When recorded please send to
Marian Sheppard, BOS
03/01/2016

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Gila County, Az, Sadie Jo Bingham, Recorder

GILA COUNTY

REQUEST FOR PROPOSALS (RFP) NO. 110615-1

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EDUCATION SUPPORT SERVICES

BIDDER'S INFORMATION
CONTRACT DOCUMENTS AND SPECIFICATIONS

BOARD OF SUPERVISORS
Michael A. Pastor, Chairman
Tommie C. Martin, Vice Chairman
John D. Marcanti, Member

COUNTY MANAGER
Don E. McDaniel, Jr.

GILA COUNTY
NOTICE OF REQUEST FOR SEALED PROPOSALS NO. 110615-1
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EDUCATION SUPPORT SERVICES

Notice is hereby given that Gila County is requesting proposals from qualified Contractors to develop a program for Supplemental Nutrition Assistance Program Education Support Services.

SUBMITTAL DUE DATE: 4:00 PM, MST, Wednesday, February 03, 2016

RETURN PROPOSAL TO: GILA COUNTY FINANCE DEPARTMENT
GUERRERO COMPLEX
1400 EAST ASH STREET
GLOBE, ARIZONA 85501

NOTICE IS HEREBY GIVEN, that sealed competitive Proposals for the material or services as specified will be received by the Gila County Finance Department, until the time and date cited.

Proposals received by the correct time and date will be publicly opened and recorded thereafter in the Finance Department Guerrero Conference Room or other site, which may be designated. Any proposals received later than the date and time specified above will be returned unopened. **Late proposals shall not be considered.** The prevailing clock shall be the atomic clock in the reception area of the Guerrero Complex building.

All proposals shall be made on the Request for Sealed Proposals forms included in this RFP No. 110615-1 package, and shall include all applicable taxes.

Interested Bidders may obtain a copy of this solicitation by calling the Gila County Finance Department at 928-402-8612 or by clicking on the link:
http://www.gilacountyaz.gov/government/finance/procurement/current_bids.php and downloading the file. Bidders are strongly encouraged to carefully read the entire Request for Proposal.

Any questions regarding this Request for Proposals shall be submitted in writing and directed to: Jeannie Sgroi, Contracts Administrator, at jsgroi@gilacountyaz.gov, 928-402-8612.

The Board of Supervisors reserves the right to reject any or all proposals, or to accept any proposal, or to waive any informality in any proposal, or to withhold the award if deemed in the best interest of Gila County. All procurement activities conducted by Gila County are in conformance with the rules and regulations of the Gila County Procurement Code. A copy of the Code is available for review in the Clerk of the Board's office, Globe, AZ.

Dates advertised in the Arizona Silver Belt: **January 13, 2016 and January 20, 2016**

Signed: _____ Date: 1/5/16
Michael A. Pastor, Chairman of the Board of Supervisors

Signed: _____ Date: 1/5/16
Jefferson R. Dalton, Deputy Gila County Attorney, Civil Bureau Chief
for Bradley D. Beauchamp, County Attorney

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INTENT

REQUEST FOR PROPOSAL FOR: **Supplemental Nutrition Assistance Program Education Support Services**

INTENT:

The purpose of this request is to implement the Gila County Supplemental Nutrition Assistance Program Education (SNAP-Ed) food systems, active living, school health, and early childhood strategies in collaboration with Gila County Health and Emergency Services.

For the purposes of this Request for Proposal, "Contractor" is defined as an individual or an entity who submits a bid.

SCOPE OF WORK:

The Contractor shall:

- Implement the Gila County SNAP-Ed food systems and active living strategies in alignment with AzNN guidelines.
- Provide technical assistance and subject matter expertise in SNAP-Ed administration, including, but not limited to, implementation of PSE strategies consistent with state and federal regulations.
- Work directly with Gila County stakeholders in all aspect of SNAP-Ed implementation.
- Maintain staffing requirements for a Registered Dietitian Nutritionist (RDN).
- Attend and participate in AzNN trainings and Partner Meetings.
- Abide by the most current AzNN Policies and Procedures Manual.
- Utilize materials and messages as identified by the AzNN.
- Follow the current USDA Dietary Guidelines for Americans and the USDA Food Guidance System.
- Follow the current Physical Activity Guidelines for Americans.
- Maintain at least 1 FTE dedicated to the fulfillment of Sub-Grant deliverables

DELIVERABLES:

The Contractor shall submit:

- Prepare and submit a Contractor Expenditure Report (CER) utilizing the standard reporting form issued by the AzNN. All expenses requested for reimbursement must adhere to the allowable and unallowable guidelines outlined in the Federal SNAP-Ed Guidance and AzNN Policies and Procedures Manual. Final CERs are due in accordance with the current AzNN Policies and Procedures Manual.
- Prepare and submit a Monthly Report utilizing the standard reporting form issued by the AzNN.
- Prepare and submit a Quarterly Narrative report for the first three (3) quarters, utilizing the form provided by AZNN.
- Prepare and submit a Quarterly Evaluation report, utilizing the form issued by the AzNN.
- **Prepare and submit a Fourth (4TH) Quarter Narrative report which summarizes the year's program** activities, any results from both quantitative and qualitative evaluations conducted, and any other relevant program information utilizing the form issued by AzNN.

PROPOSAL RESPONSE REQUIREMENTS:

A concise proposal narrative based on the following weighted criteria:

- Description of Organization
- Key Staff Qualifications and Resume or Curriculum Vitae (CV) outlining experience in the administration, implementation, and evaluation of SNAP-**Ed programs, farmers' market programs,** active living programs, working on PSE strategies with school-based and early childhood programs, and experience in Gila County.
- Annual Cost

Scope of Work Continued...

SELECTION CRITERIA:

- Experience successfully completing similar projects ***40 points***
- Experience and capability of principal applicant and key personnel ***30 points***
- The proposal indicates a clear understanding of the project and is appropriate to the charge ***20 points***
- The budget is appropriate for the scope of work submitted ***10 points***

Total 100 points

1.0 MINIMUM QUALIFICATIONS:

Qualifying experience includes:

- Arizona-based organization employing a Registered Dietitian Nutritionist (RDN)
- Experience working with Gila County communities
- A minimum of three years of experience in the administration of SNAP-Ed and USDA nutrition programs
- A minimum of three years of experience in food systems and active living policy, system, and environmental (PSE) approaches in public health programs
- A minimum of two years' **experience completing AzNN CERT's, quarterly reports, and evaluation** matrices

EXAMINATION INFORMATION:

This examination utilizes an evaluation of Education and Experience (E&E) weighted 100%, and is based solely upon information provided within the application. Information provided with the application will be assessed in relation to the elements of the scope of work and linked to the knowledge, skills, and abilities required for the work.

Scope of Work Continued...

Special care should be taken to submitting a complete description of educational qualifications and experience relevant to the typical tasks, scope, and minimum qualifications stated on this announcement. Supplemental information will be accepted but competitors should read the announcement carefully to determine what kind of information will be useful to those individuals completing the evaluation.

The County reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Competitors shall be notified of such revisions.

SCOPE: Rankings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required.

It is the intent of Gila County to award a contract to a qualified Contractor for the Supplemental Nutrition Assistance Program Education Support Services.

See page 23 of Bid Packet for Price Proposal.

INFORMATION REQUESTS

All requests for additional information shall be put in writing and directed to: Jeannie Sgroi, Contracts Administrator, (928) 402-8612, *jsgroi@gilacountyaz.gov*.

INSTRUCTIONS TO BIDDERS

IMPORTANT: EXHIBIT "A", INSTRUCTIONS TO BIDDERS AND EXHIBIT "B", BIDDERS AWARD AGREEMENT ARE BASIC CONTENT TO GILA COUNTY BID PACKAGES. INDIVIDUAL BIDS MAY REQUIRE DIFFERENT LANGUAGE FOR INSTRUCTIONS AND AWARD AGREEMENTS. WHERE APPLICABLE, SUCH CHANGES WILL APPEAR IN EXHIBIT "C", MINIMUM PRODUCT SPECIFICATIONS AND INFORMATION AND TAKE PRECEDENCE OVER THE LANGUAGE APPEARING IN EXHIBITS "A" & "B".

EXHIBIT "A" INSTRUCTIONS TO BIDDERS

Preparation of Sealed Proposal

A. Sealed proposals will be received by the Gila County Finance Department, from individuals and Contractors to deliver the product(s), goods and services contained, to establish a contract for specified locations within Gila County. The county seeks sealed proposals only from qualified, experienced Contractors able to provide services which are, in all respects, responsive to the specifications. All proposals shall be on the forms provided in this request for sealed proposal package. It is permissible to copy these forms if required but copies must have original signatures.

