

**Cornell University**  
Cooperative Extension  
Dutchess County



**CORNELL COOPERATIVE EXTENSION DUTCHESS  
COUNTY REQUEST FOR PROPOSALS (RFP)**

**NYS Grown & Certified  
Agricultural Producers**

**APPLICATION DUE DATE- Friday, December 21, 2018 by 4:00 PM**

**CONTACT PERSONS:**

***Technical Questions:***

**Miriam Boateng, Ag/Hort Educator**  
(845)677-8223 x 116  
[mb2377@cornell.edu](mailto:mb2377@cornell.edu)

***Application Questions:***

**Maureen Roche, Senior Administrator**  
(845) 677-8223, x100  
[mtr72@cornell.edu](mailto:mtr72@cornell.edu)

**MAILING ADDRESS AND OFFICE LOCATION:**

**Cornell Cooperative Extension Dutchess County (CCEDC)**  
2715 Route 44, Suite 1  
Millbrook, NY 12545

**SECTION I - Background**

**SECTION II - Special Terms and Conditions**

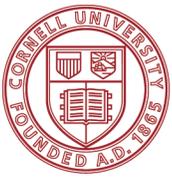
**SECTION III - Evaluation**

**ADDENDA**

**Attachments:**

- **ATTACHMENT 1** - NYS Grown & Certified Agricultural Producers Grant Application
- **ATTACHMENT 2** - New York State Grown & Certified Program Standards
- **ATTACHMENT 3** - Recommended Food Safe Best Practices for Producing Maple Syrup In New York State

The information within a proposal is your sole responsibility. You are being asked to provide a clear and concise explanation of your project; how the project will fulfill the food safety and other requirements of the NYS Grown & Certified Program; if you are a current Grown & Certified participant; and why this project is necessary to maintain Grown and Certified status. Your budget should be clearly written in the space provided and a timeline for the project should also be included in the application.



## SECTION I – Background

### A. Project Description & Goals

New York State Grown & Certified is the first statewide, multi-faceted food certification program designed to strengthen consumer confidence in New York products, address food product labeling, and assist New York farmers so they can take advantage of the growing demand for foods locally grown and produced to a higher standard.

The New York State Grown & Certified Agricultural Producers Grant Program will provide grants to NYS Agricultural producers to meet food safety standards and/or environmental certification necessary for participation in the New York State Grown & Certified (NYSG&C) program. The goals of the grants are to assist NYS agricultural producers with the capital costs of meeting food safety standards and increase participation in the NYSG&C program. Costs may include the purchase of machinery or equipment and acquisition or construction of new buildings. Agricultural producers who receive funding through this program are required to participate in the New York State Grown & Certified program upon completion of the project and remain New York State Grown & Certified for a period of five years.

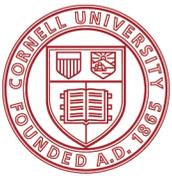
- **Funding Available:** Up to 90% of the total project cost, not to exceed \$50,000
- **Matching Funds:** The agricultural producer must provide at least 10% of the total project cost. Eligible matching funds include cash, grants or loans.
- **Eligible Costs:** Direct capital costs of meeting food safety or environmental standards of the NYSG&C program and include:
  - Machinery & equipment;
  - Construction/improvement of farm structures;
  - Acquisition of buildings.
- **Ineligible Costs:**
  - Working capital;
  - Purchase of land

### B. Delivery of Proposals

Applications must be received no later than 4:00 p.m. on Friday, December 21, 2018. All applications must be signed by an authorized officer/employee with the authority to bind the entity submitting an application. Applicants, not delivery services or other intermediaries, are responsible for the timely submission of proposals. Faxed applications will not be accepted. Late applications will not be accepted. Please mail, email or deliver your application to:

**Cornell Cooperative Extension Dutchess County**  
**2715 Route 44, Suite 1**  
**Millbrook, NY 12545**  
**Attn. Maureen Roche**

