



## Request for Proposals

### Oklahoma Farm Bureau, INC.

Oklahoma Agriculture & Rural Management Company, LLC

*Scope of Work in Partnership with Numerous Rural Entrepreneurship Resource Providers Across the State of Oklahoma*

**Submissions Open:** October 22, 2024

**Submissions Close:** November 8, 2024

**Notification of Selection:** November 15, 2024

**Contract Period:** November 22, 2024 through March 28, 2025\*

*\*November through January for scale up efforts, February and March for implementation*

### DISCLOSURE:

The selected bidder will enter into a contract with Oklahoma Agriculture & Rural Management Company LLC. Oklahoma Agriculture & Rural Management Company LLC is a secondary subrecipient of the OCAST Rural Technical Assistance Program. This program is funded through the American Rescue Plan Act (ARPA) of 2021 – Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) as a subaward contract between Oklahoma Center for the Advancement of Science and Technology (OCAST) and Oklahoma Agriculture & Rural Management Company LLC.

### Federal Compliance Note:

All activities must adhere to requirements set forth in 2 CFR 200, specifically:

2 CFR 200.331 (Subrecipient and contractor determinations)

2 CFR 200.332 (Requirements for pass-through entities)

### Overview of OCAST Rural Technical Assistance Program Contract

**“Section 1.1. Parties.** *The parties to this contract are Oklahoma Center for the Advancement of Science and Technology (“OCAST”), a political subdivision of The State of Oklahoma, (the “State”) and Oklahoma Agriculture & Rural Management Company LLC (“Secondary Subrecipient”).*

**Section 1.3. Roles.** *For the purposes of the Contract, OCAST as Subrecipient serves as a pass-through entity for the American Rescue Plan Act of 2021 Coronavirus State and Local Fiscal Recovery (ARP/CSLFRF) funds from the U.S. Department of Treasury and the Secondary Subrecipient agrees to meet the requirements found in Sections 2 CFR 200.331 and 200.332 as a Secondary Subrecipient.*

*On behalf of the State of Oklahoma, the Legislature is the pass-through entity as defined by 62 O.S. 255.1 and requires Office of Management and Enterprise Services (“OMES”) serves as the prime recipient and pass-through entity to OCAST as the subrecipient as described in Exhibit A (Exhibit A*



*resides in contract and is not in reference to any exhibits or attachments provided in this RFP), administer ARP/CSLFRF funds as determined by the Legislature and execute grant agreements in accordance with State and Federal laws and guidelines.”*

## Instructions for Submission

### 1. Responding Bidder Information.

Responding bidder is to complete the Responding Bidder Information page, provided on the page following.

### 2. Program Scope and Budget Proposal: Provide a detailed document outlining:

- The intake process for new founders.
- Curriculum for a one-hour remote onboarding class.
- Curriculum for the main program (six-hour duration).
- A budget plan and use of funds per conference (not exceeding \$25,000 per event).

See Attachment A for additional information.

### 3. Submission Format.

Submit all documents as a single PDF file to [amarie.bartel@okfb.org](mailto:amarie.bartel@okfb.org) no later than November 8, 2024 at 5:00 p.m.

Ensure the submission includes:

- Responding Bidder Information page with signatures.
- The proposed scope of program and curriculum.
- Budget and use of funds.
- Past performance and references.
- Proposed timeline.

### 4. Evaluation Criteria and Scoring System

Proposals will be evaluated based on the following criteria:

- Experience and Qualifications (30 points): Demonstrated experience in rural entrepreneurship and business acceleration programs.
- Program Design and Curriculum (40 points): The quality and relevance of the intake process, curriculum design, and implementation plan.
- Budget and Cost-Effectiveness (20 points): A detailed budget that aligns with the program scope and demonstrates efficient use of funds.
- Compliance with Federal and State Regulations (10 points): Ability to meet ARPA and 2 CFR 200 requirements, including risk management, monitoring, and reporting.

### 5. Bidder's Past Performance and References

To evaluate the experience and reliability of the bidder, each proposal must include information on past performance. This information will help assess the bidder's ability to successfully deliver the proposed services and meet program objectives.

1. Past Performance Overview:

The bidder must provide a summary of at least three similar projects completed within the past five years. Each summary should include:

- a. Project Name: The title of the project or program.
- b. Client/Organization: The name of the client or organization for whom the services were provided.
- c. Project Description: A brief description of the scope of services, activities conducted, and goals achieved.
- d. Project Outcome: The results achieved, including any measurable impacts or outcomes, and whether the project was completed on time and within budget.

2. References:

- a. For each project listed, provide a reference who can verify the bidder's performance. Include:
  - b. Name: The reference's name.
  - c. Title: The reference's professional title.
  - d. Organization: The organization where the reference is employed.
  - e. Contact Information: An email address and phone number where the reference can be reached.

3. Additional Considerations:

- a. Bidders are encouraged to include information on any awards, recognitions, or other forms of positive feedback received for similar projects.
- b. If applicable, highlight any experience working with rural communities, business accelerators, or similar programmatic activities.

## 6. Proposal Timeline and Milestone Requirements

The proposal must include a timeline that aligns with the contract period, detailing key milestones such as:

- Initial intake and onboarding setup by November 29, 2024.
- Development of the curriculum and conference promotion plan by January 10, 2025.
- Execution of all conferences and final reporting by March 31, 2025.