B. Before submitting its proposal and qualification form each Contractor shall familiarize itself with the scope of work, laws, regulations and other factors affecting performance of work. It shall carefully correlate its observations with requirements of the Contract and otherwise satisfy itself of the expense and difficulties attending the performance of the work. The submission of a proposal will constitute a representation of compliance by the Contractor. There will be no subsequent financial adjustment, other than that provided for by the Contract, for lack of such familiarization.

C. Contractors must complete the proposal and qualifications forms provided in this request for proposal package in full, original signature in ink, by the person(s) authorized to sign the proposal and to be submitted at the time of bid, and made a part of this contract. The county will use the proposal and qualifications form in evaluating the capacity of Contractor(s) to perform the scope of services as set forth in the Contract. Failure of any Contractor to complete and submit the price sheet and signature and offer page at time and place of opening shall be grounds for automatic disqualification of the Contractor(s) from further consideration.

D. The names of all persons authorized to sign the proposal must also be legibly printed below the signature. Evidence of the authority of the person signing shall be furnished.

E. The full name of each person or company interested in the request for proposal shall be listed on the proposal.

F. No alterations in proposals, or in the printed forms therefor, by erasures, interpolations, or otherwise will be acceptable unless each such alteration is signed or initialed by the Contractor; if initialed, the county may require the Contractor to identify any alteration so initialed.

Instructions to Bidders continued....

Addendum

Any addendum issued as a result of any change in this request for sealed proposal must be acknowledged by all Contractors in the following manner:

1. Completion of the bidder checklist & addenda acknowledgment form, page 28.
2. Copies of all addenda must be attached to the submittal.

Failure to indicate receipt of addenda in the above manner may result in a proposal being rejected as non-responsive.

Inquiries

Any questions related to this request for proposal must be directed to those whose names appear on the notice. The Gila County Supervisors may require all questions be submitted in writing. Any correspondence related to a request for proposals should refer to the appropriate request for proposals number, page, and paragraph number. However, the Contractor(s) must not place the request for proposal number on the outside of an envelope containing questions since such an envelope may be identified as a sealed proposal and may not be opened until after the official request for proposal due date and time. Questions received after 3:00 P.M., Wednesday, January 27, 2016 will not be answered. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

Late Proposals

Any proposal received later than the date and time specified on the notice for sealed proposal will be returned unopened. Late proposals shall not be considered. Any Contractor submitting a late proposal shall be so notified.

Submittal Proposal Format:

It is required that One (1) Original and Two (2) copies (3 TOTAL) with original signatures on all three (3) of the proposal and all forms shall be submitted. The county will not be liable for any cost incident to the preparation of proposal, materials, reproductions, presentations, copy-right infringements, etc. It is permissible to copy these forms if required. Facsimiles or mailgrams shall not be considered. Spiral bound proposals are not permitted. Failure to include all required documents, **all with original signatures**, may invalidate the bid.

Instructions to Bidders continued...

1. By signature in the offer section of the offer and acceptance page, Contractor certifies:

   A. The submission of the offer did not involve collusion or other anti-competitive practices.

   B. The Contractor has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer.

   C. In order to conserve resources, reduce procurement costs, improve timely acquisition and cost of supplies and to improve efficiency and economy of procurement, any political subdivision, county, city, town, etc., of the State of Arizona, will be allowed by the Contractor awarded the contract to provide the same services, at the same prices stated in the proposal. Delivery charges may differentiate depending on geographical location.

2. Proposals submitted early may be modified or withdrawn by notice to the party receiving proposals at the place and prior to the time designated for receipts of proposals.

3. The county is not responsible for any Contractor's errors or omissions. Negligence in preparing an offer confers no right to the Contractor unless the Contractor discovers and corrects such errors prior to the proposal deadline.

The Proposal shall be submitted in a sealed envelope, a minimum of Three (3) copies with original signatures shall be provided by the Bidder. The words "SEALED PROPOSAL" with Proposal Title "SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EDUCATION SUPPORT SERVICES", Proposal No., "110615-1", Date "February 03, 2016", and time "4:00 PM" of proposal opening shall be written on the envelope. The Bidder(s) shall assume full responsibility for timely delivery at the location designated in the notice. Spiral bound proposals are not permitted.

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GENERAL TERMS AND CONDITIONS

Award of Contract

1. The Gila County Board of Supervisors reserves the right to award any proposal by individual line item, by group of line items or as total, or any part thereof, whichever is deemed to be in the best interests of, and most advantageous to the County of Gila.

   a. Notwithstanding any other provisions of the RFP, the county reserves the right to:
      1. Waive any immaterial defects or informalities; or
      2. Reject any or all proposals; or portions thereof; or
      3. Reissue a request for proposal.

2. It is the responsibility of the Gila County Board of Supervisors to let the county contracts to the lowest responsive and responsible Contractor(s). To ensure that all Contractors are experienced, reasonably equipped and adequately financed to meet their contractual obligations, a determination of responsibility shall be made by the Gila County Board of Supervisors prior to contract award.

3. Further, the County reserves the right to reject the proposal of any Contractor(s) who has previously failed to perform adequately after having once been awarded a prior proposal for furnishing and installing materials similar in nature, or providing similar services.

4. All submitted forms provided in this request for proposal will be reviewed by the Gila County attorney and Gila County Board of Supervisors.

5. Those Contractor(s) who, in the opinion of the Gila County Board of Supervisors, are best qualified and whose proposals are most advantageous to the county <u>may</u> be invited to appear before the Board for an oral review.

6. The apparent successful Contractor shall sign and file with the county, within ten (10) days after the date of the notice of intent to award, all documents necessary to successfully execute the contract.

Protests

Only other Contractors who have submitted a timely proposal have the right to protest. A protest of an award must be filed within ten (10) days after the award by the Board of Supervisors. A protest must be in writing and must include the following:

A. Name, address and telephone number of the protester.
B. Signature of the protester or its representative, and evidence of authority to sign.
C. Identification of the contract and the solicitation or contract number.
D. Detailed statement of the legal and factual grounds of protest including copies of relevant documents.
E. The form of relief requested.

All protests shall be sent to the attention of the Gila County Board of Supervisors, 1400 East Ash Street, Globe, Arizona 85501.

General Terms & Conditions continued...

Laws and Ordinances

This agreement shall be governed and enforced under the laws of the State of Arizona and Gila County. Contractor shall maintain in current status all federal, state and local licenses and permits required for the operation of the business conducted by the Contractor. The Contractor shall comply with the applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and applicable federal regulations under the act.

EXHIBIT "B" CONTRACT AWARD AGREEMENT

This exhibit shall serve as an example of the contract agreement to any Contractor, its agents, subcontractors, or representatives, awarded this or any portion of this contract by the county, i.e. by submitting proposals to this solicitation requiring sealed proposals, it does hereby agree to the following provisions. Proof of acceptance of these provisions will be the Contractor's signature(s) appearing on all forms contained on pages 21 through 30.

Overcharges by Antitrust Violations

The county maintains that, in actual practice, overcharges resulting from antitrust violations are borne by the purchaser. Therefore, to the extent permitted by law, the Contractor hereby assigns to the county any and all claims for such overcharges as to the goods or services used to fulfill the contract.

Authority to Contract

This contract shall be based upon the request for proposal issued by the county and the offer submitted by the Contractor in response to the RFP. The offer shall substantially conform to the terms, conditions, specifications and other requirements set forth within the text of the RFP. The county reserves the right to clarify any contractual terms with the concurrence of the Contractor; however, any substantial non-conformity in the offer, as determined by the County Attorney, shall be deemed non-responsive and the offer rejected. The contract shall contain the entire agreement between Gila County and the Contractor relating to these requirements and shall prevail over any and all previous agreements, contracts, proposals, negotiations, purchase orders, or master agreement in any form. The contract activity is issued under the authority of the Gila County Board of Supervisors. No alteration of any portion of the contract, any items or services awarded, or any other agreement that is based upon this contract may be made without express written approval of Gila County in the form of an official contract amendment. Any attempt to alter any documents on the part of the Contractor or any agency is a violation of the county procurement code. Any such action is subject to the legal and contractual remedies available to the county inclusive, but not limited to, contract cancellation, suspension and debarment of the Contractor.

Contract Amendments

The contract shall be modified only by a written contract amendment signed by the Gila County Board of Supervisors and persons duly authorized to enter into contracts on behalf of the Contractor.

Contract Award Agreement continued...

Contract Default

A. The county, by written notice of default to the Contractor, may terminate the whole or any part of this contract in any one of the following circumstances:

1. If the Contractor fails to make delivery of the supplies or deliverables, or to perform the services within the times specified; or

2. If the Contractor fails to perform any of the other provisions of this contract; and fails to remedy the situation within a period of ten (10) days after receipt of notice.

