

# DEPARTMENT OF AGRICULTURE AND MARKETS REQUEST FOR PROPOSALS

for State Assistance Payments for

## Johne's Disease Control on Farms enrolled in the New York State Cattle Health Assurance Program

### INTRODUCTION

The New York State Department of Agriculture and Markets invites farm operators that are participants in the New York State Cattle Health Assurance Program (NYSCHAP) to submit proposals for implementing strategies to control Johne's Disease on their farm. Proposals should conform to the format and content specified in this Request for Proposals (RFP).

Proposals **MUST BE RECEIVED** by the Department's Division of Fiscal Management by 5:00 p.m. EST on Tuesday, **April 6, 2004**. Applicants, not delivery services or other intermediaries, are responsible for the timely submission of proposals.

Faxed and e-mailed proposals will not be accepted. Proposals delivered after the scheduled date and time will be returned to applicants and not considered for funding. Envelopes should be clearly marked: "RFP - NYSCHAP."

Four (4) copies of each proposal should be submitted to:

Lucy Roberson, Director  
Division of Fiscal Management  
NYS Department of Agriculture and Markets  
10B Airline Drive  
Albany, New York 12235

Proposals may be hand delivered to the receptionist at the Department's Offices at 10B Airline Drive, Albany, NY.

## **BACKGROUND AND PURPOSE**

NYSCHAP is an integrated herd management approach to the detection, control and eradication of diseases within the herd. This voluntary program is built around a flexible core module composed of management procedures, informed culling decisions and diagnostic surveillance. The Johne's Disease Module builds upon the core module by developing a herd plan that focuses specifically on the control and prevention of Johne's Disease.

The United States Department of Agriculture, Animal and Plant Health Inspection Service has made funds available to the Department for activities which will reduce the spread of Johne's Disease on dairy and beef farms in New York State. The Department has reserved \$500,000 to fund a competitive grant program to assist farmers participating in NYSCHAP with adopting management practices to control the spread of Johne's Disease.

## **ELIGIBILITY**

### **Applicant Eligibility**

Only proposals from participants in NYSCHAP will be considered for funding. Applicants must have completed an original herd plan or an annual review within 14 months prior to the deadline for submission of proposals. Government entities and not-for-profit corporations are not eligible.

If a potential applicant has questions concerning eligibility for participation in NYSCHAP or for more information on enrolling in NYSCHAP please contact Kathy Kaufman at (607)253-3910 or [kdf2@cornell.edu](mailto:kdf2@cornell.edu).

### **Project Eligibility**

Proposed projects must address some or all of the Johne's Disease control needs identified by the farm's NYSCHAP Herd Plan. The project should facilitate a long-term (multi-year) improvement in management which will result in better Johne's Disease control by addressing one or more of the goals set in the farm's NYSCHAP herd plan.

### **Eligible Costs for Grant Funding**

Total grant funding for any individual farm shall not exceed \$4,000. Grant funding is available for the purchase of equipment and materials directly associated with the implementation of the project. Grant funding cannot be used for any construction, salaries and wages, fringe benefits, contractual services, short term supplies (e.g. milk replacer) or for overhead and indirect costs (e.g. rent, insurance, utilities, business expenses, and communication). The Department reserves the right to determine what costs shall be considered indirect and overhead expenses.

Examples of eligible equipment purchases are:

- A pasteurizer to pasteurize waste milk fed to calves
- A freezer and a hot water bath to freeze and thaw colostrum from Johne's negative dams
- Feed and manure handling equipment to minimize cross contamination of feed and calving pens with Johne's disease organisms
- Gates to segregate cows at calving
- Portable calf hutches to isolate calves from cows
- A calf cart to move new born calves away from the calving area
- High temperature/high pressure sprayer to clean calving, calf rearing and other sensitive areas
- Head catches to help with Johne's Disease testing

Equipment purchases are not limited to this listing. These are meant to be examples only. A project may involve more than one equipment purchase.

### **Eligible Costs for Match**

Applicants must provide a match equal to at least 25% of the total cost of the project. Such match may include both cash and in-kind resources directly associated with implementation of the project. Personal service costs incurred by the sponsor, which are directly related to the project, may be used as a match. Matching funds may not include funds the applicant receives from other state sources, overhead or indirect costs. Project costs incurred by the applicant prior to the announcement of awards may not be used as a match. Examples follow. In examples A, C, and E, the grant is limited to 75% of the total costs of the projects for each farm. In examples B, C, and D, costs are limited to a total of \$4,000 per farm.

