



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: March 16, 2018

HSS -18-005

Planting Hope Urban Farm

for

Delaware Health & Social Services

&

The Delaware Department of Agriculture

Date Due: April 4, 2018
By 11:00 AM Local Time

ADDENDUM # 1
Questions & Answers

PLEASE NOTE:

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE
MENTIONED RFP.

Kimberly Jones
Procurement Administrator

Faith B. Kuehn
Environmental Program Administrator

Questions & Answers for HSS-18-005-Planting Hope Urban Farm

Response to Submitted Questions, Contract Number HSS-18-005

Q1. Appendix B, Section 1, Page 43. How often are the other benefits of community garden membership offered? Number of workshops, dinners, etc. during the season?

A1. 4-6 workshops a year, from January-November, 2-3 dinners a year, from March – September, and 2-3 group workdays a year.

Q2. Appendix B, Section 1, Page 43. Is the funding for the NCC Conservation District for the Bee Pasture ongoing?

A2. No, the funding was to establish the pasture.

Q3. Appendix B, Section 1, Page 43. What are the vendor's responsibilities around the bee pasture and Planting Hope Apiary?

A3. The Bee Pasture must remain on the urban farm property until 2025. It must be maintained as a meadow, and it is advised to control invasive plants. State of Delaware Facilities Maintenance workers will cut it in late winter. Planting Hope Apiary is managed by another organization and not the vendor's responsibility.

Q4. Section 2, Paragraph 1, Page 43. Can we have a copy of the Specialty Crop Block Grant?

A4. Yes, it is included with the Response documents.

Q5. How much is the funding for and what does it support?

A5. All information is provided in the grant.

Q6. Is the volume for the TCC and Silver Lake CSA programs \$1300 or 1,300 lbs.?

A6. 1,300 lbs.

Q7. How much produce was produced through Planting Hope Urban Farm in previous years?

A7. A total of 11,899 lbs. was produced on the urban farm from 2013-2017.

Q8. How do CSA members get their produce?

A8. All CSA shares are delivered to TCC and Silver Lake Center.

Q9. Paragraph 2, Page 43. How many community garden plots have existing community gardeners?

A9. There are 13 community garden plots and all of them are rented for the 2018 year.

Q10. What size plots are devoted to client programming?

A10. 7x10 size plots must be devoted to client programming.

Q11. Paragraph 1, Page 44. How often is the programming for DPC and TCC clients offered?

A11. The clients for DPC receive programming once a week from January –December. The clients from TCC receive programming from February –April and September-October, once or twice a month during those months.

Q12. Is it UD Extension or the PHUF manager who primarily orchestrates scheduling and curriculum?

A12. UD Nutrition Assistant is responsible for all scheduling and curriculum for the nutrition sessions. Urban Farm Manger is responsible for scheduling and curriculum for the environmental sessions. Both UD Nutrition Assistant and Urban Farm Manager partner on “Kick Off” and “Wrap Up” Events and work together with center staff to schedule.

Q13. Paragraph 4, Page 44. What specifically is the funding of \$36,400 in funding from DHSS funding?

A13. The funding provided by DHSS is for the care and maintenance of the Urban Farm, including the production areas, community gardens and Memorial Garden. The funding is also for programming for clients from the Delaware Psychiatric Center, Terry Psychiatric Center for Children, Silver Lake Center, and Planting Hope Community Gardens.

Q14. Is there an award ceiling?

A14. Your proposal must clearly demonstrate how you will run the program with the resources specified in the RFP. You may cost out additional program enhancements. DHSS will review your suggestions and determine if additional funding is warranted/available.

Q15. Paragraph 6, Page 44. What are the terms for existing farm manager?

A15. The Planting Hope Urban Farm Manager is contracted to provide a Scope of Services to the State of Delaware DSAMH and Delaware Department of Agriculture and work 35 hours a week for 48 weeks from January-November.

Q16. Paragraph 7, Page 45. What is required by DHSS to get approval to work with clients with mental illness?