B. In the event the county terminates this contract in whole or part, the county may procure supplies or services similar to those terminated, and the Contractor shall be liable to the county for any excess costs for such similar supplies or services.

Right to Assurance

Whenever one party to this contract in good faith has reason to question the other party's intent to perform, the other party may demand that the other party give a written assurance of this intent to perform. In the event that a demand is made and no written assurance is given within five (5) days, the demanding party may treat this failure as an anticipatory repudiation of this contract.

Co-op Use of Contract – Intergovernmental Purchasing

Gila County has entered into an active purchasing agreement with other political subdivisions, cities, and towns of the State of Arizona in order to conserve resources, reduce procurement costs and improve timely acquisition and cost of supplies, equipment and services. The Contractor to whom this contract is awarded may be requested by other parties of said active purchasing agreements to extend to those parties the right to purchase supplies, equipment, and services provided by the Contractor under this contract, pursuant to the terms and conditions stated herein. Any such usage by other entities must be in accord with the rules and regulations of the respective entity and the approval of the Contractor.

Cancellation of County Contracts

This contract is subject to the cancellation provisions of **A.R.S. §38-511.**

Termination of Contract

The county, with or without cause, may terminate this contract at any time by mutual written consent, or by giving thirty (30) days written notice to the Contractor. The county at its convenience, by written notice, may terminate this contract, in whole or in part. If this contract is terminated, the county shall be liable only for payment under the payment provisions of this contract for the services rendered and accepted material received by the county before the effective date of termination.

Contract Award Agreement continued...

The county reserves the right to cancel the whole or any part of this contract due to failure of the Contractor to carry out any term, promise, or condition of the contract. The county will issue a written ten (10) day notice of default to Contractor for acting or failing to act as in any of the following:

1. In the opinion of the county, the Contractor fails to perform adequately the stipulations, conditions or services and specifications required in the contract.
2. In the opinion of the county, the Contractor attempts to impose on the county material products, or workmanship, for services which are of unacceptable quality.
3. Contractor fails to furnish the required service or product within the time stipulated in the contract.
4. In the opinion of the county, the Contractor fails to make progress in the performance of the requirements of the contract or give the county a positive indication that Contractor will perform to the requirements of the contract.

Each payment obligation of the county created hereby is conditioned upon the availability of county, state and federal funds, which are appropriated or allocated for the payment of such an obligation.

If funds are not allocated by the county and available for the continuance of service herein contemplated, the contract period for the service may be terminated by the county at the end of the period for which funds are available. The county shall notify the Contractor at the earliest possible time which service may be affected by a shortage of funds. No penalty shall accrue to the county in the event this provision is exercised, and the county shall not be obligated or liable for any future payments due or for any damages as a result of termination under this paragraph.

Indemnification Clause

Contractor shall indemnify, defend, save and hold harmless the County of Gila and its officers, officials, agents, **and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including** death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under **the Workers' Compensation Law or arising out of the failure of such Contractor to conform to any federal,** state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all claims. It is agreed that the Contractor will be responsible for primary loss investigation, defense and judgment costs.

Contract Award Agreement continued...

General

After receipt of all proposals, each submittal shall be screened to determine if any shall be deemed non-responsive. Unsigned proposals, unacknowledged addenda, incomplete proposals, non-conformance with mandatory requirements, etc., may result in the determination of non-responsive.

Subsequent to the initial review, all remaining proposals shall be reviewed by the Gila County Finance Department to evaluate the information submitted, perform tests when necessary and make comparisons in order to approve or reject the request. If rejected, the purchasing department shall give written notice to the bidder submitting this request.

INSURANCE REQUIREMENTS: Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this contract and do not limit the indemnity covenants contained in this contract. The county does not warrant that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this contract by the Contractor, his agents, representatives, employees or subcontractors and Contractor may purchase additional insurance as may be determined necessary.

A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Contractor shall provide coverage with limits of liability not less than those stated below.

1. **Commercial General Liability – Occurrence Form**
   Policy shall include bodily injury, property damage and broad form contractual liability coverage.
   - General Aggregate $2,000,000
   - Products – Completed Operations Aggregate $1,000,000
   - Personal and Advertising Injury $1,000,000
   - Each Occurrence $1,000,000

   a. The policy shall be endorsed to include the following additional insured language: **"The County of Gila shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor".**

Contract Award Agreement continued...

2. **Worker's Compensation and Employers' Liability**

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	$100,000
Disease – Each Employee	$100,000
Disease – Policy Limit	$500,000

a. Policy shall contain a **waiver of subrogation** against the County of Gila.

3. **Automobile Liability**
Bodily injury and property damage for any owned, hired, and non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL)	$1,000,000

4. **Professional Liability (Errors and Omissions Liability)**

Each Claim	$1,000,000
Annual Aggregate	$2,000,000

a. In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.

B. **ADDITIONAL INSURANCE REQUIREMENTS:** The policies shall include, or be endorsed to include, the following provisions:

1. On insurance policies where the County of Gila is named as an additional insured, the County of Gila shall be an additional insured to the full limits of liability purchased by the Contractor even if those limits of liability are in excess of those required by this Contract.
2 The Contractor's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.
3. Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.

C. **NOTICE OF CANCELLATION:** Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, canceled, reduced in coverage or endorsed to lower limits except after thirty (30) days prior written notice has been given to the County. Such notice shall be sent directly to **Gila County Purchasing Department, 1400 E. Ash St., Globe, AZ, 85501** or and shall be sent by certified mail, return receipt requested.

D. **ACCEPTABILITY OF INSURERS:** Insurance is to be placed with insurers duly licensed or approved **unlicensed companies in the state of Arizona and with an "A.M. Best" rating of not less than B+ VI. The** county does not warrant that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

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Contract Award Agreement continued...

E. **VERIFICATION OF COVERAGE:** Contractor shall furnish the county with certificates of insurance (ACORD form or equivalent approved by the county) as required by this contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the County before work commences. Each insurance policy required by this contract must be in effect at or prior to commencement of work under this contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this contract or to provide evidence of renewal is a material breach of contract.

All certificates required by this Contract shall be sent directly to **Gila County Purchasing Department, 1400 E. Ash St., Globe, AZ, 85501** or email to jsgroi@gilacountyaz.gov. The county project and contract number and project description shall be noted on the certificate of insurance. The county reserves the right to require complete, certified copies of all insurance policies required by this contract at any time.

F. **SUBCONTRACTORS:** Contractors' certificate(s) shall include all subcontractors as additional insured's under its policies **or** Contractor shall furnish to the county separate certificates and endorsements for each subcontractor. All coverage's for subcontractors shall be subject to the minimum requirements identified above.

G. **APPROVAL:** Any modification or variation from the insurance requirements in this contract shall be made by the County Attorney, whose decision shall be final. Such action will not require a formal contract amendment, but may be made by administrative action.

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MINIMUM SPECIFICATIONS

EXHIBIT "C" MINIMUM SPECIFICATIONS – PRODUCT SPECIFICATIONS

Purpose

It is the intent of this invitation for proposals to enter into a contract with a qualified Contractor to provide SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EDUCATION SUPPORT SERVICES for Gila County.

This specification is intended to describe the type, size, and quality, which will best meet the demands of the using department. It is NOT intended to favor any one brand or make. The mention of brand names or components merely serves to specify the quality or general type required.

SECTION 1.0

General Purpose

1.1 All proposals must represent the entire package. Partial awards will not be made unless otherwise stated in the proposal specifications.

1.2 The parties specifically understand and agree that the quantities used for bidding purposes are estimates of county needs and in no event shall the county be obligated to purchase the exact quantities of any item set forth in the proposal. The county does not guarantee any maximum or minimum amounts of purchase.

1.3 Contractor shall review its proposal submission to assure the following requirements are met.

1.3.1 **One (1) original and two (2) copies, total of three (3), all with original signatures,** shall be submitted at time of bid opening.
1.3.2 Qualification and Certification Form (page 21-22)
1.3.3 Price Sheet (page 23)
1.3.4 References List (page 24)
1.3.5 No Collusion Certification (page 25)
1.3.6 Intentions Concerning Subcontracting (page 26)
1.3.7 Legal Arizona Workers Act Compliance (page 27)
1.3.8 Checklist & Addenda Acknowledgment (page 28)
1.3.9 Offer Page (page 29)
1.3.10 Acceptance of Offer (page 30)

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Minimum Specifications continued....

SECTION 2.0

Proposal Pricing & Term

2.1 Prices shall be in effect for the duration of the contract period. Contractor shall incorporate all profit and discount into their price. The exception will be any price reduction, which will be applied to the contract immediately upon the Contractor's **or Gila County's discovery of any such price reduction.**

2.2 The term of the contract shall commence upon award and shall remain in effect for one year from the date of award. The county shall have the option to renew the contract for two (2) additional one (1) year periods upon agreement of both parties.