Email PDF versions of applications to: [mtr72@cornell.edu](mailto:mtr72@cornell.edu) cc'd to [mb2377@cornell.edu](mailto:mb2377@cornell.edu)



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It is the duty of each applicant to request any clarifying information from CCEDC as it pertains to this Request for Proposals. Any clarifications provided by CCEDC will be provided to all applicants. Questions or requests for clarifications should be submitted to Miriam Boateng and Maureen Roche in writing via email at [mb2377@cornell.edu](mailto:mb2377@cornell.edu) and [mtr72@cornell.edu](mailto:mtr72@cornell.edu) by 4:00 p.m. on November 30, 2018. Responses to inquiries will be emailed to all applicants by Friday, December 7, 2018. No other persons should be contacted with regard to questions or clarifications specific to this RFP.

### **C. Withdrawal**

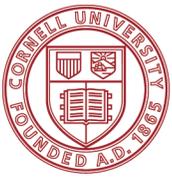
CCEDC reserves the right to withdraw this Request for Proposals at any time without prior notice. Cornell Cooperative Extension Dutchess County also reserves the right to accept or reject any and all applications for any reason.

### **D. Approval of Agreement**

The provisions outlined in this Request for Proposals are non-binding. A binding agreement will not be created until/unless an agreement contemplated by this Request for Proposals is fully executed by the selected applicant and CCEDC. If funded, applicant agrees to enter into a grant agreement including acceptance of payment of the grant funds as reimbursement of costs.

## **SECTION II - Special Terms and Conditions**

- All documents submitted will become property of CCEDC and will not be returned;
- CCEDC reserves the right to require additional information from the applicant for review purposes;
- In accordance with IRS regulations, all funds disbursed to an applicant will be reported by CCE to the IRS and CCE shall mail a Form 1099 to you at the address provided;
- Applicant agrees to comply with the New York State Grown & Certified Grant Fund Guidelines and New York State Grown & Certified Program Standards (Attachment 2); Produce applicants must receive a GAP/GHP audit for at least one crop. This includes the field, packing house and storage areas/buildings;
- Applicants must maintain their NYS Grown & Certified Certification for 5 years after award of the grant;
- Applicant's name and any grant award may be used by CCEDC or New York State in its promotional materials;
- Claims against Cornell Cooperative Extension Dutchess County: The applicant, and its respective officers, agents, employees or representatives, shall have no claims whatsoever against CCEDC or any of its respective officials, agents or employees arising out of or relating to this Request for Proposals or these procedures (other than those arising under an agreement with your organization in accordance with the terms of the agreement).



### **SECTION III – Evaluation**

Written applications will be evaluated by a selection committee designated by CCEDC.

Applications in response to this Request for Proposals should address the following:

- Demonstration of meeting NYS Grown & Certified Criteria:
  - Products are grown and produced in NYS
  - Farms participate in a third-party food safety verification program, if applicable
  - Producers participate in an environmental management program.
- Project Description
- Work plan including: expected outcomes, steps and anticipated completion dates
- Budget & funding request:
  - Include price quotes when possible;
  - Expenses;
  - Funding Sources
  - Match of 10%
  - Total Project Cost.

The selection committee may also consider Good Agricultural Practices (GAPs) training and AEM certifications in evaluation of applications depending on commodities.

### **ADDENDA**

CCEDC reserves the right to award final contracts based on the quality and costs of the proposals received, without discussions or requests for alternative proposals. Selection of an applicant does not imply that every element of that application has been accepted.

If an applicant is selected but proves unable to meet requirements necessary for contract agreement signing, CCEDC reserves the right to select another applicant.

CCEDC will not be responsible under any circumstances for any costs incurred by any applicants in responding to this RFP.

CCEDC reserves the right to:

- reject any or all applications received with respect to this RFP;
- request from an applicant additional information as deemed necessary to more fully evaluate its application;
- make all final decisions with respect to an application; and
- negotiate the terms of the agreement.