A16. DHSS will require a criminal background check, drug testing, with random testing to be requested during course of employment, HIPPA and MANTA training, and yearly mandatory safety and security training. This is required by all management and staff. All repeat volunteers need to be vetted and take HIPPA training. Any additional requirements will be provided by State of Delaware and included in the terms of contract. Insurance coverage with specific liability are required by the State of Delaware and will be determined based on new and continuing project. Insurance requirements are listed in the RFP.

Q17. Section B, Paragraph 1: Acknowledgement of Understanding Terms, Page 6. Do each of the electronic copies need to be submitted on a separate CD or USB drive? Said another way, will I need 7 CDs or USBs?

A17. Each electronic copy must be on a separate CD or USB.

Q18. Section 8, Paragraph u. Personnel, Equipment and Services, Page 25. Are vendors permitted to request funding to hire additional staff to manage Planting Hope Urban farm? Are there any other budget limitations we should be aware of?

A18. The Specialty Crop Block Grant includes funding for additional staff. Your proposal must clearly demonstrate how you will run the program with the resources specified in the RFP. You may cost out additional staffing. DHSS will review your suggestions and determine if additional funding is warranted/available.

Q19. Appendix B Scope of Work and Technical Requirements, Paragraph: Response Requirements, Page: 46. What is the difference between ‘original’ electronic copy and a ‘copy’ electronic copy? Is the only difference the label?

A19. There should be no difference between the two. The original is the first electronic version made. The copies are made from the original, thus should be the same.

Q20. Appendix B Scope of Work and technical Requirements, Paragraph 1, Page 43. How many hours during the growing season does the farmer commit to each week?

A20: The urban farm manager works a 35 hour work week from January-November.

Q21. Is it possible to see the original contract associated with the Specialty Crop Block Grant?

A21. Yes, see A4.

Q22. Appendix B Scope or Work and Technical Requirements, Paragraph 1, Pages 43 and 44.

What percentage of the farmer’s time is spent doing the following?

Growing and maintenance, Educational programming, CSA, Market, and Pollinator garden.

A22. Growing and maintenance: 60 %, Educational programming: 15%, CSA: 15%, Market: 10 %
Pollinator garden: 0%.

Q23. Appendix B, Section 2: Management Requirements, Paragraph 2, Page 43. Is production to meet \$1,300/yr. or 1300 lbs. for 2018 and 2019?

A23. 1300 lbs.

Q24. What is the average weekly weight of a CSA share to TCC and Silver Lake CSA programs?

A24. The average weight for a single share to TCC and Silver lake CSA is between 20-25lbs.

Q25. How many shares at the TCC and Silver Lake Centers does the Specialty Crop Block Grant support and for how many weeks per year (please indicate how many per site)?

A25. The Specialty Crop Block Grant supports a total of 30 shares, 15 at each center, of a monthly CSA distribution, from June –September.

Q26. Appendix B, Section 2: Management Requirements, Paragraphs 1+2, Page 44. Is all educational programming currently done on site?

A26. Currently the educational programs for clients from TCC and Silver Lake Centers are held at the centers. All therapeutic programs for Delaware Psychiatric Center clients are held on the urban farm and inside facilities on DHSS campus.

Q27. What is the frequency and duration of current educational programming?

A27. Five, 55 minute long sessions are held at both TCC and Silver Lake Center. They are scheduled from February-April and September-October. Additional “Kick Off” and “Wrap Up” sessions are held in the spring and fall at each center for two hours, each session at each center. Weekly sessions are held on the urban farm for clients from DPC, each session lasting 50 minutes.

Q28. How many unduplicated clients are served through the educational programming?

A28. Clients from Delaware Psychiatric Center move through the program depending on their treatment plan and discharge. Because of this the number is always changing and only an estimate can be given of

20-25 clients for a calendar year. In years passed, 30 clients were served from the Terry Psychiatric Center in a calendar year. For 2018, 15 students will move through the center with 4 students out of the 15 moving in and out of the program. The number of clients at the Silver Lake Center served will range from 7-15 for a calendar year. These figures are an estimate as the length of time a client remains in the Center varies with individual.