SECTION 3.0

3.1 Evaluation of Proposal and Negotiations

The finance director may appoint a selection committee to evaluate the proposals and make a recommendation based on the criteria set forth in the request for proposals. The board of supervisors shall not act in capacity of the selection committee. Proposals shall be evaluated on the factors set forth in the request for proposals.

For the purpose of conducting negotiations, the county shall determine what proposals are susceptible for being selected for award. A determination that a proposal is unacceptable shall be in writing, state the basis of the determination and be retained in the county files. If it is determined a proposal is not reasonably susceptible of being selected for award, the Contractor shall be notified and shall not be afforded an opportunity to modify its proposal.

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Minimum Specifications continued...

3.2 Negotiations with Individual Contractors

- Gila County may establish procedures and schedules for conducting negotiations. Disclosure of a contractors' price or any information derived from competing proposal prices or any information derived from competing proposals is prohibited.
-
  a. Any response to a request for clarification of a proposal shall be in writing.
  b. Gila County shall keep a record of all negotiations.
- For the purposes of conducting negotiations with Contractors, Gila County may use any of the following methods that, in their judgment, best meets the unique requirements.
  a. Concurrent Negotiations: Negotiations may be conducted concurrently with responsible Contractors for the purpose of determining source selection and or contract award.
  b. Exclusive Negotiations: A determination may be made by the director to enter into exclusive negotiations with the responsible Contractor whose proposal is determined in the selection process to be most advantageous to the county.
- Exclusive negotiations may be conducted subsequent to concurrent negotiations or may be conducted without requiring previous concurrent negotiations.
  a. A determination to conduct exclusive negotiations shall not constitute a contract award nor shall it confer any property rights to the successful Contractor.
  b. If exclusive negotiations are conducted and an agreement is not reached, the county may enter into exclusive negotiations with the next highest rank Contractor without the need to repeat the formal Solicitation process.

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QUALIFICATION AND CERTIFICATION FORM

EXHIBIT "D" Bidder Qualifications and Certification

Purpose

This exhibit shall serve as a requirement to enable the evaluation team to assess the qualifications of Contractors under consideration for final award.

The information may or may not be a determining factor in award.

Contract Number 110615-1 SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EDUCATION SUPPORT SERVICES

The applicant submitting this proposal warrants the following:

1. Name, Address, and Telephone Number of Principal Contractor:
   Pinnacle Prevention, Principal: Adrienne Z. Udarbe, MS, RDN - Director
   3100 West Ray Road, Suite 201 Chandler, AZ 85226
   (480) 207 - 5955

2. Has Contractor (under its present or any previous name) ever failed to complete a contract? _____Yes ✓ No. If "Yes, give details, including the date, the contracting agency, and the reasons Contractor failed to perform in the narrative part of this contract.

3. Has Contractor (under its present or any previous name) ever been disbarred or prohibited from competing for a contract? _____Yes ✓ No. If "Yes", give details, including the date, the contracting agency, the reasons for the Contractor's disqualification, and whether this disqualification remains in effect in the narrative part of this contract.

4. Has Contractor ever terminated a contract for cause with any individual or entity, government or otherwise, (under Contractor's present or any previous name)? _____Yes ✓ No. If "Yes", give details including the date, the contracting agency, and the reasons Contractor was terminated in the narrative part of this contract.

5. Contractor must also provide at least the following information:
   a. A brief history of the Contractor.
   b. A cost proposal shall be submitted on the price sheet, attached hereon and made a full part of this contract by this reference.
   c. A list of previous and current customers, which are considered identical or similar to the scope of services described herein; shall be submitted on the reference list, attached hereon and made a full part of this contract by this reference.
   d. List the specific qualifications the Contractor has in supplying the specified services.
   e. Gila County reserves the right to request additional information.

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Qualification & Certification continued....

6. **Contractor Experience Modifier (e-mod) Rating in Arizona:** Not Applicable
(If Applicable)

A method the National Council on Compensation Insurance (NCCI) uses to measure a business' computed loss ratio and determine a factor, which when multiplied by premium, can reward policyholders with lower losses. E-mod rate may be a determining factor in bid award.

7. **Current Contractor Business Arizona License Number:** EIN 46-4574172/City License #157046
(If Applicable)

Adrienne Z. Udarbe
Signature of Authorized Representative

Adrienne Z. Udarbe, MS, RDN
Printed Name

Director
Title

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PRICE SHEET

Please complete price sheet in its entirety for the services provided in RFP 110615-1 SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EDUCATION SUPPORT SERVICES.

Contractor Name: Pinnacle Prevention **Phone No.:** (480) 207 - 5955

	COSTS
Annual Rate ***(Contractor shall be paid per monthly expenditure report. Monthly expenditure report shall be submitted to Gila County by the 15th of the following month)***	$ 85,000.00
TOTAL COST	$ 85,000.00/fiscal year

****All applicable taxes shall be included in proposed amount.**

Adrienne Z. Udarbe

Signature of Authorized Representative

Adrienne Z. Udarbe, MS, RDN

Printed Name

Director

Title

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REFERENCE LIST

These references are required to enable the evaluation team to assess the qualifications of the Contractor under consideration for final award.

References

Please list a minimum of three (3) references for contracts, entered into or completed, of similar size and scope, as this request for proposals during the past twenty-four (24) months. Bidder may attach further reference information as necessary.

1. **Company:** Maricopa County Department of Public Health
   Contact: Julie Scholer, M.Ed, MPA - Nutrition and Physical Activity Program Supervisor
   Phone: (602) 506 - 9325
   Address: 4041 N. Central Ave. Phoenix, AZ 85012
   Job Description: Contract technical assistance support (2014 - 2015) in SNAP-Ed strategy selection and work plan development.

2. **Company:** New Mexico Department of Public Health - WIC Program
   Contact: Kerry Thomson, BS, IBCLC - Clinic Operations Manager
   Phone: (505) 476 - 8832
   Address: 2040 S. Pacheco St, Room 133 Santa Fe, NM 87505
   Job Description: Contract training and nutrition services operational support (2015 - Current)

3. **Company:** Arizona Department of Health Services - Empower Home Visiting Program
   Contact: Noelle Veilleux, RDN - Public Health Nutrition Consultant
   Phone: (602) 364 - 3316
   Address: 150 N. 18th Ave, Suite 310 Phoenix, AZ 85007
   Job Description: Contract training consultation and nutrition education support for Empower Home Visiting Program.

Pinnacle Prevention
Name of Business

Adrienne Z. Udarbe
Signature of Authorized Representative

Director
Title

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AFFIDAVIT BY BIDDER
CERTIFYING THAT THERE WAS NO COLLUSION
IN BIDDING FOR CONTRACT

STATE OF ARIZONA)
)ss
COUNTY OF GILA)

Adrienne Z. Udarbe
(Name of Individual)

being first duly sworn, deposes and says:

That he or she is Executive Director
(Title)

Of Pinnacle Prevention and
(Name of Business)

That he or she is submitting a proposal on **SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EDUCATION SUPPORT SERVICES, RFP NO. 110615-1** and,

That pursuant to Section 112 (C) of Title 23 USC, he or she certifies as follows:

That neither he or she nor anyone associated with the said Pinnacle Prevention
(Name of Business)

has, directly, or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free-competitive bidding in connection with the above-mentioned service.

Pinnacle Prevention
Name of Business

Adrienne Z. Udarbe
By

Executive Director
Title

GARGI CHATTERJEE
Notary Public - Arizona
Maricopa County
My Comm. Expires Jun 2, 2017

Subscribed and sworn to before me this 1st day of February, 2016.

Gargi Chatterjee
Notary Public

My Commission expires: June 2, 2017

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CERTIFICATION: INTENTIONS CONCERNING SUBCONTRACTING

At the time of the submission of bids on **Bid No. 110615-1 SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EDUCATION SUPPORT SERVICES,** my intention concerning subcontracting a portion of the work is as indicated below.

A list of any subcontractors (if applicable) to be used in performing the service must accompany the proposal. The list must include the subcontractors name, address, phone number, and Arizona Registrar of Contractors License Number. List must be provided in a sealed envelope marked "List of Subcontractors".

☐ **YES,** it is my intention to subcontract a portion of the work.

☑ **NO,** it is not my intention to subcontract a portion of the work.

Adrienne Z. Udarbe
Signature of Authorized Representative

Adrienne Z. Udarbe, MS, RDN
Printed Name

Director
Title

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LEGAL ARIZONA WORKERS ACT COMPLIANCE

Contractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Contractor's employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the "State and Federal Immigration Laws"). Contractor shall further ensure that each subcontractor who performs any work for Contractor under this contract likewise complies with the state and federal immigration laws.

