specified will not be considered.

2. Submittal of Proposals - An original and four (4) copies of the proposal shall be delivered or mailed, with any required data, in a sealed envelope, which shall be properly identified with the name and address of the proposer, as well as, the title of proposal and RFP number. Submit proposals to:

BROOME COUNTY DIVISION OF PURCHASING
60 HAWLEY STREET, FOURTH FLOOR
EDWIN L. CRAWFORD COUNTY OFFICE BUILDING
BINGHAMTON, NEW YORK 13902-1766

3. Form of Proposals - Proposals should be prepared in the format set forth in the accompanying documents, including a full description of the proposer’s experience and plan of service for Broome County. A non-responsive or incomplete proposal will be removed from consideration.

4. COUNTY’S PREROGATIVES - THE COUNTY RESERVES THE RIGHT TO NEGOTIATE WITH ANY OR ALL PROPOSERS; TO REJECT ANY OR ALL PROPOSALS, IN WHOLE OR ANY PART THEREOF; TO RE-SOLICIT FOR PROPOSALS; AND TO WAIVE ANY MINOR NON-CONFORMITIES IN ACCORDANCE WITH THE COUNTY’S DETERMINATION OF ITS OWN BEST INTERESTS.

5. Fees - The proposer’s response must clearly present the basis for the proposer’s compensation or fee structure or all services described in the proposal.

6. Tax Exempt Entity - The County of Broome is a tax-exempt municipality; taxes are not to be included in any fee calculations.
7. **Proposal Longevity** - A proposal may be withdrawn at any time prior to the date specified as the closing date for acceptance; however, no proposer may withdraw or cancel a proposal for a period of forty-five (45) days following the closing date for acceptance, nor shall the successful proposer withdraw, cancel or modify the proposal, after having been notified that the proposal has been accepted by the County, except at the request of the County or with the County's written consent.

8. **Evaluation of Proposals** - Proposals will be judged upon the proposer’s ability to provide services, which meet the requirements set forth in the accompanying documents. The County reserves the right to make such investigations as it deems necessary to determine the ability of the proposer to provide services meeting a satisfactory level of performance in accordance with the County's requirements.

9. **Interviews** - Interviews or presentations by one, several or all of the proposer’s may be requested by evaluators if deemed necessary to fully understand and compare the proposer’s capabilities. Site visits by the evaluators may be conducted if deemed necessary by the County. Under Broome County rules and regulations, the County Board of Acquisition and Contract or the County Legislature may be the awarding authority for this type of service, depending on the amount of the accepted proposal:

   BOARD OF ACQUISITION & CONTRACT - UP TO $14,999  
   COUNTY LEGISLATURE - $15,000 AND OVER

However, the Legislature may be utilized for consideration of an award under $15,000 if it is deemed in the best interests of the County

A presentation by the proposer to committees of the Legislature and/or selected County Officials may be required prior to the recommendation and consideration of an award.

10. **Scope of Work** -- The Broome County Health Department and community partners are committed to reducing the burden of obesity in Broome County.

11. **Contract Terms** - At the time of the award by the County, the apparent successful proposer or proposer’s must agree to a contract memorializing the terms and conditions which will govern the relationship and establish the obligations of each party. All proposer’s shall be aware that the contents of a successful proposal will be construed in favor of Broome County and that the final contract between the successful proposer and Broome County may incorporate by reference the County’s Request For Proposal documents and the successful proposals and supporting submittals.

12. **Proposer's Conditions** - Any conditions or expectations on the part of the proposer for performance by the County must be set forth in the Proposal. The County is not obliged to consider the proposer’s post-submittal terms and conditions. ***If any service is not included, or is available for an additional cost, the submittal shall clearly so state.***

13. **Choice of Law & Venue** - The resulting agreement will contain language stating that the contract is performable in Broome County, New York, and shall be construed in accordance with the laws of the State of New York. If any legal action is brought in connection with the enforcement of the contract, exclusive venue shall lie in County of Broome, New York.