	Total Project Cost	Farmer's match	% Paid by farm	Amount of Department Grant
Farm A	\$4,000	\$1,000	25%	\$3,000
Farm B	\$10,000	\$6,000	60%	\$4,000
Farm C	\$5,333	\$1,333	25%	\$4,000
Farm D (2 Projects)	\$3,000	\$1,000	33%	\$2,000
	\$3,000	\$1,000	33%	\$2,000
Farm E (3 projects)	\$2,000	\$500	25%	\$1,500
	\$2,000	\$500	25%	\$1,500
	\$1,200	\$300	25%	\$900

## **Project Duration**

Reimbursable expenses must be expended by the grant recipient prior to submitting a voucher to the Department for reimbursement. Vouchers for all expenses must be received by the Department on or before September 1, 2004.

## **PROPOSAL FORMAT**

Use the attached Application Form to provide the information requested about the proposal. All questions should be answered.

Use Part B of the Application Form to identify the amount of state funding requested and the amount which constitutes the applicant's match.

The Department and State Comptroller's Office reserve the right to audit the selected contractors' books and records relating to the performance of the project during and up to six (6) years after the completion of the project.

## **FUNDING CRITERIA**

The Commissioner shall give priority to project proposals which have been identified through NYSCHAP as having the ability to make significant, permanent contributions to the control of Johne's Disease on the farm.

Consideration will be given to the following factors in rating proposals:

- Degree to which the proposed project addresses the current NYSCHAP Johne's Herd goals and recommendations in the herd plan or annual review.
- The probable duration of effect which this project will have on controlling Johne's Disease on the farm.
- The reasonableness and feasibility of the proposal.
- The reasonableness of the cost of the equipment.
- The applicant's demonstrated use of resources to address the Johne's Disease Control needs identified in the NYSCHAP herd plan.
- The degree of risk of Johne's Disease transmission for the area of the farm where the improvement is made.

## **AWARDS**

All proposals deemed eligible by the Department will be evaluated using the attached rating sheet, which shows the criteria and their assigned weights. Proposals will be evaluated based upon the information provided by the applicant in the Application Form as well as the applicant's past efforts to address the Johne's Disease Control needs identified in their NYSCHAP herd plan. Department personnel may conduct site visits during the evaluation process to verify the information provided in the applicant's proposal. Evaluators' scores will be averaged and a rank order list

developed. Awards will be made in order of rank, beginning with the top ranked proposal and continuing until available funds are exhausted or until all projects deemed worthy of funding have been awarded. Total grant awards for any individual farm shall not exceed \$4,000.

The Department will send written notice to each applicant of its funding decisions. Grant funds will be disbursed on a reimbursement basis. Prior to reimbursement, Department personnel may conduct a field visit to ensure conformance with the award.

### **LIABILITY**

The Department shall not be held liable for any costs incurred by any party for work performed in the preparation of and production of a proposal or for any work performed prior to the formal execution of a contract.

### **OTHER CONSIDERATIONS**

The Department reserves the right to:

- reject any or all proposals received with respect to this RFP;
- waive or modify minor irregularities in proposals received after prior notification and concurrence of the applicant;
- utilize any or all ideas submitted in the proposals received unless those ideas are covered by legal patent or proprietary rights;
- request from an applicant additional information as deemed necessary to more fully evaluate its proposal;
- amend the program's specifications after their release, with appropriate written notice to all potential applicants;
- select only certain portions of proposals for State funding;
- make all final decisions with respect to the amount of State funding and the timing of payments to be provided to an applicant; and
- negotiate the terms of the budget.

All proposals submitted in response to this RFP will become the property of the New York State Department of Agriculture and Markets.

### **FREEDOM OF INFORMATION**

All proposals submitted and all related contracts and reports may be subject to disclosure under the Freedom of Information Law.

## QUESTIONS CONCERNING THE RFP

Applicants with questions about requirements contained in this RFP should contact:

Dr. Jeffry J. Huse  
NYS Department of Agriculture and Markets  
Fax: (518) 485-7773  
E-mail: [jeffry.huse@agmkt.state.ny.us](mailto:jeffry.huse@agmkt.state.ny.us)

All questions shall be submitted to Dr. Huse by Monday, March 15, 2004. A list of questions about the program which are received from potential applicants, and answers to those questions, as well as any changes, additions or deletions to the RFP, will be posted in the "Funding Opportunities" section of the Department's website, [www.agmkt.state.ny.us](http://www.agmkt.state.ny.us), along with the electronic version of this RFP. Questions and responses will be posted starting Monday, March 1, 2004, and will be added as questions are received. The final list will be posted by Monday, March 22, 2004. Applicants are urged to check the Department's website frequently for notices of any changes, additions or deletions to the RFP. If you are unable to access the website, please contact Dr. Huse to arrange for alternate delivery. All questions and answers shall become a formal addendum to the RFP.