County shall have the right at any time to inspect the books and records of Contractor and any subcontractor in order to verify such party's compliance with the state and federal immigration laws.

Any breach of Contractor's or any subcontractor's warranty of compliance with the state and federal immigration laws, or of any other provision of this section, shall be deemed to be a material breach of this contract subjecting Contractor to penalties up to and including suspension or termination of this contract. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, Contractor shall be required to take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor, as soon as possible so as not to delay delivery of services.

Contractor shall advise each subcontractor of county's rights, and the subcontractor's obligations, under this Article by including a provision in each subcontract substantially in the following form: "Subcontractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to subcontractor's employees, and with the requirements of A.R.S. § 23-214 (A). Subcontractor further agrees that county may inspect the subcontractor's books and records to insure that subcontractor is in compliance with these requirements. Any breach of this paragraph by subcontractor will be deemed to be a material breach of this contract subjecting subcontractor to penalties up to and including suspension or termination of this contract."

Any additional costs attributable directly or indirectly to remedial action under this Article shall be the responsibility of Contractor.

Adrienne Z. Udarbe
Signature of Authorized Representative

Adrienne Z. Udarbe, MS, RDN
Printed Name

Director
Title

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BIDDER CHECKLIST & ADDENDA ACKNOWLEDGMENT

NOTICE IS HEREBY GIVEN that all bid documents shall be completed and executed and submitted with this RFP. If Contractor fails to complete and execute any portion of the bid documents, all with original signatures, the RFP may be determined to be non-responsive and rejected.

CHECKLIST:

REQUIRED DOCUMENT	COMPLETED AND EXECUTED
QUALIFICATION & CERTIFICATION FORM	AZN 2-1-16
PRICE SHEET	AZN 2-1-16
REFERENCE LIST	AZN 2-1-16
NO COLLUSION FORM	AZN 2-1-16
INTENTIONS IN SUBCONTRACTING	AZN 2-1-16
LEGAL ARIZONA WORKERS ACT COMPLIANCE	AZN 2-1-16
CHECKLIST & ADDENDA ACKNOWLEDGMENT	AZN 2-1-16
OFFER PAGE	AZN 2-1-16

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA:

	#1	#2	#3	#4	#5
Initials					
Date					

Signed and dated this 1st day of February, 2016

Adrienne Z. Udarbe
Contractor:

Adrienne Z. Udarbe - Director, Pinnacle Prevention
By:

Each proposal shall be sealed in an envelope addressed to the Finance Department, Gila County and bearing the following statement on the outside of the envelope: Request for Sealed Proposals: Bid No. 110615-1 SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EDUCATION SUPPORT SERVICES. All proposals shall be filed with the Gila County Finance Department Division in the Guerrero Building at 1400 E. Ash St., Globe, AZ on or before February 03, 2016, by 4:00 PM.

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OFFER PAGE

TO GILA COUNTY:

The undersigned hereby offers and agrees to furnish the material or service in compliance with all terms and conditions, instruction, specifications, and any amendments contained in this request for proposal document.

Signature also certifies the Contractors bid proposal is genuine, and is not in any way collusive or a sham; that the bid proposal is not made with the intent to restrict or prohibit competition; that the Contractor submitting the proposal has not revealed the contents of the proposal to, or in any way colluded with, any other Contractor which may compete for the contract; and that no other Contractor which may compete for the contract has revealed the contents of a proposal to, or in any way colluded with, the Contractor submitting this proposal.

CONTRACT NUMBER: 110615-1 SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EDUCATION SUPPORT SERVICES

Contractor Submitting Proposal:

Pinnacle Prevention
Company Name

3100 West Ray Road, Suite 201
Address

Chandler AZ 85226
City State Zip

For clarification of this offer, contact:

Name: Adrienne Z. Udarbe, MS, RDN

Phone No.: (480) 207 - 5955

Fax (480) 550 - 8806

Email: adrienneudarbe@pinnacleprevention.org

Adrienne Z. Udarbe
Signature of Authorized Person to Sign

Adrienne Z. Udarbe, MS, RDN
Printed Name

Director
Title

Proposal must be signed by a duly authorized officer(s) eligible to sign contract documents for the Contractor.

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ACCEPTANCE OF OFFER

(For Gila County use only)

The Offer is hereby Accepted:

The Contractor PINNACLE PREVENTION is now bound to provide the materials or services listed in RFP No.: 110615-1, including all terms and conditions, specifications, and amendments, and the contractor's offer as accepted by Gila County.

The contract shall henceforth be referenced to as **Contract No. 110615-1**. The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives written notice to proceed from Gila County.

IN WITNESS WHEREOF, three (3) identical counterparts of this contract, each of which shall include original signatures, and for all purposes shall be deemed an original thereof, have been duly executed by the parties hereinabove named, on this 1ST day of March, 2016.

GILA COUNTY BOARD OF SUPERVISORS:

Michael A. Pastor, Chairman BOS

ATTEST:

Marian Sheppard, Clerk of the Board of Supervisors

APPROVED AS TO FORM:

Jefferson R. Dalton, Deputy Gila County Attorney
Civil Bureau Chief
***for* Bradley D. Beauchamp, County Attorney**

CONTRACTOR:

Authorized Signature

Adrienne Z. Udarbe
Print Name

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Pinnacle Prevention
3100 West Ray Road, Suite 201
Chandler, AZ 85226
480.207.5955
www.pinnacleprevention.org

PINNACLE PREVENTION
Healthy people, healthy community.

February 1, 2016

Mrs. Jeannie Sgroi
Gila County Finance Department
Guerrero Complex
1400 East Ash Street
Globe, AZ 85501

Mrs. Jeannie Sgroi,

Pinnacle Prevention is pleased to submit the enclosed proposal for your consideration in response to the Request for Proposal (RFP) issued for *Supplemental Nutrition Assistance Program Education (SNAP-Ed) Support Services* (RFP No. 110615-1).

Pinnacle Prevention is an Arizona-based nonprofit 501(c)(3) public health consulting firm specializing in food systems and active living. Our firm includes a team of innovative Registered Dietitian Nutritionists (RDNs) and Researchers with over 10 years of experience in SNAP-Ed administration and administration of other United States Department of Agriculture (USDA) Nutrition programs.

Details of our unique qualifications specific to the needs identified in the scope of work are included in this proposal. Any questions regarding this proposal may be directed to Mrs. Adrienne Z. Udarbe, Pinnacle Prevention Director, who is available at (480) 207-5955 or at adrienneudarbe@pinnacleprevention.org.

Sincerely,

Adrienne Z. Udarbe

Adrienne Z. Udarbe, MS, RDN
Executive Director – Pinnacle Prevention

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Description of Organization

Pinnacle Prevention is an Arizona-based nonprofit 501(c)(3) public health consulting firm specializing in food systems and active living. The mission of Pinnacle Prevention is to inspire and advance opportunities for lifestyle-enriched living that promote healthy eating, active living, and the prevention of disease. Pinnacle Prevention's commitment to quality is guided by our mission-driven design including the following core values that are reflected in our approach: strategic, focused, meaningful, insightful, inspiring, engaging, and trustworthy. Pinnacle Prevention has over a decade of experience in public health, with extensive expertise in the administration of United States Department of Agriculture (USDA) nutrition programs, including the Supplemental Nutrition Assistance Program Nutrition Education and Obesity Prevention (SNAP-Ed) grant program. Our principal activities are driven by Policy, System, and Environmental (PSE) approaches and include: PSE planning and strategy implementation, public health assessments, facilitation and community engagement, strategic planning, and community health studies and research. Pinnacle Prevention offers extensive experience in the implementation of healthy eating and active living strategies in each of the SNAP-Ed strategy areas including food system environments, active living environments, and school-based and early care and education settings to meet the deliverables outlined in the Gila County Request for Proposal (RFP) for Supplemental Nutrition Assistance Program Education Support Services.

Pinnacle Prevention offers over a decade of experience in public health and health care systems at the federal, state, and local levels. Founded in 2014, Pinnacle Prevention

has already worked with over 20 state, county, city, and community-based agencies and organizations, including county public health departments, tribal partners, and health care systems. Our team is highly skilled in applying evidence-based approaches in the delivery of nutrition education and obesity prevention services, while remaining grounded in the understanding of the complexity of factors that influence behavior change. These attributes facilitate cooperation of, and valuable input from key community partners and the public in optimizing program outcomes. Our team has experience working with rural and tribal programs and partners and experience in working in Gila County communities. We are currently working with Gila County and community partners from Gila County communities to implement and facilitate the Gila County Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP). This has provided us with intimate knowledge of the health needs of Gila towns and cities and allowed us to establish strong relationships with stakeholders. We have a proven track record of effective and efficient project management and delivery. We offer a strong and experienced team of Registered Dietitians that are grounded in science and evaluation, but also understand the federal regulations and requirements expected in the delivery of SNAP-Ed services. Pinnacle Prevention is well-versed in the Dietary Guidelines for Americans, Physical Activity Guidelines for Americans, and Arizona Nutrition Network Policies and Procedures.