14. **Proposer’s Preparation Costs** - Any costs incurred by the proposer in responding to the Request for Proposal is at the proposer’s own risk and expense as a cost of doing business. All materials submitted with a proposal shall become property of Broome County and will not be returned to the proposer. **The proposer is hereby notified that all submitted materials are subject to disclosure pursuant to the New York State Freedom of Information Law (New York Public Officer’s Law section 86 et seq.).**
15. **Inquiry & documents** - Any inquiries regarding this Request for Proposal must be received, no later than 10:00 a.m. local time, Wednesday, March 6, 2013, and directed to:

Mary McFadden, BS  
Supervising Public Health Educator  
Broome County Health Department  
225 Front Street  
Binghamton, NY 13905  
Ph: 607-778-3929  
Fax: 607-778-2838  
E-mail: mmcfadden@co.broome.ny.us

16. **Ex parte contact** – Proposer’s shall not contact any other county officials other than those referenced in this RFP or in accordance with the procedure outlined herein. Any proposer that violates the foregoing provision may be disqualified from consideration. Proposals shall be based solely on information provided in the RFP and any addenda thereto.

17. **Minimum Qualifications** - The County acknowledges that this is a professional service contract and therefore not subject to conventional public bidding. However, the County has directed this RFP to several pre-selected firms and has placed a “Legal Notice” in the *Press & Sun-Bulletin* concerning this RFP.

18. **Standard Assurances** - By submitting this proposal, the proposer agrees to comply with all of the Standard Assurances that may be attached.

19. **CONTRIBUTION STATEMENT & GIFT STATEMENT**

   A. Election law signed statements. The county shall require a signed statement for any contract or agreement that requires formal bidding under the New York State General Municipal Law, the Broome County Charter or Local Law of Broome County that the professional business entity has not made a contribution within one calendar year immediately preceding the date of the contract or agreement which exceeded the permitted thresholds set forth in article 14 of the Election Law of the State of New York.

   B. Gifts signed statement. The county shall require a signed statement for any contract or agreement that requires formal bidding under the New York State General Municipal Law, the Broome County Charter or Local Law of Broome County that discloses all gifts given, if any, by the bidding professional business entity to any officer or employee of the County of Broome.

ATTACHMENTS:
Attachment A: Please complete and attach as a first page to your application.
Attachment B: Please complete and attach as the last page of your application.
Attachment C: A Report and Recommendations by the Workgroup on Food Procurement Guidelines
Specific Requirements
Insurance Requirements
Proposal Sheet
Non Collusive
Election Law Statement
Gifts Statement
Overview and Purpose
Cancer is the second leading cause of death in the United States, exceeded only by heart disease. Research conducted by the American Cancer Society suggests that one third of all cancer deaths are related to overweight or obesity, physical inactivity, and poor nutrition, accounting for an estimated 192,397 deaths in 2012 alone.

Today more than one-third (35.7%) of U.S. adults are obese, and approximately 17% of children and adolescents aged 2-19 years are obese.

A significant contribution to this overwhelming trend is the foods that people are eating. Foods today are very different than they were many years ago when people ate fresh foods from their gardens and farms. Many of the foods that people eat today are processed containing high levels of sodium, sweeteners and fats.

Since 1970 food consumption in the United States has increased by 16%. Portion sizes and caloric values have also increased, while inactivity has become the norm, resulting in increased obesity rates and obesity-related morbidity and mortality.

The Broome County Health Department and community partners are committed to reducing the burden of obesity in Broome County. Key to achieving success in reducing the burden of obesity is to promote a healthful food environment where people have access to foods that meet nutrition standards that can foster health and reduce healthcare costs associated with cancer and other chronic diseases.

Organizations and institutions that purchase and distribute foods can have a significant impact on the nutrient content of the foods they make available in their feeding environments by adopting a food procurement policy that follows the 2010 Dietary Guidelines for Americans (DGA) established by United States Department of Agriculture. Adopting a food procurement policy that promotes overall health can help drive the consumer market resulting in increased access to more affordable healthful options.

