



FARMERS FOR SUSTAINABLE FOOD REQUEST FOR PROPOSALS

Edge Dairy Farmer Cooperative Farmer-Led Climate Smart Commodities Initiative: Building Success from the Ground Up Project

**Issued November 3, 2023
Due November 28, 2023**

Managed and administered by Farmers for Sustainable Food

OVERVIEW

Farmers for Sustainable Food (FSF) is requesting proposals from a well-qualified organization or individual to provide support and interpretation of financial information in FINPACK software. The projects that this work supports will be established, in part, utilizing resources from a U.S. Department of Agriculture (USDA) Partnerships for Climate-Smart Commodities subaward from Edge Dairy Farmer Cooperative (Edge). This Request for Proposals is open to all qualified organizations and individuals.

BACKGROUND

FSF has become an industry leader in the establishment, facilitation, management, and technical support of farmer-led groups. As part of the Edge Partnerships for Climate-Smart Commodities subaward, FSF plans to expand the services offered to farmer-led groups, as well as the number of farmer-led groups that FSF supports. This expansion will result in several active farmer-led projects over the course of five years where FSF is seeking to measure and interpret farm financial impacts of conservation practices. Each farmer-led project will be operated in a manner consistent with the Framework for Farm-Level Sustainability Projects developed by FSF and its partners (available online: <https://farmersforsustainablefood.com/resources/>).

FSF intends to establish a contract with the successful applicant. FSF will select the successful applicant based upon their expertise and plans for providing the services below.

In addition to providing the services described below, the successful applicant must also be able to abide to the terms and conditions of the overall USDA award, insurance requirements, and outcome deliverables described herein.

Scope of Work

FSF seeks a qualified applicant to provide the following services.

Farm Financial Analysis

Farm Financial Analysis – \$100,000 FSF is requesting funds to work with an organization or individual to provide support and interpretation of financial information in FINPACK software. This includes support for the interpretation of this information and its associated application for farmers.

Deliverables:

- Provide support to FSF in interpretation of financial information in FINPACK on behalf of farmers.
- Translate outcomes of the analysis to farmers.



REQUIRED EXPERTISE

The successful applicant will have significant expertise in the following areas, with preference given to an individual or organization that can provide all of the expertise required:

- At least four years of experience in financial analysis of farmer-led projects consistent with the Framework for Farm-Level Sustainability Projects developed by FSF or a similar framework.
- At least five years of demonstrated experience helping farmers understand the connection between farm financial information and a return on investment connected to environmental outcomes such as water quality and greenhouse gases.

Selection Criteria

Submittals will be evaluated based upon the following criteria:

1. Demonstrated experience in financial analysis of farmer-led projects consistent with the Framework for Farm-Level Sustainability Projects developed by FSF or a similar framework. Weight 40%
2. Demonstrated experience helping farmers understand the connection between farm financial information and a return on investment connected to environmental outcomes such as water quality and greenhouse gases. 40%
3. Project budget. Weight 20%

SUBMISSION REQUIREMENTS

- Format: Proposals must be provided in Word format or searchable PDF with a font size no smaller than 11 pt.
- Contact Information: Primary contact person, company name, address, phone, email, website, UEI number, and EIN/Taxpayer ID#.
- Past experience and qualifications: A description of your qualifications that aligns with past experience of the project team in your submittal (not to exceed one page).
- Biographies: Resumes of key staff and their role in the proposed work (not to exceed three pages).
- Work Examples: Summaries of past projects that demonstrate your experience and qualifications to complete the services described in this request (not to exceed five pages).
- References: Provide three client references (name, organization, title, phone number, email) that are connected to work examples and experience needed to complete the services described in this request.



- **Budget:** Provide an estimate of the total cost needed to complete the deliverables in the scope of services described above. The budget estimate should not exceed one page.

SELECTION PROCEDURES

A panel of Edge and FSF staff and external reviewers will review the proposal. Only one award will be made for this request. Subcontractors are discouraged. Selection does not guarantee that a contract will be executed for completion of the work. FSF reserves the right to negotiate an acceptable contract with the chosen applicant. If a contract cannot be negotiated, FSF reserves the right to move on to the next best qualified applicant.

SUBMISSION DEADLINES

Due Date: November 28, 2023

Notice of Selection: December 5, 2023

Anticipated Start Date of Project: December 11, 2023

Notice to Non-Selected Applicants: December 7, 2023