

## REQUEST FOR PROPOSAL: FAACT CONSULTANT

**Seeking:** Professional Consultant

**Purpose:** Organizational Development

**Project:** Food Access and Aggregation Community Team: Organizational Planning

**Organization:** Food Access and Aggregation Community Team (FAACT)

**Proposal Due Date:** July 21st, 2020

**Contract timeline:** August 3rd, 2020- December 31st, 2020 (With option to extend contract with additional work and budget)

**Contract amount:** \$15,824

**Point of Contact:** Maggie Rickman, programs@skcfc.org

### I. The Organization: FAACT

#### Background

The South King County Food Access and Aggregation Community Team (FAACT), is a partnership founded in 2017 made up of the South King County Food Coalition/Elk Run Farm, Living Well Kent, the International Rescue Committee, the Food Innovation Network, Shared Space and Highline College. FAACT has come together as a partnership to work collaboratively to increase land access, food access, shared infrastructure, and marketing opportunities in South King County. The South King County Food Coalition is currently serving as the fiscal sponsor for the collective, though decision making is shared intentionally between the partners as outlined in our Charter. Through this collaboration, we bring together extensive experience in food systems work and increase our collective capacity to achieve larger food systems goals that would otherwise be challenging individually.

#### FAACT Vision:

We envision a thriving local food system that allows all residents of South King County to live healthy and prosperous lives.

#### FAACT Mission:

Our mission is to build a community-managed site to support diverse social and economic communities of South King County in producing and consuming sustainably grown, culturally appropriate foods through access to farmland, markets, aggregation, and education.

### II. Consultant Request

FAACT is seeking a professional consultant to help the partnership compile and review options for choosing an operational structure and becoming an organizational entity.

This consultant will help FAACT answer the following questions:

- What are the options for our group's organizational and operational structure that would allow us to move forward with our proposed project?
  - What type of legal entity should FAACT become to execute the group's project?
  - Provide the group with several fleshed out options (based on regional and national examples of similar projects and organizational structure) and pros/cons of each option.
  - What type of an entity does FAACT have to be in order to hold a land lease and manage a plot of land as a partnership?

- What are the options for different ways for a partnership of organizations to hold a land lease and manage land?
- What are the legal and financial ramifications of the options?
- How can FAACT best receive, hold, and distribute funds as a partnership?
- How can FAACT involve and transfer leadership and the project's operations to community members in the long term?
- What models or examples exist for sustainably funding a community based shared farm project?

### III. FAACT Project

The FAACT's project is to plan, develop, and collaboratively manage a farm property in South King County that will include the following:

- Land access for beginner, immigrant, refugee, and socially disadvantaged farmers, as well as food access organizations;
- Shared infrastructure, including cold storage, for on-site and off-site growers;
- A system for the drop-off and pick-up of produce so South King County growers can aggregate produce and connect with markets/distributors.

We are currently funded by King Conservation District with a two year Regional Food Systems Grant. Year one will include developing the FAACT's internal organizational structure, creating a business plan, establishing a community advisory group to advise the project, and starting to develop our land-management model for co-managing a property. Year two will include completing a land-management plan, securing leases and agreements for the land-use and infrastructure, and establishing systems for the food aggregation and buyer connections on-site.

FAACT is partnering with King County Department of Natural Resources to lease a King County owned property in the Green River Valley.

Outcomes for the project will include:

- Establishing a community advisory group
- Business plan
- Site plan
- Leasing model
- Land-management plan
- Lease, land-use, and infrastructure-use agreements
- Technical assistance plan for new growers and market access

The long-term (3-6 year) goals for the project include:

- Farm infrastructure developed (e.g.: greenhouse, irrigation, wash/station, dry storage, cold storage)
- Land accessed: 5 acres in production by 2022, with plans for phased expansion
- At least 3 community organizations farming on-site by 2022
  - Organizations including the International Rescue Committee, Highline College, Elk Run Farm
- 65 farmers/collectives stewarding land by 2025
- 20 off-site entities utilizing infrastructure and market-connections by 2025
- At least 5 entities accessing food aggregated on site by 2023

#### **IV. Anticipated Scope of Work for Consultation - *Timeline: Aug.-Dec.31st 2020***

- Attend monthly FAACT whole group meetings to give project updates.
- Attend smaller working group meetings (monthly or twice a month) as needed between August and December.
- Facilitate 2 FAACT whole group meetings in discussion to weigh options, choose direction, and take next steps
- Work closely with FAACT coordinator and working group members as needed
- Email questions or send materials to members as needed
- Present the group with research, documents, findings, and strategy options monthly or as information becomes available
- Connect group with additional resources and service providers as needed (legal, etc)
- Create a final report document with all materials from the consultation period: notes from discussions, research, written options, decisions made, recommendations and next steps, etc.
- Start process for creating new organization structure: gather resources, paperwork/applications, and assist the group in initiating process

#### **DELIVERABLES:**

- Deliverable: attend 5 full group meetings between August and December 2020
- Deliverable: 5-10 working group meetings
- Deliverable: final presentation of research and findings by the December 2020 FAACT meeting
- Deliverable: final report by December 31, 2020
- Deliverable: paperwork initiated, all records, logins, copies of forms submitted, timelines for responses provided to the FAACT coordinator by December 31, 2020.

#### **V. Qualifications/Preferences of Consultant:**

- Prior experience with collectives, partnerships, and/or community based organizations
- Prior experience facilitating non-profits/groups in creating a new organizational entity
- Knowledge of a variety of for-profit and non-profit business entities, their legal and financial requirements
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
- An understanding of the concepts of institutional racism and bias and their impact on underserved and underrepresented communities
- Prior experience working in food systems or related work

#### **VI. Contract Timeline**

August 3rd - December 31st 2020 (With potential to extend contract to include additional work/budget)

#### **VII. Proposal Requirements**

Please submit the following:

- Your CV
- Sample of previous work
- 2 References
- A proposal with the following:

- o Qualifications & Related Experience: a brief summary of your qualifications, including areas of expertise, those of other staff you propose to involve, and any other pertinent information.
- o Team Members: Supply names, qualifications, and contact information for core team members who would be assigned to work on this project, including the team lead.
- o Project Approach & Deliverables: Describe the approach that you will take to provide the services and deliverables outlined in the Consultant Request section and Scope of Work section. Specify the deliverables and outcomes you will provide.
- o Timeline: Supply a timeline for completion of the services described within the proposed timeline (above).
- o Expectations of FAACT: Describe your expectations of FAACT members. Identify any information and/or collateral materials that you will require.
- o Fee Proposal: Provide a fee proposal.
- o Compensation/Method of Payment: Each proposer should state all fees for which they expect to be compensated as part of their proposals. Bids should take into consideration all costs for providing services.
- o Contract Fee: Our budget for this body of work is **\$15,874**
- o Conflict of Interest: Please describe any ongoing projects or business relationships you have that may conflict with your ability to carry out the work described.
- o There will be an interview of applicants.

#### **VIII. Additional Terms**

- Reporting Requirements: Monthly meetings and work group check-ins, regular check-ins with FAACT coordinator
- Payment: 1st payment of \$10,874 will be received October 1st, second payment of \$5,000 will be received Dec. 30th, contingent on receiving deliverables

#### **VIX. RFP Submissions and Point Person**

Please submit your proposal no later than July 21st, 2020

To: Maggie Rickman, programs@skcfc.org

Interviews will take place on a rolling basis after application is submitted.

Contract will begin on August 3rd, 2020.