Adopting a food procurement policy that meets or exceeds the DGA can help people attain and maintain a healthy weight, reduce their risk of chronic disease and promote overall health.

Our organization already meets the standards set by the DGA. Why do we need a food procurement policy?

A procurement policy sets forth the criteria to ensure standards are met to provide a healthful food environment. It will state the goals of the organization, identify procurement strategies and commit resources to ensure those strategies are carried out.

Availability of Funds
In March 2013 the Broome County Health Department will provide three $5,000 startup awards to community based organizations and/or municipalities to adopt a food procurement policy that meets or exceeds the 2010 Dietary Guidelines for Americans (DGA).

The funds for the startup awards are made possible through a Comprehensive Cancer grant awarded to the Broome County Health Department by the New York State Department of Health.
**Funding Period**  
March 27, 2013 – June 29, 2013

**Eligibility Requirements**
- Funds must be used for:
  - **Staffing.** Staff will be needed to provide oversight and implementation of the policy, to provide training and technical assistance for food service staff on how to meet the standards, and to track compliance with the standards.
  - **Training and technical assistance.** Resources and/or materials that will be needed to train staff. This includes any inside or outside resources that are required to provide guidance on understanding the standards and how the agency can meet the standards.
  - **Costs associated with food analysis or food purchases to test market.** Purchasing or utilizing resources to analyze recipes using alternative food products from different vendors to achieve standards and assist in meal planning and to test food products to assess acceptability by consumers.
- Your organization and the improvements must serve Broome County residents.
- You must look for new allies and foster positive relationships inside and outside your municipality or organization. Food vendors, service providers, and other for-profit and nonprofit partners may have the knowledge and resources to help facilitate implementation.
- Have a letter of support from those who have to pass the policy in your municipality or organization.
- Your organization must submit a progress report each month to the Mary McFadden at the Broome County Health Department.
- Your organization will submit vouchers each month to Mary McFadden at the Broome County Health Department. Final vouchers must be received by July 12, 2013.
- Your organization must adopt the policy by June 29, 2013.
- Your organization is not eligible to apply if your organization already has a food procurement policy in place unless you can demonstrate how funds will be used to enhance your current policy.

**Selection Process**  
The applicant will be awarded sub-awards through a review process overseen by the Broome County Health Department’s Chronic Disease Program and its community partners. The review committee will grade each proposal based on a 100 point scale (see below).

**Narrative Section**

**Instructions:** Answer questions in the order presented below. Answers must be typed, double spaced, 12 pt, Times New Roman font.

**Summary and Background of Organization (15 points)**
In one page or less please answer the following:
1. Describe your organization structure in terms of service, mission and target population, structure, size, and the type of food service you provide.
2. Describe the current food procurement practices in your organization.
3. Describe past food procurement efforts to encourage availability of healthful food options for your consumers.
4. Provide the total number of meals (breakfast, lunch, dinner) and snacks served daily in your organization.

**Detailed Project Description (45 points)**
In three pages or less please answer the following:
1. Describe your project in detail. Include how the project will address a need. Include the intended impact, the number of people to be served, and how the food procurement policy will be reviewed, updated, and by whom.
2. Identify the project’s tasks to be funded by this award, their costs as they relate to the amounts in the budget and a schedule for their completion.
3. Describe the resources and assets your organization has that will ensure successful implementation and completion of this project.
4. Describe how you plan to collaborate with other organizations.
5. Describe in detail your plan to promote the project and the effect it will have on your consumers.
6. Explain the extent to which the project applicant and its partners are committed to undertaking and completing the project.
7. Describe the responsibility of key personnel and their qualifications.

Project Evaluation and Sustainability (25 points)
In one page or less please answer the following:
1. Describe in detail how you plan to measure how well this project achieved its intended impact.
2. Describe how and by whom this information will be gathered.
3. Describe any intended partnerships to sustain the improvements and make the improvements available to your consumers.
4. Describe how the procurement standards will be maintained.