Examples of Similar Project Experience

Pinnacle Prevention is well versed in providing the support services necessary to implement SNAP-Ed in Gila County. Examples of similar project experience includes the following:

- **Arizona Department of Health Services (ADHS), Arizona Nutrition Network (AzNN)/SNAP-Ed:** Mrs. Udarbe and Mrs. Carlson both served as Managers in the implementation and evaluation of SNAP-Ed services across Arizona in their former roles with the ADHS. Responsibilities included operational oversight, budgeting, technical assistance, training, education, and social marketing.
- **Maricopa County Department of Public Health (MCDPH), Supplemental Nutrition Assistance Program Education (SNAP-Ed)/Arizona Nutrition Network Program Technical Assistance:** Pinnacle Prevention provided technical assistance to the MCDPH Office of Nutrition and Physical Activity SNAP-Ed program to develop and implement the SNAP-Ed plan and programmatic activities for food access, food security, active living, school health, and early childhood. This included leading efforts to support development, implementation, and evaluation of nutrition and physical activity policies and environments in SNAP-Ed service settings.
- **Michigan Department of Community Health, SNAP-Ed:** Mrs. O'Neill served as Manager with oversight of staff training on practice and evidence-based approaches for delivering nutrition education at points of access including farmers market and food pantries. Efforts also included leading a multi-year statewide collaboration to develop and pilot an innovative nutrition education

approach known as The Toolbox of Learning Experiences for Points of Access for SNAP-Ed partners.

- **Arizona Children's Healthy Lifestyle Partnership (AzCHLP) Coordination:** Pinnacle Prevention is currently serving as the backbone organization in the implementation of a collective impact plan addressing childhood obesity in Arizona with the AzCHLP coalition. This project has included coordinating and administering recurring stakeholder engagement sessions, establishing a common agenda, establishing shared measurements, and aligning mutually reinforcing activities around nutrition and physical activity interventions for children.

Additional program experiences and material development samples are available upon request.

Key Personnel Qualifications

Pinnacle Prevention prides itself on the exemplary qualifications of personnel that will be assigned to fulfilling program deliverables should we be awarded. Pinnacle Prevention will dedicate 1.0 FTE to this project across three (3) key project personnel with the following qualifications:

- **Adrienne Udarbe, MS, RDN**, Pinnacle Prevention Director, will serve as the Principal Registered Dietitian Nutrition (RDN) providing overall technical oversight ensuring that project deliverables are of high quality and completed on time and on budget. In her current role, Mrs. Udarbe oversees operations, technical assistance, assessment and planning, and research. Previously, Mrs. Udarbe served as the Community Programs Manager with the Arizona Department of Health Services (ADHS), with oversight of $20 million dollars in federal and state grants across eight different public health initiatives, including experience with USDA nutrition assistance programs and child nutrition programs. She has over 12 years of experience in planning, policy, evaluation, and community food systems and development working in government and nonprofit organizations targeting low-income households. Specific to the delivery of SNAP-Ed services in Gila County, Mrs. Udarbe's experience has included oversight and management of the Farmers Market Nutrition Program (FMNP) and implementation of the Special Supplemental Program for Women, Infants, and Children (WIC) Cash Value Vouchers (CVV) at farmers markets. She also has extensive experience in informing legislative policy to best support healthy food systems and healthy community design. Mrs. Udarbe brings to this project

more than five (5) years of experience in the administration and implementation of SNAP-Ed services. She has a proven track record of successfully translating evidence-based behavior change theories and practices into influential initiatives and lead efforts to integrate PSE approaches into SNAP-Ed program delivery in her former role with ADHS. She has also served as a contributing subject matter expert on the publication: A Practitioners Guide for Advancing Health Equity – Community Strategies for Preventing Chronic Disease (Health Equity Guide) from the Centers for Disease Control and Prevention (CDC), author of *Standards of Practice and Standards of Professional Performance for Registered Dietitian Nutritionists (Competent, Proficient, and Expert) in Public Health and Community Nutrition*, and serves as adjunct faculty with Chandler Gilbert Community College (CGCC) in the instruction and education of fundamentals of human nutrition. 50% of Mrs. Udarbe's time will be dedicated to the implementation of this project.

- **Kathleen Carlson, MScA, RDN**, Pinnacle Prevention Project Manager and Evaluator, will serve as the Co-Principal RDN for this project. In her current role, Ms. Carlson oversees administration of healthy eating and active living programming, assessment, and evaluation. She supports efforts to implement evidence-based strategies and best practices; gathers data and insights to inform ongoing quality improvement; facilitates the exchange of information, best practices and successes among partners; provides technical assistance for policy, system, and environmental (PSE) strategies for prevention efforts; and, provides general program evaluation and reporting. Previous to her role with Pinnacle Prevention, Ms. Carlson served as an Evaluator on the Research and

Evaluation team within the Arizona Department of Health Services Bureau of Nutrition and Physical Activity. This included expertise in evaluation services specific to nutrition and physical activity among low income populations. In her former role she was responsible for the development of the evaluation plan for SNAP-Ed at the state level and also served as a contributor in the development of the USDA Western Region's SNAP-Ed Evaluation Framework. 25% of Mrs. Carlson's time will be dedicated to the implementation of this project.

- **Kate Nault O'Neill, MS,** Pinnacle Prevention Project Manager, will serve as the Co-Principal for this project. Mrs. O'Neill oversees project management for all food systems and community health efforts. She supports efforts in assessment, facilitates community engagement, and provides technical assistance in food systems PSE implementation with urban and rural community partners. Previous to her role with Pinnacle Prevention, Mrs. O'Neill had nearly 10 years of experience in food systems from managing farmers markets, to administering food systems assessments, and managing SNAP-Ed programing with the Michigan Department of Community Health. Mrs. O'Neill is a Social Scientist with a Master of Science in Community, Agriculture, Recreation and Resource Studies and specializes in Community Food and Agricultural Systems; Education and Civic Engagement. She is also author of the following publications: *Growing Youth Food Citizens; Engaging Youth in Food Environments research: The Role of Participation; and Critical Food Issues: Problems and State-of-Art Solutions Worldwide*. 25% of Mrs. O'Neill's time will be dedicated to the implementation of this project.

All project staff will be responsible for the delivery of nutrition education to community partners across Gila County and the implementation of PSE strategies in alignment with the Gila County SNAP-Ed work plan. Pinnacle Prevention proposes monthly recurring nutrition education sessions to meet direct education requirements as follows:

Service Setting	Session Frequency
Tribal Partners	1 Day/Month
School/ECE Partners	2 Days/Month • 1 Day for Payson Area Schools • 1 Day for Globe Area Schools
Food System Partners	2 Days/Month During Farmers Market Season • 1 Day for Payson Area Markets • 1 Day for Globe Area Markets
Other Community Partners	By request in alignment with community events

It is forecasted that direct nutrition education will comprise approximately 25% of staff project time. The remaining 75% of staff time will be collaborating with Gila County SNAP-Ed staff for the provision of indirect and management SNAP-Ed services. This will include technical assistance in project and partner coordination, development of nutrition education and marketing materials, evaluation, and reporting. Pinnacle Prevention will remain flexible in program delivery as required by the grant.

Budget

In alignment with fair market rates and based upon experience and education, Pinnacle Prevention proposes the following annual budget to accomplish the grant requirements and deliverables:

Budget Category	Budget Description	Annual Expenses
Personnel Costs/Salary	1.0 FTE	$60,000.00
Fringe Benefits	25% of Salary	$15,000.00
Contracts, Grants, and Agreements	Social Marketing Contracts as Needed	$5,500.00
Non-Capital Equipment/Supplies	In-Kind	$0
Materials	In-Kind	$0
Travel (In-State)	In state travel (mileage only) required to implement SNAP-Ed strategies across Gila County. Mileage @ $0.54 per mile x 8,325 miles = $4,495.50	$4,495.50
Building Space	In-Kind	$0
Maintenance	In-Kind	$0
Equipment and Other Capital	NA	$0
Indirect Costs	Waived – In-Kind	$0
Total Expenses		**$84,995.50**

Any additional hours beyond the outlined projections for additional tasks that may become necessary during the course of the annual grant project period will be billed at the fixed hourly pricing of $60.00/hour. Forecasted projections are subject to change. The formulation utilized to derive the hourly rate is inclusive of labor, ERE, insurance, and overhead. As a nonprofit firm, Pinnacle Prevention does not factor in profit margins. The proposed budget is flexible based upon the availability of funding.