Q29. Is there existing curriculum available? If so, is it available for review prior to submitting bid?

A29. The curriculum for the nutrition sessions from UD Nutrition Assistant are the property of UD Cooperative Extension. The curriculum for environmental sessions are the property of Planting Hope Urban Farm Manager. Both curricula are not available for review prior to submitting a bid.

Q30. How many staff (full-time, part-time, and seasonal) currently manage/work at Planting Hope Urban Farm?

A30. One Urban Farm Manager, and one seasonal, part-time employee.

Q31. Appendix B, Section 2: Management Requirements, Paragraph 4, Page 44. What is currently covered under Specialty Crop Block Grant funding, including any staff members?

A31. The Specialty Crop Block Grant funding is for production, distribution, and programming materials to support the educational programs at the Terry and Silver Lake Centers. There is funding for Planting Hope and University of Delaware Extension staff.

Q32. Can bidders view the current Specialty Crop Block Grant contract?

A32. Yes, see A4.

Q33. Appendix B, Section 2: Management Requirements, Paragraph 4, Bullet points 1+2, Page 44. Is the \$36,400 from DHSS a one-time funding or annual?

A33. Annual.

Q34. What has this amount covered in the past or will it in the future?

A34. This funding is for the maintenance and care of Planting Hope Urban Farm and the materials for therapeutic programs provided to the clients from TCC, Silver Lake, DPC and Community Garden members.

Q35. Is it to maintain the space only? If so, what does the maintenance entail?

A35. Please see A34. Any maintenance needed would entail, repair or replacement and installation of fencing, pergola, arbor, shed, pavers, and land as well as any equipment, tools both hand and power, needed.

Q36. Should transitional management be included in proposed budget?

A37. Transitional management would need to be included in a proposed budget and funding source for that management listed.

Q37. Can bidders view the current operating budget?

A37. Below is the operating budget from 2016. Note, a number of the expenses were covered by a grant that ended in October 2016.

Income		Expenses	
Community Garden Rentals	\$345	Seeds	\$661
Campus CSA shares	\$960	Plants	\$141
Donations	\$235	Cover crop and bulbs	\$47
Campus Market	\$1331	Production Supplies	\$1549
		Food Preparation supplies	\$104
		Tools	\$223
		Purchased from Planting Hope Apiary	\$620
		Purchased from DE Farmers	\$487
TOTAL Income	\$2871	TOTAL Expenses	\$3832

Q38. Appendix B, Section 2: management Requirements, Paragraph 6, Page 44. Who is Gail Hermenau contracted with and paid by during 2018? To whom will she report directly?

Q39. Gail Hermenau is contracted by the State of Delaware, DSAMH and Delaware Department of Agriculture. She currently reports directly to Faith Kuehn, Delaware Department of Agriculture. Upon signing a contract with the successful bidder, she will transition to reporting to the vendor.

Q40. Section 3: Response Requirements, Paragraph 3, Page 49. Can bidders view the current safety and emergency action plans?

A41. Currently Planting Hope Urban Farm follows all State of Delaware guidelines for safety, privacy and security. These will be provided to awarded vendor.

Pre-Bid Tour and Meeting March 1, 2018 – Contract# HSS-18-005

Q1. Can you share the number of direct program hours and number of clients or customers? How often that might be, is it daily, is it a finite period of time, is it year round?

A1. Currently Gail Hermenau (GH) meets with the clients from the DE Psychiatric Center weekly from January to November either on the farm or in one of the Campus buildings, depending on the weather and the season. Those sessions last about fifty minutes each. GH meets once or twice monthly with students in the Terry Psychiatric Center for Children and the Silver Lake Center, February and goes through April, and then again in September after all the Community Supported Agriculture distribution is completed through October or November.