Organizational Overview (5 points)

Budget Justification and Narrative describing how the funds will be utilized (10 points)
Attachment A

ORGANIZATIONAL OVERVIEW

Applicant Name:

Name of CEO/Director/Contact Person:

Tax ID# or NFP#:

Mailing Address:

Street Address

Phone #: ______________________ Fax #: ______________________

E-Mail: ______________________

Name of Signatory:

Project Title:

Project Location:
## BUDGET

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A Report and Recommendations by the Workgroup on Food Procurement Guidelines to the:

New York State Council on Food Policy

[September 2012]
Acknowledgements

New York State Council on Food Policy Workgroup Members:
Dr. Barbara A. Dennison, MD, New York State Department of Health
Patricia Race, RD, MEd, New York State Department of Health
Ann McMahon, Department of Agriculture and Markets (through December 2011)
Carlise Lovelady, New York State Office of Temporary and Disability Assistance
Ellie Wilson, MS, RD, Price Chopper Supermarkets
Julie Suarez, New York Farm Bureau
Ray Denniston, Broome-Tioga BOCES
Jorge I. Montalvo, New York State Department of State
Patrick Hooker, Empire State Development

Ad-hoc Members:
Amy Jesaitis, RD, MPH New York State Department of Health
Deb Spicer, RD, MPH, New York State Department of Health
Suzanne Kuon, MS, New York State Department of Health
Amy Koren-Roth, MS, RD, CDN, New York State Department of Health
Paula Brewer, MS, RD, CDN, New York State Department of Health
Ana Garcia, MPA, The New York Academy of Medicine
I. Charge

The New York State Council on Food Policy appointed a Workgroup to develop a Report and Recommendations on Food Procurement Guidelines for New York State agencies. For the purpose of this document, these guidelines would refer to food purchased, provided or made available such that key nutrient levels either meet, or do not exceed, certain standards established as part of these guidelines. Such procurement policies can use the purchasing power of government to make an impact on food availability and add to the overall demand for more healthful products. Procurement policies can model healthier food environments, potentially drive reformulation of foods, and have an impact on diverse settings.

II. Purpose

Today’s foods have changed from the early 1900s. There is more sodium (salt), sweeteners (sugar) and fats. There are many more processed foods. There are more nutrient-poor foods, such as soft drinks (sugar-sweetened drinks), salty snacks, sweets and desserts. Portion sizes have increased. Food consumption (total calories) has increased. Because these extra calories have not been accompanied by an increase in physical activity, Americans are fatter than ever, with increased rates of obesity and associated obesity-related diseases such as cardiovascular disease, cancer, diabetes, and arthritis.

The Dietary Guidelines for Americans are reviewed and updated every five years. They represent evidence-based nutritional information and recommendations for Americans over two years of age. The most recent version, Dietary Guidelines for Americans, 2010 (DGA) emphasize three major goals for Americans:

- Balance calories with physical activity to maintain weight
- Consume more of certain foods and nutrients such as fruits, vegetables, whole grains, fat-free and low-fat dairy products and seafood
- Consume fewer foods with sodium (salt), saturated fats, trans fats, cholesterol, added sugars, and refined grains.

The DGA recommendations are intended to help people choose a healthy diet. For persons who are served foods through state or local agencies, food procurement guidelines can help the agencies be critical players in transforming the food system to help prevent the development of risk factors, such as high blood pressure, elevated cholesterol, or increased blood glucose, help slow rising rates of chronic diseases, such as coronary heart disease, stroke, and diabetes, promote overall health, and reduce excess health care costs for chronic disease management. This is especially important in settings where a majority of foods are provided by the state agency, such as prisons or residential settings.
Agencies can make a difference by adopting food procurement policies for the populations that they serve in addition to food purchasing policies and practices in their own facilities that promote healthful food in line with the DGA. In turn, these policies can contribute to improving the health of not only the citizens served by city and state agencies, but also their employees.