Resumes

Adrienne Z. Udarbe, MS, RDN

1465 E. Tierra St. Gilbert, AZ 85297
adrienneudarbe@pinnacleprevention.org
(480) 415-4563

Profile

Proven nutrition leader with over ten years of experience in professional practice in multiple public sector settings including government public health and nonprofit agencies. Expertise in administration of complex state and federal grants and programs. Proven leadership in facilitating teamwork and innovative policy, system, and environmental strategies across prevention initiatives. Skilled in budget management of approximately $20 million of grant funding across multiple funding streams as well as staff training and development. Excels in community collaboration to advance nutrition and physical activity services in community settings with a focus on pediatric and early childhood strategies. Outstanding ability to communicate to both professional and lay stakeholders and target audience.

Professional Experience

Pinnacle Prevention – Chandler, AZ (December 2013 - Present)

Executive Director

- Nonprofit leadership dedicated to moving the organization towards established vision and mission while overseeing the day to day operations
- Develops, implements, and coordinates strategic plans and evaluation plans
- Develops budget and personnel planning and projections
- Oversight of community outreach, development, grant applications, and contracts
- Coordinates development of contract proposals and grant submissions
- Provides consultation, training, and technical assistance to community and public health partners
- Maintains and communicates knowledge of federal and state political environments impacting healthy eating and active living with emphasis on early childhood health initiatives
- Serves as subject matter expert for community partners in nutrition, physical activity, breastfeeding, and obesity prevention
- Grant development and partner collaborations

Chandler Gilbert Community College – Gilbert, AZ (August 2014 - Present)

Adjunct Nutrition Teaching Faculty

- Instructor of Fundamentals of Human Nutrition Course
- Advise allied health students on evidence-based nutrition care
- Develop and implement online instruction modules

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Arizona Department of Health Services – Phoenix, AZ (January 2008 – December 2013)

Community Programs Manager

- Serves as program manager over Arizona Nutrition Network (SNAP-Ed); Women, Infants, and Children (WIC) high risk and special needs and obesity prevention; Farmers Market Nutrition Program (FMNP); Breastfeeding Programs; Empower – Early Care and Education Child Care Programs; Health Impact Assessments (HIA); Healthy Community Design; School Health Initiatives; and Folic Acid Program with a combined budget of over $20 million in state and federal grants
- Interprets federal regulations for grant oversight and management
- Develops, implements, and coordinates program strategic planning and evaluation efforts
- Develops and implements program policies and procedures consistent with department strategies
- Oversight of public health policy initiatives and implementation of innovative approaches in community nutrition services, including policy, system, and environmental change strategies
- Coordinates population-based preventative care with healthcare providers and AHCCCS coordinators
- Provides training and technical assistance in response to bureau initiatives and strategic planning
- Provides subject matter expertise on community advisory panels and boards
- Provides nutrition and physical activity trainings in alignment with the social ecological model to various community nutrition groups

Arizona WIC Public Health Nutrition Consultant (August 2006 - January 2008)

- Serves as a program nutrition consultant to Arizona WIC Local Agencies with a budget of over $11 million to ensure contract compliance with both state and federal regulations
- Writes parts of State Plan and policy and procedure manual
- Plans and develops the RFP for Statewide Training to implement and comply with federal requirements for Value Enhanced Nutrition Assessment
- Advises and provides technical assistance to local agencies in budgeting, program implementation, evidence-based nutrition and breastfeeding practices, and interprets federal rules and regulations
- Participates and coordinates with internal and external partners in public health nutrition programs
- Develops nutrition assessment and training materials for local agency staff

Sun Valley Home Care and Hospice – Mesa, AZ (November 2006 – December 2013)

Clinical Dietitian

- Dietetic Consultant for home health/hospice patients
- Dietary assessment and coordination of nutrition care plans
- Nutrition support, monitoring, and advising
- Patient nutrition education development
- Federal compliance and monitoring of nutrition services

American Red Cross – San Diego, CA (January 2004 – August 2006)

WIC Site Supervisor/Registered Dietitian

- Dietitian and Site Supervisor for WIC agency with a participant caseload of 30,000
- Motivational counseling and community education in all aspects of nutrition
- Write and facilitate breastfeeding support classes/individual breastfeeding education
- Facilitate and teach maternal/pediatric nutrition education classes
- Individual nutrition education counseling for high risk low income populations
- Mentoring; training; community outreach

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Canyon Ranch SpaClub – Las Vegas, NV (May 1999 – January 2004)

Spa Wellness and Guest Services Supervisor

- Honors ~ "Above and Beyond Staff Member"
- Managed guest and staff relations including team building and training development of team of 60
- Customer conflict resolution and problem solving
- Budgeting and financial management

National Professional Presentations

- USDA Food and Nutrition Services Nutrition Symposium, 2013
- National Association for Family Child Care Annual Conference, 2013
- Weight of the Nation, Washington DC 2012
- Association of Maternal and Child Health Programs, Washington DC 2012
- National Initiative for Children's Healthcare Quality (NICHQ) Collaborate for Healthy Weight, 2012
- Center for Disease Control, Communities Putting Prevention to Work, Atlanta, GA 2011

(Numerous local and state-based presentations available upon request)

Media Experience

- Television: Recurring Featured Health Expert on Channel3TV – AZ Family – Good Morning Arizona, Your Life A to Z; Channel 12 AZ Central News – AZ Midday; ABC15 Arizona – Sonoran Living
- Newspaper: Featured with The Arizona Republic; Cronkite News; Washington Post
- Radio: Featured Subject Matter Expert with KTAR Arizona News Talk; KJZZ Phoenix Public Radio
- Video: CDC Childhood Obesity PSA Video; ADHS School Health Advisory Council PSA; ADHS Farmers' Market Promotion Video

Awards and Recognitions

- Excellence in Practice, Association of State and Territorial Public Health Nutritionists, 2013
- Emerging Dietetics Leader, Academy of Nutrition and Dietetics, 2012
- The White House, *Let's Move!* Recognition Award, May 2012

Education

Master of Science, Nutrition and Dietetics

- Central Michigan University, Mt. Pleasant, MI

Bachelor of Science, Nutrition Science

- University of Nevada Las Vegas, Las Vegas, NV

Credentials

RDN, *Registered Dietitian Nutritionist*

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Publications

Academy of Nutrition and Dietetics: Standards of Practice and Standards of Professional Performance for Registered Dietitian Nutritionists (Competent, Proficient, and Expert) in Public Health and Community Nutrition. Meg Bruening, PhD, MPH, RD; Adrienne Z. Udarbe, MS, RDN; Elizabeth Yakes Jimenez, PhD, RD; Phyllis Stell Crowley, MS, RD, IBCLC; Doris C. Fredericks, MEd, RD, FADA; Leigh Ann Edwards Hall, MPH, RD. *J Acad Nutr Diet. 2015;115:1699-1709.*

Contributing Subject Matter Expert to the Centers for Disease Control and Prevention (CDC) - *A Practitioners Guide for Advancing Health Equity – Community Strategies for Preventing Chronic Disease (Health Equity Guide)*

Professional Memberships

- American Public Health Association
- Arizona Public Health Association
- Academy of Nutrition and Dietetics (AND) Member
  - Public Health Nutrition Dietetics Practice Group (DPG)
  - Hunger and Environmental Nutrition (HEN) Dietetics Practice Group (DPG)
- Arizona Academy of Nutrition and Dietetics (AZ-AND) Member, Public Policy Coordinator
- Local First Arizona
- Urban Land Institute

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KATHLEEN CARLSON

3100 West Ray Rd, Suite 201 ◆ Chandler, AZ 85226 ◆ (480) 495-3208 ◆ kathleencarlson@pinnacleprevention.org

SUMMARY

- Strong work ethic with excellent leadership, oral and written communication, and problem solving skills. Thorough knowledge of both public health services and data evaluation with a passion for working in communities towards increasing healthy eating and active living.

PROFESSIONAL EXPERIENCE

PINNACLE PREVENTION — Chandler, AZ
Healthy people, healthy communities.

Project Manager and Evaluator, February 2015 to Present

Provides project management and evaluation expertise in the administration of healthy eating and active living programming, assessment and evaluation.