Q2. As a follow up to that, about programming inside a classroom, are fingers in the dirt?

A2. The cap to the number of students at a Terry Center program is 15, but it can be less depending on the children's' behavior. Programs are outside when it's appropriate for planting. Classroom sessions are for activities like seed starting in flats. It is the same for Silver Lake.

Q3. Same number of kids, fifteen, for Silver Lake?

A3. Silver Lake is a little different as the clients are a little bit older. They have a vegetable garden already on their facility and a garden coordinator. They have what they call a garden club. If the clients

are on task they can participate in the Garden Club, so there can be seven or fifteen kids. Children move in and out of the center, so the number changes all the time.

Q4. Is this correct: moving forward there will be the two raised beds outside the Terry Center with vegetable gardens and these would also be the responsibility of the awarded contractor?

A4. That is correct. The raised beds will be located at the Terry Center in an inside courtyard. It is a lockdown facility, so you can only enter the courtyard and raised beds through the building.

Q5. Would the contractor be responsible for maintaining those two raised beds and the vegetable garden at Silver Lake as well?

A5. Yes. Those are the three clients we serve. Silver Lake Center students, the Terry Center students and the adult clients from Delaware Psychiatric Center.

Q6. Is the frequency of programming for the Silver Lake students the same frequency as the Terry Center?

A6. Yes, sometimes there are additional programs at Silver Lake. We partner with the University of Delaware Cooperative Extension Nutrition Assistant who conducts separate classroom programming. Planting Hope and UD Extension partner for 2 large events, a kickoff in early spring and a wrap up in the fall. These are for students and parents. It is also a time to let the families know about the Community Supported Agriculture (CSA) distribution and how that is going to be handled. The Terry and Silver Lake Center activities are currently funded under a Specialty Crop Block Grant. This grant runs out in 2019 so there will be another year of this grant.

Q7. Do you have a formal curriculum that you developed which could be passed along to the new manager?

A7. There is no formal curriculum. It's informal, a list of sessions with objectives. It has to be flexible because it all depends on who is participating. Terry Center students have educational and developmental delays along with mental health issues. I have to really tweak it to fit the audience specifically so it's more like a guideline. GH and the Terry Center educational staff put together the sessions so they will be rewarding for the students. It is just the nature of the facility. The University of Delaware has a formal curriculum for their programming with kids and parents.

Q8. Regarding the CSA program, how many shares do you have at each center, what is the duration, and what is the frequency of delivery?

A8. The CSA program has a cap of fifteen families for each center. Sometimes it changes. Fifteen shares are prepared for each center with a variety of vegetables from the farm. We purchase fresh corn and seasonal fruits from Delaware farms to supplement Planting Hope's produce. There is one delivery to each Center during the months of June, July, August and September. The staff there distributes it and prepares it for the resident clients, and day clients and they can bring the share home to their families. The share includes recipes and nutritional information.

Q9. Are there markets on the campus?

A9. Yes. We have permission to advertise and set up two tables in the lobby of the Springer Building, which is adjacent to the Urban Farm.

Q10. Is the market cash or do you accept SNAP?

A10. Cash. We don't have the volume for SNAP; but that would be very beneficial.

Q11. What day or time is the campus market?

A11. It's usually on Thursdays.

Q12. What time is the campus market?

A12. 10:00am to 2:00pm.

Q13. Are you doing the cooking in the Springer building lobby as well?

A13. Yes

Q14. What about the equipment for that?

A14. There is a crock pot. A new skillet will be purchased, and that will be part of inventory. Those two things are the standard equipment so it will be easy.

Q15. You have those two pieces of equipment already?

A15. Planting Hope has the crock pot, and the skillet will be purchased and will become part of the inventory.

Q16. Could you clarify about the Silver Lake Center?

A16. It's a health center for children on Main Street, 299, in Middletown.

The clients are middle school and teenaged students. The age cap for the Terry Center is fourteen.