The Centers for Disease Control and Prevention, as well as other groups, have recommended that governments, businesses and large-scale organizations that purchase or distribute food, can improve the food supply by establishing specifications for the foods they purchase, procure, or contract for distribution.

Food procurement policies can be designed to make healthier food more readily available, affordable, and appealing. These policies can also work to change individual factors (e.g., knowledge of how to choose healthy options), social factors (e.g., social norms), and environmental factors (e.g., access to healthy options). Food procurement policies use existing food dollars to create a more nutritious food environment and drive demand toward increased availability and demand for more healthful products.

III. Policy Development

A workgroup of members of the New York State Council on Food Policy was formed in April 2011. The Workgroup was augmented by staff from the NYS Department of Health and the New York Academy of Medicine. As a first step, an environmental scan was conducted of state agencies. All state agencies that provide food and meals were surveyed to provide a better understanding of how agencies procure and/or contract for food and beverages, and whether they follow the DGA. Most of the agencies reported using the DGA to varying degrees. None had procurement policies around specific nutrients.

Government agencies in several large cities, states, and the federal government have developed, published, and/or implemented food procurement policies. The workgroup spoke to numerous government agencies including the New York City Department of Health and Hygiene, the Massachusetts Department of Public Health, and Delaware Parks and Recreation. In addition, members researched many documents including, the federal Department of Health and Human Services food procurement policies and received input from the NYS Office of General Services.
IV. Guidelines for Purchased Food

The Food Procurement Guidelines workgroup has agreed on the following:

- State Agencies that procure, provide, and/or contract for foods and beverages have an obligation to provide food that is safe and nutritious.

- The most recent version of the DGA, developed using the most up-to-date evidence-based consensus of the scientific community, should be used to provide guidance for the optimal nutrition for New Yorkers.

- The typical diet of Americans is not consistent with the DGA. Currently Americans consume less than recommended intakes for whole grains, vegetables, fruits, and milk/milk products, and excessive amounts of solid fats, saturated fats, added sugars, refined grains and sodium.

- State Agencies that follow guidelines for meals, snacks, and specific foods will improve the nutritional value of the foods procured, served or contracted, improve the nutrition, promote health and help to reduce the risk for chronic diseases, such as cardiovascular disease, cancer, obesity and diabetes of New Yorkers.

Listed below are a set of recommended nutrition standards for foods and beverages procured, purchased and/or served by NYS agencies. Adopting and implementing the nutrition standards would help ensure that foods and beverages provided or served by agencies contribute to a diet consistent with the Dietary Guidelines for Americans, 2010.

These standards are defined per serving of food. The serving size is based on FDA-established lists of “Reference Amounts Customarily Consumed per Eating Occasion” and is used on the Nutrition Facts Panel, unless otherwise noted.

It’s also recommended that where possible, and to the extent allowed by law, that preference be given to foods from local NYS growers/processors for optimal nutritional value. Where NYS products are not available and/or accessible, preference should be given to domestic, American grown and produced foods. The nutritional value of fresh produce can decline as the length of time between its harvest and consumption increases. Similarly, imported produce also has lessened nutritional value due to having to be harvested prematurely (which is done so that it may be shipped long distances).
A. Nutrient Standards:

- **Artificial Trans fat:**
  
  Standard Criteria
  ✓ Purchase foods that have no synthetic sources of trans fats. Purchase food with "0 grams" trans fat. Current FDA labeling regulations allow manufacturers of foods packaged for direct sale to consumers in retail markets to list trans fat content as "0 grams" if the product contains less than 0.5 grams per serving.

- **Sodium:**
  
  Standard Criteria
  ✓ All individual items should contain 480 mg or less sodium per serving, unless otherwise stated below.
  ✓ For agencies serving populations with a majority of the population is 51 years or older, all individual items should contain ≤ 360 mg sodium per serving.*

  Above Standard
  ✓ Purchase "low sodium" (i.e., 140 mg or less sodium per serving), "reduced sodium" (i.e., original sodium level reduced by 25%), or no added salt whenever feasible.