Key Responsibilities:

- Coordinates children and youth health coalition and collective impact across the state of Arizona with stakeholders that includes public/private partnerships.
- Oversees evaluation of various projects, providing guidance to implementing evidence based practices and informing ongoing quality improvement through emerging evidence and data.
- Utilizes over 5 years of experience with statistical software packages, such as SPSS and STATA along with 10 years of experience training and working in the field of nutrition and health to analyze and evaluate data available from various sources such as the American Community Survey and the Behavior Risk Factor Surveillance System.

ARIZONA DEPARTMENT OF HEALTH SERVICES,
BUREAU OF NUTRITION AND PHYSICAL ACTIVITY (BNPA) — Phoenix, AZ
Working towards improving leadership for a healthy Arizona.

Evaluator Nutritionist, February 2012 to December 2014

Provided statistical, evaluation and epidemiology services for BNPA. Worked with the Research and Development team towards evaluating and developing nutrition and breastfeeding interventions for the WIC and SNAP eligible populations of Arizona and evaluating the Public Health in Action 1305 CDC Grant.

Key Responsibilities:

- Utilized 5 years experience with statistical software packages, such as SPSS and STATA along with 10 years of experience training and working in the field of nutrition and health to analyze and evaluate data available from various sources such as the AIM/HANDS Oracle Database for the WIC Program, The American Community Survey and the Behavior Risk Factor Surveillance System.
- Developed and implemented an Evaluation Framework for the Arizona Nutrition Network (SNAP-Ed) that aligns with the Western Region's SNAP-Ed Evaluation Framework and is utilized by all Arizona partners that provide SNAP-Ed services.
- Worked on the development of an Arizona evaluation plan and monitored performance measures for an integrated CDC grant focusing on state public health actions to prevent and control diabetes, heart disease, obesity and associated risk factors and promote school health.
- Used WIC data to perform a thorough quality control check of a large data set to be sent to the USDA for nationwide comparisons.
- Completed a thorough analysis and summary of breastfeeding data in the WIC population to be used for planning new programming and decisions regarding distribution of future funding.
- Worked on the development of a Bureau wide evaluation plan in line with the ADHS strategic plan.
- Worked on a monitoring plan for statewide health indicators through the transition to state level monitoring as the PedNSS-PNSS surveillance systems was discontinued at the national level.

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PROFESSIONAL EXPERIENCE *(CONTINUED)*

CRABTREE CORNER: FOOD FUN AND FACTS — Vancouver, BC Canada
Providing support to women and families living in extreme poverty

Volunteer Program, May 2008 to July 2010

Worked with a team of nutrition graduates to develop and coordinate a nutrition workshop for low-income mothers. Provided a nutrition class once a week, a healthy meal shared with the group and a bag with the meal's ingredients to send home with participants to share with their families.

PROVIDENCE HEALTHCARE RESEARCH INSTITUTE
DEPARTMENT OF NEPHROLOGY — Vancouver, BC Canada
Providing clinical research design and implementation to the Nephrology department in Providence Healthcare.

Research Coordinator, May 2008 to July 2010

Promoted from Research Assistant position to oversee the administration of a Canada wide, 25-site observational study that recruited over 2500 subjects for 5 years of follow-up.

Key Responsibilities:

- Was the initial contact for all site coordinators with questions and concerns about study start up and follow-up.
- Managed the 25 hospital sites for the study during start-up and for the first year of study, including budgeting, training and adapting study protocol for each site.
- Provided data collection support to each site to ensure that all data was collected as per the study protocol and that study samples were handled and sent to storage and for testing as per study protocol.
- Acted as a liaison between study staff and the steering committee helping to ensure that protocol design was practical and met the goals of the principal investigator.

Research Assistant, Sept 2003 to May 2008

Completed research assistant duties to the Nephrology research team. Worked on numerous studies and projects at one time providing assistance to the research coordinators and office organization duties.

EDUCATION & CERTIFICATIONS

MCGILL UNIVERSITY — Montreal, QC Canada
Graduate Diploma in Dietetics (Dietetics Internship), 2011

Coursework included internship placements with in management, clinical and community settings. During management placements, managed numerous hospital audits and developed a practice standard and evaluation plan at McGill University Health Center for allergen management. Monitored and evaluated the food service system in place at a remote mining camp providing a thorough report that outlined the current state of food service and a step by step improvement strategy. The Community placement was with the ADHS-BNPA. Managed two research projects, both qualitative and quantitative, including research design, data collection, analysis, interpretation and reporting.

MCGILL UNIVERSITY — Montreal, QC Canada
Masters of Science Applied (MScA) in Dietetics and Human Nutrition, 2011

Coursework included research, clinical, community and management nutrition. Management nutrition coursework included project management, communications, organizational behavior, social psychology and public health. Research coursework included research methods which was a thorough study of qualitative and quantitative research design, sampling design, and data collection design for various methods including questionnaire deign. Research coursework also included graduate level statistics and a master's project that consisted on questionnaire design and completed using Survey Monkey, followed by analysis, interpretation and presentation.

UNIVERSITY OF BRITISH COLUMBIA — Vancouver, BC Canada
Bachelors of Science (BSc) in Food Science and Nutritional Science, 2008

Coursework included nutritional science and food science courses and undergraduate level economics and statistics.

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Kate Nault O'Neill

kateoneill@pinnacleprevention | 480-207-5955 | 3100 West Ray Road, Suite 201 Chandler, AZ

Education

Michigan State University — **05/2010**
Master of Science in Community, Agriculture, Recreation and Resource Studies
Thematic Areas: Community Food and Agricultural Systems; Education and Civic Engagement

Michigan State University Extension — **10/2007**
Certificate of Achievement: LeadNet Facilitators Excellence

Michigan State University — **12/2005**
Bachelor of Arts in Anthropology

Professional Experience

Project Manager — **10/2015-Present**
Pinnacle Prevention, Chandler, AZ.

- Provide project management and support for all food systems and community health efforts including community engagement and technical assistance in healthy food systems change strategies.

Independent Consultant — **11/2014-08/2015**
Subcontract with Michigan Public Health Institute, Okemos, MI.

- Collaborated with Michigan Department of Health and Human Services Nutrition, Physical Activity and Obesity Program staff to train Michigan State University Extension SNAP-Ed partners on practice and evidence-based approaches for delivering nutrition education at points of access including farmers market and food pantries.

Public Health Consultant — **02/2011-10/2014**
Michigan Public Health Institute affiliate with the Michigan Department of Community Health, Lansing, MI.

- Provided management to the Local Health Department SNAP-Ed Project, a multi-year statewide collaboration to develop and pilot an innovative nutrition education approach known as The Toolbox of Learning Experiences for Points of Access.

Residential Technician — **08/2001-08/2007 and 06/2009-02/2011**
Community Services for the Developmentally Disabled, Community Mental Health Authority-Clinton, Eaton and Ingham Counties,
Lansing, MI.

- Improved the diet-related health of residents by transforming household food practices, particularly through the inclusion of residents in all aspects of meal planning, shopping, and preparation.

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Independent Contractor **02/2010-01/2011**
Lansing, MI.
- Completed phase one of a Jackson County Community Food Assessment including the results and recommendations from a stakeholder analysis.

Research Assistant **08/2007-08/2009**
Department of Community, Agriculture, Recreation and Resource Studies at Michigan State University, East Lansing MI.
- Worked with faculty across diverse disciplines to conduct multiple community food assessment activities in Saginaw, MI, Flint and Genesee County, MI including the facilitation of focus groups and community forums.

Allen Street Farmers Market Manager **07/2006-09/2007**
Allen Neighborhood Center, Lansing, MI.
- Created and facilitated an advisory committee comprised of diverse market stakeholders to draft and implement new policies and procedures, including food assistance benefit and cash redemption systems.

Publications

Wright, W., & Nault, K. (2013) Growing Youth Food Citizens. *Journal of Extension*. Vol. 51(3) (No. 3IAW2)

Nault, K., Fitzpatrick, M., & Howard P. (2010). Engaging youth in food environments research: the role of participation. *Journal of Hunger and Environmental Nutrition*. Vol. 5(2). 170-190

Bingen, J., Colasanti, K., Fitzpatrick, M., & Nault, K. (2009). Urban Agriculture. In L. E. Phoenix (Ed.) *Critical food issues: problems and state-of-art solutions worldwide* (pp. 109-122). Santa Barbara: Praeger

Selected Memberships

Michigan Good Food Fund Task Force 07/2014-10/2014
Program Guidelines Committee Member

ICC Michigan Food Policy Council 11/2012-10/2014
Food Access Task Force Member

Healthy Kids, Healthy Michigan Coalition 04/2012-10/2014
Food Access - Community Policy Action Team Member

Michigan Farmers Market Association 04/2010-02/2011
Founding Member and Co-chair of the Community Outreach Task Force

Power of We Consortium Facilitators Guild 04/2009-12/2013
Ingham County, MI

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Appendices/Required Forms

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