**Johne's Disease Control on Farms Enrolled in the  
New York State Cattle Health Assurance Program**

**APPLICATION FORM**

*Instructions:*

- 1. Please provide all the information requested. Failure to do so may result in a reduced rating or disqualification of a proposal.*
- 2. Please type all information if possible. Handwritten applications should be clearly legible.*
- 3. Multiple projects/purchases may be funded under this agreement. Fill out a separate Part C for each project proposed and number each page. Provide the budget information for each project/purchase on a separate line in Part B.*

**Part A – Applicant Information**

Name of NYSCHAP  
Farm \_\_\_\_\_

Address \_\_\_\_\_

State or certified NYSCHAP veterinarian for farm \_\_\_\_\_

**Principal Contact**

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

Address \_\_\_\_\_

Phone \_\_\_\_\_

**Part B -- Budget**

Summary of Budget			
Part C Page #	Description	Costs in Dollars	
		Grant Request	Applicant Match



**Johne's Disease Control on Farms Enrolled in the  
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**RATING SHEET**

1. Degree to which the proposed project will advance Johne's Disease Control on the farm.

- \_\_\_ 25 pts. Project will have a major impact the control of Johne's disease.
- \_\_\_ 20 pts. Project will greatly impact the control of Johne's disease.
- \_\_\_ 15 pts. Project will significantly impact the control of Johne's disease.
- \_\_\_ 8 pts. Project will have some impact on the control of Johne's disease.
- \_\_\_ 0 pts. Project will not impact the control of Johne's disease.

2. Probable duration of effect which this project will have on contributing to the control of Johne's Disease on the farm

- \_\_\_ 10 pts. Improvements will have effects for 7 years or more.
- \_\_\_ 8 pts. Improvements will have effects for 5 years.
- \_\_\_ 5 pts. Improvements will have effects for 3 years.
- \_\_\_ 3 pts. Improvements will have effects for 2 years.
- \_\_\_ 0 pts. Improvements will have effects for 1 year or less.

3. The reasonableness and feasibility of the proposal.

- \_\_\_ 10 pts. The project can be easily completed within the time frame of the grant and within the resources of the farm (facility, labor, cost-share).
- \_\_\_ 8 pts. The project can be completed within the time frame of the grant and within the resources of the farm (facilities, labor, cost-share).
- \_\_\_ 5 pts. With a focused effort the project can be completed within the time frame of the grant and within the resources of the farm (facilities, labor, cost-share).
- \_\_\_ 2 pt. It will be difficult to complete the project within the time frame of the grant and within the resources of the farm (facilities, labor, cost-share).
- \_\_\_ 0 pts. It will be impossible for the project to be completed within the time frame of the grant and within the resources of the farm (facilities, labor, cost-share).

4. The reasonableness of the cost of the equipment.

- \_\_\_ 5 pts. The cost of the equipment is appropriate.
- \_\_\_ 0 pts. The cost of the equipment is inappropriate.

5. The applicant's efforts to adopt changes to control Johne's Disease as demonstrated by their use of resources (money, labor, equipment) to address the Johne's Disease Control needs identified in their NYSCHAP Herd Plan.

\_\_\_\_40 pts. The applicant has initiated the use of existing resources and acquired additional resources to implement management practices to control Johne's Disease.

\_\_\_\_30 pts. The applicant has used existing resources to implement management practices to control Johne's Disease in a timely fashion.

\_\_\_\_20 pts. The applicant has used existing resources to implement management practices to control Johne's Disease after several reminders.

\_\_\_\_10 pts. The applicant has implemented few management practices to control Johne's Disease.

\_\_\_\_0 pts. The applicant has not implemented any management practices to control Johne's Disease.

6. Risk Area addressed by this proposal.

\_\_\_\_10 pts. Maternity/calving area.

\_\_\_\_8 pts. Calf management.

\_\_\_\_6 pts. Feed contamination.

\_\_\_\_5 pts. Manure handling.

\_\_\_\_3 pt. Biosecurity (movement of animals onto farm).

\_\_\_\_0 pt. Other

**Total Points** \_\_\_\_\_

**Evaluator's Comments**

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**Evaluator's Signature** \_\_\_\_\_

**Date Reviewed** \_\_\_\_\_