B. Food Category Standards:

- **Beverages**
  
  Standard Criteria
  ✓ ≤ 10 calories per 8 fl. oz. for beverages other than milk, 100% fruit or vegetable juice, or juice combined with water or carbonated water and with no caloric sweeteners.
  ✓ If purchasing juice, only 100% fruit or vegetable juice.

- **Dairy:**
  
  Standard Criteria
  ✓ Milk is 1% or fat free and unsweetened. (Flavored milk is not recommended for children under five. For children ages five-18 years flavored milks are permitted and should be ≤ 180 calories per 8 oz. serving).
  ✓ Any fluid milk substitute (e.g., soymilk) contains ≤ 100 calories per 8 oz. (For children ages 5-18 years flavored fluid milk substitutes are permitted and should contain < 180 calories per serving).
  ✓ Purchase low-fat or non-fat yogurt.

  Above Standard
  ✓ Purchase plain yogurt or yogurt with ≤ 30 g sugar per 8 oz or equivalent (e.g., ≤ 15 g sugar per 4 oz, ≤ 23 g sugar per 6 oz).
  ✓ Purchase lower/reduced sodium cheese.
  ✓ Purchase lower/reduced fat cheese.

- **Bread, pasta, and other grains and starches:**
Standard Criteria
✓ Sliced sandwich bread contains ≤ 180 mg sodium per serving, be whole wheat or whole grain and contain ≥ 2 g fiber per serving (whole wheat/whole grain should be listed as the first ingredient).
✓ Other baked goods (e.g., dinner rolls, muffins, bagels, tortillas) contain ≤ 290 mg sodium per serving.

Above Standard
✓ Purchase 100% whole grain pasta, whole grain bread and whole grain baked goods (whole grain or multi-grain should be listed as the first ingredient).
✓ Purchase brown rice.

• Cereal:
  Standard Criteria
✓ Cereal contains ≤ 215 mg sodium per serving, ≤ 10 g sugar per serving, and ≥ 2 g fiber per serving.
✓ For child care facilities, cereal contains ≤ 6 g sugar per serving in addition to sodium and fiber standards. Cereals that contain dried cranberries, dates, and/or raisins are exempt from the sugar standard due to the limited availability of this product type that meets the sugar standard. Cereals must still meet fiber and sodium standards.

• Vegetables:
  Standard Criteria
✓ Canned/frozen vegetables and beans contain ≤ 140 mg sodium per serving.

Above Standard
✓ Purchase no salt added.

• Fruits:
  Standard Criteria
✓ Fruit to be canned in unsweetened juice or water. Fruit canned in syrup should not be purchased. Frozen fruit to be frozen without sugar or syrup.

• Tuna, salmon and other seafood:
  Standard Criteria
✓ Canned and frozen seafood contain ≤ 290 mg sodium per serving.

Above Standard
Purchase no salt added.

• Poultry:
  Standard Criteria
✓ Canned/frozen poultry contain ≤ 290 mg sodium per serving.

Above Standard
Purchase at least 90% lean ground poultry or skinless poultry

- **Beef and pork:**  
  *Standard Criteria*  
  ✓ Canned beef/pork contains ≤ 480 mg sodium per serving.

  *Above Standard*  
  ✓ Purchase "extra lean" beef and pork (total fat ≤ 5%) and at least 90% lean ground beef.  
  ✓ Purchase bacon containing ≤ 290 mg sodium per serving.

- **Luncheon meat:**  
  *Standard Criteria*  
  ✓ Luncheon meat to contain ≤ 480 mg sodium per serving.

- **Condiments and sauces:**  
  *Standard Criteria*  
  ✓ Salad dressings contain ≤ 290 mg sodium per serving.  
  ✓ Sauces, including tomato, contain ≤ 480 mg sodium per serving.

