

RFP# EDD- Healthy Food FY23-1

Reponses to written questions

1. Section I, a general question

Where is the HFFI Fund's loan/grant funding coming from?

Funding for the State Fund Manager contract and for the HFFI Fund has been awarded for FY 23 through state funding under the Governor's Food Initiative.

2. Section I, Part C

The resulting contract, not to exceed \$100K, must be completed no later than June 30, 2023. Am I correct in assuming the contract is to design and build the delivery system for the HFFI Fund initiative? And if so, what is the plan for the management and deployment of the services? Will that be a separate subsequent agreement to provide the services for X amount of time at % rate?

This contract includes the design, build, management, and deployment of the FY 23 HFFI funds to the eligible project recipients (farmers, ranchers, food businesses/retail, etc.) as recommended by the Equitable Food Oriented Development (EFOD) working group, prior to June 30, 2023.

3. Can you provide a desired timeline of events and milestones beyond the Table in Section II, Conditions Governing the Procurement?

February- early March

Once the contract for the HFFI State Fund Manager is awarded, we will begin work immediately to stand up the HFFI program. EDD has draft application templates and materials that have already been developed to build upon and to support efficiency in this initial phase work.

mid- March – mid-April

Launch the application window for the FY 23 funds

mid April- mid- May

Determine the project beneficiaries of the FY 23 HFFI funds and make the grant awards

mid-May- June 30

Track progress of projects, program investment and provide end of cycle recommendations and reporting to further build out the program for FY 24.

4. Question regarding the “big picture”, beyond the RFP’s boundaries

Big picture for the HFFI is to develop and administer a pilot for the initial HFFI fund that has been allocated for FY 23 during the remainder of the fiscal year and invest accordingly in the food production operations and businesses as outlined in the RFP. We will work as a team (contracted State Fund Manager, EDD, EFOD working group) to determine an appropriate number and scale of the projects that meet the goals of the HFFI program, the needs of the communities we seek to serve as well as prove to be realistically funded and completed in the remainder of this fiscal year. The RFP is valid for up to 4 years within the indicated scope of work. Beyond this fiscal year, we intend to continue building out the program with diversified funding streams (i.e. state appropriation request for FY 24, Federal, philanthropic, private) for the HFFF to fund additional and potentially larger scale/term projects as indicated in the RFP that are supportive to the state’s food system, and in accordance with the Governor’s Food Initiative and on-going food security efforts.

5. Specifications/Scope of Work pg 23

How will the oversight entity ensure that the Scope of Work is met? What metrics will be used? Will we be expected to report monthly via a written narrative report? Will we need to collect and report on specific data that they'd like to see? Are there specific thresholds we will need to meet such as XX many jobs created; XX many grocery store linkages etc. The success of the HFFI program and fund will built upon communication, trust and shared understanding amongst the awarded contractor, EDD and the EFOD working group. The above considerations – metrics, data, reporting frequency -- will be determined with the awarded contractor, EDD and the EFOD working group. Please note that EDD has draft materials prepared to provide for consideration, including business stage, demographic, geographic and impact metrics which we will refine together and approve to support in this aspect of work.

6. Specifications/Scope of Work pg 23

Is there a minimum or maximum number of food businesses that we can provide grants to? Or is that left to our discretion? We will work as a team (contracted State Fund Manager, EDD, EFOD working group) to determine an appropriate number and scale of the project beneficiary awards that:

- meet the intent of the HFFI program
- address the needs of the communities we seek to serve
- prove to be realistically funded and completed through this pilot in the remainder of this fiscal year.

7. Appendix C/Draft Contract pg 35

Is appendix C the template we use when we provide a loan/grant to a business? If so once completed is that forwarded to EDDs records? Appendix C is for the potential offeror’s reference, an example of the contract template for EDD and the selected State Fund Manager contractor only. This is not an example of the template for businesses.

8. Appendix D pg44

Can you share a sample draft of what Appendix D/Cost Response should look like? A visual aid would be helpful. Please provide for this Cost Response an example of your hourly rate, associated with the design, build, management, and deployment phases of HFFI Fund services up to \$100,000.00 through the end of FY 23. Also, please keep in mind that we'll negotiate a final rate based on the offeror's experience upon the award of the contract.

9. (3rd White Bullet down) Page 44

What does NMGRS mean? NM Gross Receipts Tax Yes, only used if the contractor is physically working in NM.

10. Technical Proposal Format submission questions

The proposal format only indicates the questions to be answered, does it need to be in a particular font and text size? No

11. Is the application upload supposed to be a pdf file or a word doc file upload? Does it matter? PDF

12. Are there templates and calendars for reporting and invoicing? Contractor will use their own

13. What is the cadence of state funding? How long does it take to get funding once approved by the legislature? What are historical delay timeframes if any? Funding for the State Fund Manager contract and for the HFFI Fund has already been awarded for this fiscal year.

14. Is the funding tranching based on milestones? Contractual funds are paid as the work is completed and invoiced.

15. What will be the expected approach for attaining the survey information? This will be determined by the awarded contractor, EDD and the EFOD working group. Please note that EDD and the EFOD working group will be taking the lead in the coordination of outreach efforts.

16. How will the State Fund Coordinator be compensated over the long term? Management Fee? Fees from the loans Contractual services awarded up to 100K through June 30, 2023 and payment is processed in accordance with deliverable or work phase completion and submission of an invoice from the contractor.

17. Will there be NM EDD reporting requirements or a need to be integrated into our Loan Origination, Loan Servicing and Collections software programs? Yes, there will be a need to maintain economic impact records/data for HFFI program evaluation. EDD and the EFOD

working group with work with the awarded contractor to determine the most effective approach for compiling and tracking data for reporting.

As a follow up to the written responses sent out on 1-14-23, please note the following:
You can disregard the section **B.2 Technical Specifications- Organizational References** on page 24 of the RFP. We will not be requiring the offerors submit Organizational References for this RFP.

18. What the required docs we must submit with RFP?

The items are listed in Table 1- Evaluation Factors, p. 26 for reference.

Specifically, the Pass/Fail documents required for evaluation are C.3 and C.4:

- Appendix B- Campaign Disclosure Form, beginning p. 32
- Appendix E- Letter of Transmittal Form, p. 46

19. How much of the fund will be allocated for grants?

We will determine this with the awarded contractor and the Equitable Food Oriented Development working group. We may elect to allocate all of the FY 23 funds for grants in this pilot.

20. Who is responsible for raising the money for the loans?

There is already money allocated for the FY 23 pilot through the State. This will need to be expended by June 30, 2023. We have a request for appropriation for FY 24 from the State and will work with the awarded contractor to identify options for drawing down federal HFFI funds. We are also interested in pursuing philanthropic/private investment in the fund. In preparation for FY 24, EDD staff will work with community partners to lead this fundraising effort and will be in close communication with the awarded contractor around opportunities to leverage diversified funding streams in accordance with how we structure the program.

21. Who is responsible for any loans that default?

The Fund would absorb the losses in the case of a default, and we would work with the contracted state fund manager to determine the portion of the funds to set aside as a loss reserve.

22. Is there already a loan fund raised and are the \$100,000 fund manager funds renewable or one time only? (given that loan servicing will likely have long repayment terms given loan size)

There is already money allocated for FY 23 through the State. The \$100 K for the fund manager is one time only, though we will be allocating money for next fiscal year for continued fund administration and have the option to extend the contract with no changes to the scope.

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27. PLEASE NOTE: the Pass/Fail documents required for evaluation are C.3 and C.4:

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