**Responding Bidder Information**

**1. Bidder General Information:**

FEI / SSN: \_\_\_\_\_

Company Name: \_\_\_\_\_

**2. Bidder Contact Information:**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

**3. Conflict of Interest:**

**Please disclose any conflict of interest associated with the Oklahoma Center for the Advancement of Science and Technology, Oklahoma Farm Bureau INC., or Oklahoma Agriculture & Rural Management Company LLC.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURES**

***While this is not a contract with the state of Oklahoma or any state agencies, Oklahoma Agriculture & Rural Management Company requests all responding bidders comply with state certification requirements. Because of such, the following is required:***

**Certification for Competitive Bid and/or Contract (Non-Collusion Certification)**

**SECTION I [74 O.S. § 85.22]:**

A. For purposes of competitive bid or contract executed by the state for an acquisition in excess of the fair and reasonable acquisition threshold amount, I certify:

1. I am the duly authorized agent of the above named supplier or bidder, for the purpose of certifying the facts pertaining to the existence of collusion among and between bidders and suppliers and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in connection with the prospective acquisition;

2. I am fully aware of the facts and circumstances surrounding the acquisition or making of the bid to which this statement relates and have been personally and directly involved in the events leading to the acquisition or submission of such bid; and



3. Neither the business entity that I represent in this certification nor anyone subject to the business entity's direction or control has been a party:
- a. to any collusion among bidders or suppliers in restraint of freedom of competition by agreement to bid or contract at a fixed price or to refrain from bidding or contracting,
  - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
  - c. to any discussions between bidders or suppliers and any state official concerning exchange of money or other thing of value for special consideration in connection with the prospective contract.

B. I certify, if awarded the contract, whether competitively bid or not, neither the business entity I represent nor anyone subject to the business entity's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of this state any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement relates.

**SECTION II [74 O.S. § 85.42]:**

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

**SECTION III [74 O.S. § 582]:**

For the purpose of a contract for goods or services, the supplier also certifies it is not currently engaged in a boycott of goods or services from Israel that constitutes an integral part of business conducted or sought to be conducted with the state.

**SECTION IV [74 O.S. § 12005]:**

For the purpose of a contract for goods or services, the supplier also certifies it is not currently engaged in a boycott of energy companies and will not boycott energy companies during the term of the contract.

**SECTION V DEBARMENT, SUSPENSION OR OTHER RESPONSIBILITY MATTERS:**

For the purpose of a contract for goods or services, the supplier certifies any debarment, suspension, indictments, convictions, civil judgments and terminated public contracts have been disclosed to the State Purchasing Director.

The undersigned, duly authorized agent for the above named bidder or supplier, by signing below acknowledges this certification statement is executed for the purposes of:

\_\_\_ the competitive bid attached herewith and contract, if awarded to said supplier;

**OR**

\_\_\_ the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

\_\_\_\_\_  
**Supplier Authorized Signature**

\_\_\_\_\_  
**Name Printed**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Certified to This Date**



## Attachment A

### 1.1 Project Overview.

Oklahoma Farm Bureau is seeking vendors to participate in rural resource conferences, hosted in collaboration with rural entrepreneurship resource providers across the state of Oklahoma. The Rural Ecosystem Builders coalition plans to host four regional conferences in Northeast, Northwest, Southeast and Southwest Oklahoma in February and March 2025. Each conference will take place on a separate date in quadrants of the state throughout the months of February and March.

These events are intended to promote the resources available to rural entrepreneurs in Oklahoma and to offer continuing education opportunities for all individuals engaged in rural entrepreneurship. Additionally, the events will be opportunities to spur ideation into startup creation by way of a one-day idea accelerator guiding founders from an idea to a business plan ready to be acted upon. Through the condensed idea accelerator, new small businesses will be planted throughout rural Oklahoma by way of the regional rural conferences.

### 1.2 Calendar of Events.

- A. Southeast Oklahoma: February 14
- B. Southwest Oklahoma: February 28
- C. Northeast Oklahoma: March 14
- D. Northwest Oklahoma: March 31

### 1.3 Scope of Work for Vendor.

- A. Develop and implement an intake process for potential new founders with ideas who desire to participate in one-day idea accelerator.
- B. Assist Oklahoma Farm Bureau and rural ecosystem builders in promoting one-day idea accelerator.
- C. Offer remote onboarding opportunity to orient potential new founders in advance to conferences.
- D. Offer curriculum for idea-stage founders at four regional conferences in Northeast, Northwest, Southeast and Southwest Oklahoma in February & March 2025

### 1.4 Desired Outcome from One-Day Idea Accelerator Curriculum.

- A. The closing general session of each regional rural resource conference will be a pitch competition, in which the participants who desire to move their idea forward can pitch their idea on stage to the attendees.
- B. Any founder who participates in the pitch competition will be eligible to receive a to-be-determined prize.
- C. A panel of judges will select an "Idea Champion" at each conference.



- D. The Idea Champion will be invited to a grand championship event in November 2025, where a statewide champion will be chosen.

**1.5 Proposal Should Include.**

- A. Intended intake process planned to be implemented for potential new founders;
- B. Curriculum to be offered at one-hour remote onboarding class;
- C. Curriculum to be offered within a six-hour timeframe;
- D. Budget and use of funds per conference (not to exceed \$25,000 per conference).





## **Attachment B**

### ***If Awarded:***

#### **1.1 Compensation for Work.**

Vendors may invoice for services rendered after the final March 31 conference. Invoices should be submitted to [amarie.bartel@okfb.org](mailto:amarie.bartel@okfb.org) for payment of services. Oklahoma Farm Bureau will respond with compensation no later than 30 days after receipt of invoice.

#### **1.2 Contract Award.**

The selected bidder will enter into contract with Oklahoma Agriculture & Rural Management Company LLC. The contract will comply with all applicable state and federal regulations, including ARPA guidelines under 2 CFR 200, ensuring proper management and monitoring of federal funds.