  *Above Standard*  
  ✓ Purchase lower sodium condiments and sauces, such as reduced sodium soy sauce.  
  ✓ Purchase low-fat or reduced-fat versions

- **Portion controlled items and other convenience foods:**  
  *Standard Criteria*  
  ✓ Portion controlled items and other convenience foods such as breaded chicken and veal patties, frozen French toast and waffles contain ≤ 480 mg sodium per serving.

  *Above Standard*  
  ✓ Purchase low-fat or reduced-fat options.

- **Frozen whole meals:**  
  *Standard Criteria*  
  ✓ Frozen whole meals contain ≤ 35% of the daily sodium limit (adults: ≤ 805 mg, children ≤ 770 mg, seniors ≤ 525 mg)*.

- **Soup and Broth:**  
  *Standard Criteria*  
  ✓ Sodium ≤ 480 mg.

  *Above Standard*  
  ✓ Purchase low-fat.

- **No foods requiring deep frying should be purchased or provided.**
* The Dietary Guidelines for Americans, 2010 recommend that daily sodium intake be less than 2,300 milligrams (mg), and for persons who are 51 years and older and those of any age who are African American or have hypertension, diabetes, or chronic kidney disease, daily sodium intake should be limited to 1,500 mg.

** Note regarding populations with religious or special dietary food needs: If an agency cannot meet purchased food standards due to a lack of availability of food items that meet the specific needs of the population they serve (e.g., packaged kosher foods), the agency should look to find suitable replacements for these products.

V. Implementation

Establishing a procurement policy is one strategy that can be undertaken to support healthful changes to foods that are offered, served, and consumed and will complement other strategies and efforts. Some governments and organizations already have standards related to the foods they offer and serve.

Food procurement policies can be adopted through a variety of official means; among them are statutes, ordinances, administrative regulations, executive orders, and other formal statements.

Successful implementation of the standards will require staff training and technical assistance. It will also require gradual change to allow time for industry adjustment, and, in some cases, people’s palates to adjust to the new foods.

These Food Procurement Guidelines should be updated at least every 5 years when the Dietary Guidelines for Americans are updated.
VI. References


BROOME COUNTY
DIVISION OF PURCHASING
PROPOSAL SHEET
FOR

BROOME COUNTY HEALTH DEPARTMENT AND PARTNERS COLLABORATING TO REDUCE THE BURDEN OF CANCER IN OUR COMMUNITY BY BUILDING A HEALTHFUL FOOD ENVIRONMENT.

** This submission constitutes a certification that no Broome County Officer or employee has any interest herein. In the event that any Broome County Officer or employee has any such interest, the full nature thereof shall be disclosed.

NAME OF COMPANY: ____________________________________________________________

ADDRESS OF COMPANY: __________________________________________________________

NAME & TITLE OF OFFICER OR PERSON SIGNING THIS BID: __________________________

SIGNATURE: ________________________________________________________________

DATE: _______________________________________________________________________

TELEPHONE NUMBER: __________________________________________________________

FAX NUMBER: __________________________________________________________________

800 NUMBER: __________________________________________________________________

E-MAIL ADDRESS: ______________________________________________________________

FEDERAL I.D. NO.: __________________________________________________________________

NOTE: By signing and submitting this bid for consideration by Broome County, the vendor acknowledges that they have read, understand and agree to all aspects of the specifications as presented unless clearly modified by the vendor’s response. The signer acknowledges that he/she is authorized to submit this bid on behalf of his/her company.

BIDDERS MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR DUPLICATE.
NON-COLLUSION BIDDING CERTIFICATE

BROOME COUNTY HEALTH DEPARTMENT AND PARTNERS COLLABORATING TO REDUCE THE BURDEN OF CANCER IN OUR COMMUNITY BY BUILDING A HEALTHFUL FOOD ENVIRONMENT.

NON-COLLUSIVE BIDDING CERTIFICATION:

"(a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition."