Q17. For the CSA shares, when the staff are using the shares to incorporate into the meals for the kids there those are bought shares. Is that part of the budget? Are we expected to provide 15 shares to each center but there is no payment for them?

A17. All the expenses for the CSA shares to Terry and Silver Lake Centers are covered by the Specialty Crop Block grant.

Q18. Can we get a copy of the Specialty Crop Block Grant.

A18. Yes, that will be provided with the answers to the questions, also a copy of the Grant for the bee pasture.

Q19. Can you quantify the Market in terms of poundage or volume?

A19. It is very small. Produce is priced inexpensively so people can afford it. We gross about \$150 a week, at the most. The weekly poundage amounts are between 128-276 pounds with a yearly (2013-2018) average of 2,510.30 pounds for the season from June-September

Q20. Have you sourced from other DE farms in the past?

A20. Yes, sweet corn, melons, strawberries, apples, peaches, and potatoes.

Q21. A long that same line are you picking them up or are they being delivered?

A21. We have to order them and pick them up from the farm. We try to pick them up the day I am going to deliver so everything is fresh.

Q22. What month does the CSA start?

A22. It starts in June and ends in September. If there still are vegetables to harvest then there might be a small October share.

Q23. Is the CSA distribution monthly, weekly?

A23. Monthly.

Q24. Do you work with the therapist at DPC, Terry Center and Silver Lake to incorporate this into their treatment planning, any kind of special curriculum?

A24. I work together with therapists and teachers for all of our scheduling of the programs. What is going to take place, where and when it is going to happen. We put that all together for the year. If a client comes unescorted to Planting Hope, they are a member of the community and they can do that. If they haven't been discharged and they aren't a member of the community they will always be accompanied by a staff member.

The raised beds that were in the Planting Hope Urban Farm are moving over to the Terry Center. The deer won't leave them alone. The Terry Center kids come over to the farm for a visit for different events but none of the clients can mix. You have to keep them on schedule so that the adults can't go with the children. You have to coordinate all the other people that are in charge over both the centers at DPC.

Q25. You mentioned the Garden Club (Community Gardens).

A25. They are really invested in the community gardens and they really enjoy their time spent on the farm and working in their community garden space. They work together and decide and they work on the planning. They decide what is going to happen and what they are going to plant. They make all the decisions in that regard as long as it is something that can happen.

Q26. Can the Community Gardeners come and go as they please or do you have windows for access?

A26. They have access 24/7 to their plots, as it is a 24/7 campus.

Q27. Do they have access to the hand tools on site like the shed?

A27. According to the nature of the campus, no tools can be left out. You can't leave out stakes or things like that, that aren't used tools or any kind of things that can be potentially used to injure someone. Everything has to be locked up. Whenever community garden members are there when GH is working on the farm, they can share tools as long as they treat them with respect. There is a gray Rubbermaid storage container by the community garden plots with a combination lock. All the community garden members are invited to put anything they want in there, any hand tools as long as they don't take up all the space. Everyone can share. They are given the lock's combination. If they want to come on the weekend, which some of them do, they can store some of those tools in there. A lot of them just bring them in their car. It's a carry in and carry out. Nothing can be left behind. They are used to that so they bring everything and take it with them when they go.

Q28. What is involved of the management of the bee pasture?

A28. Basically mowing it in the early spring and then spot treating for some of the noxious weeds.

Q29. When you say spot treating what do you mean by that?

A29. Using an herbicide when you see a rosette of a thistle or you see something else. We have quite an issue with wire grass. If we see wire grass starting to be a problem we will spray the perimeter of the pasture with an herbicide to keep it from growing back in.

Q30. My understanding I guess is the actual apiary is maintained by somebody else?

A30. Yes. We do hope that whoever takes over the Planting Hope Apiary will work with the new manager of Planting Hope Urban Farm.

Q31. Can you explain the contract? Is it a two year contract and then you have the option to renew for another three years?

A31. It's a two year initial term and three, optional one (1) year renewals. So you can renew for a one year period three times.