______________________________________________________________
NAME OF PROPOSER

______________________________________________________________
SIGNATURE & TITLE OF SIGNER

NOTE:

A bid shall not be considered for award nor shall any award be made where (a) (1), (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reason therefore. Where (a) (1), (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

BIDDER MUST SUBMIT THIS ORIGINAL SHEET AND AN EXACT, CLEAR DUPLICATE.
ELECTION LAW STATEMENT

I, _____________________________ state that I am the _____________________________ of
(Type or print name of individual) (Position)

_______________________________. In the calendar year immediately preceding the date of this
(Vendor)

Statement, _______________________________ has not made a contribution which exceeded
(Vendor)

the permitted thresholds (thresholds limits are available at the Broome County Board of


Dated: ___________________________

By: ______________________________
(Signature of individual)

BIDDERS MUST RETURN THIS SHEET WITH THE PROPOSAL FORMS.
**GIFTS STATEMENT**

**Gifts signed statement:** The County shall require a signed statement for any contact or agreement that requires formal bidding under the New York State General Municipal Law, the Broome County Charter or Local Law of Broome county that discloses all gifts given, if any, by the bidding professional business entity (the bidder) to any officer or employee of the County of Broome.

**CERTIFICATION**

I, __________________________ state that I am the __________________________ of __________________________.

(Print or type name of individual) (Position)

In the calendar year immediately preceding the date of this Statement, __________________________ has made the following gifts to Officers and / or Employees of the County of Broome:

<table>
<thead>
<tr>
<th>Name of County Officer / Employee and item description</th>
<th>Value of Gift</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$__________</td>
</tr>
<tr>
<td></td>
<td>$__________</td>
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<td></td>
<td>$__________</td>
</tr>
<tr>
<td></td>
<td>$__________</td>
</tr>
</tbody>
</table>

(add additional sheets if necessary)

Dated:______________________

By: _______________________________

(Signature of individual)

**BIDDERS MUST RETURN THIS SHEET WITH THE PROPOSAL FORMS.**
**BROOME COUNTY**  
**DIVISION OF PURCHASING**  
**BIDDERS' CHECK LIST**

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I have read <strong>ALL</strong> of the instructions and specifications.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. I have filled in <strong>ALL</strong> of the blank spaces.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. I have furnished, <strong>IN DUPLICATE</strong>, all required information, if applicable (e.g. descriptive literature, MSDS sheets, specifications.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. I am an officer of the company.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. I have the <strong>authority</strong> to obligate my company under the laws of the State of New York.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. I am returning the signed <strong>ORIGINAL</strong> (Check &quot;<strong>Original</strong>&quot; on Front), and a duplicate (Check &quot;<strong>Duplicate</strong>&quot; on Front) of the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.) Proposal Sheet’s;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.) Non-Collusive Bidding Certificate;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c.) Insurance Requirements;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d.) Bidders' Checklist;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e.) W-9;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f.) Election Law Statement;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g.) Gifts Statement;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. I have made copies for my records.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. I have indicated the bid title and date on the sealed envelope.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. If successful, the &quot;<strong>insurance requirements certificate</strong>&quot;, from an insurance company licensed to do business by New York State, will be provided within ten working days after notification of the award.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. I have provided the necessary information for responsibility questions, if applicable (<strong>IN DUPLICATE</strong>)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Since I have refrained from bidding, I am returning the Proposal Sheets marked &quot;<strong>NO BID</strong>&quot; in order to remain on the bidders list. I have indicated the title of the bid on the sealed envelope.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SIGNATURE**

**DATE**

**NAME (TYPED OR PRINTED)**

**TITLE**

**COMPANY**

**NOTICE:** All bids received that lack 1) a signed Proposal; 2) a Non-Collusive Bidding Certificate; or 3) a Bid Bond / Check, when required, will be rejected as being non-responsive at the formal public bid opening. The County procurement officer/s or employees conducting the bid opening will document the non-responsiveness orally and in writing. The non-responsive bid will not be publicly read and will not be returned to the bidder.

**BIDDERS MUST RETURN THIS SHEET WITH THE PROPOSAL FORMS.**