

# ***Request for Proposals***

## ***Governance Strategy & Facilitation Services***

### Transforming the Farmer to Consumer Supply Chain with Climate-Smart Agriculture Partnerships Project

<b>Request For Proposals Summary</b>	
Release Date	September 30, 2024
Evaluation Timing	Submissions will be evaluated on a rolling basis* until Carbon A List discontinues this solicitation.  *Carbon A List will evaluate proposals on a weekly basis for a period of forty-five (45) days, and on a bi-weekly basis thereafter.
Evaluation Deadlines	The following evaluation deadlines apply. Proposals received after 11:59 PM on the deadline will be evaluated in the following cycle. October 14, 2024 October 21, 2024 October 28, 2024 November 4, 2024
Revisions	
Submission Portal Link	<a href="#">Link to Submission Form</a>

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## About Carbon A List

Carbon A List is a climate action instigator specialized in navigating the burgeoning opportunities for climate action, especially, but not limited to, the land sector. Our mission is to help clients and partners unlock climate action in a way that creates equity, transparency, and continuous improvement. Carbon A List offers strategic consulting, methodology development and design, and project development services to a wide range of climate-centric organizations.

## About the Grant

We are leveraging our expertise and positioning to deliver on a [\\$70 million U.S. Department of Agriculture Partnership for Climate Smart Commodities grant](#) (“the Grant”). Serving as a collaboration between industry partners, the Grant is designed to develop end-to-end supply chain partnerships with the goal of both producing climate smart commodities and marketing them via brands and retailers to consumers. In coordination with its Project Partners and Service Providers, Carbon A List aims to enroll more than 350 participating farms in its climate-smart commodity incentive programs.

## About the Request

The facilitator will work with Carbon A List and Partners to establish a baseline governance structure for the USDA Partnerships for Climate-Smart Commodities Grant. This engagement aims to create a solid foundation for effective collaboration and decision-making among diverse stakeholders from industry and academia. This position will be responsible for project management and delivery of governance documentation to support clarity and efficiency in Grant engagements.

## Scope of Work

Carbon A List seeks contractor support for the following scope of work:

### **2.1 Partner Outreach and Information Gathering**

- Conduct individual outreach to five Partners to gather input on:
  - Current successes and challenges in the partnership
  - Emerging governance needs
  - Strategic goals within and beyond the Grant

### **2.2 Facilitation plan development**

- Utilize project documentation, outreach and other sources of information to develop a governance facilitation plan for the Transform project.

### **2.3 Event Preparation, Facilitation, and Follow-up**

- Attend and facilitate interviews, virtual meetings, and in-person events in support of governance.
- Conduct preparatory meetings with Carbon A List and Partners as needed.
- Provide post-event summaries and action items.
- Recommend tools (e.g., Miro, polling) to enhance virtual collaboration.

## **2.4 Governance Support Delivery**

- Assemble the framework, priorities, and timeline for developing the governance structure.
- Facilitate the development, feedback, and refinement process.
- Draft and revise governance documentation.

## **Deliverables**

- Framework and facilitation plan for governance development
- Outreach plan and moderator guide
- In-person and virtual facilitation support
- Summaries and outputs of interviews and group discussions
- Project Charter (or similar governance document)
- Recommendations on actions to ratify and adopt the charter (or similar document)

## **Evaluation Criteria & Method**

Carbon A List will evaluate submissions on the following basis:

### **Professional Experience and Expertise (25%)**

- Experience with multi-stakeholder governance strategy, development, and implementation
- Experience in the agriculture supply chain sector, particularly row crops and dairy

### **Facilitation Skills (20%)**

- Demonstrated experience with both virtual and in-person facilitation
- Ability to manage diverse stakeholder groups
- Track record of successful multi-stakeholder collaborations

### **Project Understanding and Approach (15%)**

- Clear understanding of the project goals and challenges
- Proposed methodology for developing the governance structure
- Innovative ideas or approaches for stakeholder engagement

### **Capacity and Availability (15%)**

- Available start date
- Capacity to support (e.g., how many hours/month)

- Flexibility to accommodate project needs and timeline

#### **Cost Effectiveness (15%)**

- Hourly rate
- Overall value for money considering experience and proposed approach

#### **References (10%)**

- References are included in the proposal
- Context for the relationship between proposer and reference is provided

## Submission Process

#### **Format:**

Proposals should be submitted in PDF format, Arial or Times New Roman, 12-point font. The proposal should not exceed 10 pages in length, including graphics, figures, and/or tables.

#### **Content:**

Proposals must cover the following information:

1. **Executive Summary:** Provide a concise overview of your proposal, highlighting your understanding of our needs and your solution's value proposition.
2. **Approach to Scope of Work:** What is your approach to managing the specified scope of work, including methodologies, technologies, and processes you will employ?
3. **Key Personnel:** Identify key personnel who will support this contract, including their roles, qualifications, and relevant experience.
4. **Cost Breakdown:** Offer a detailed cost breakdown by scope area and anticipated staff support, including hourly rates or fixed costs associated with each segment of the work.
5. **References:** Include references from previous clients for whom you've performed similar services.

#### **Submission:**

Proposals must be submitted through the [Submission Form](#) in order to be considered. Any issues with the submission platform and/or process can be posted to our [FAQ page](#) or directed to [proposals@transformf2c.com](mailto:proposals@transformf2c.com).

## Review & Selection

Carbon A List is committed to a transparent, equitable procurement process designed for integrity and compliance. Our aim is to select the most suitable service provider through a structured and impartial evaluation.

**Scoring Round:** We employ a standardized scoring rubric and an evaluation panel to ensure unbiased proposal assessments. Panel reviewers disclose any potential conflicts of interest to

prevent bias. Proposals must meet a defined minimum score to advance, ensuring only the top candidates proceed to the interview stage.

**Interview Round:** Carbon A List will interview selected proposers using scenario-based questions directly linked to project needs. Responses will be evaluated per the RFP evaluation criteria, guaranteeing relevance and fairness.

## Budget

The total anticipated budget for this work is expected to fall below \$75,000.

We invite proposers to consider offering tiers of service within their proposed budget. Proposals should clearly outline the scope of services provided at each proposed tier, including a detailed breakdown of costs associated with each level of service.

## Terms & Conditions

### **Contract duration**

The contract will be negotiated by Carbon A List and the selected proposer. The term will not exceed 4 years.

### **Payment terms**

Payments are made on a monthly basis. Payment is made depending on the contractor's compliance with payment standard operating procedures and processes.

### **Federal Procurement Standards Compliance**

Generally, Contractor shall comply with

- all laws applicable to Contractor in its performance and delivery of services; and
- all policies and procedures related to this Grant published by Carbon A List from time to time and delivered to Contractor.

### **Conflict of Interest**

Please disclose any current or potential conflicts of interest. Failure to disclose may result in disqualification from this opportunity or termination of any future agreement between Carbon A List and the Service Provider. Potential and current conflicts include but are not limited to immediate family members and professional engagements that hinder your objective performance of the work.

**Regulatory Changes** In the event of a change in regulations that have a direct impact on the Contractor's ability to provide the Services or Deliverables in a timely manner, the Parties agree to meet and confer on adjustments to processes and procedures or modifications to this agreement. During the meet and confer period, Parties agree to use reasonable efforts to comply with current and new regulations, policies, and procedures using interim guidance, in writing, from Carbon A List on how to proceed.

**Non-Disparagement**

Recipients may not engage in any advertising deemed by USDA as disparaging to another agricultural commodity or competing product, or in violation of the prohibition against false and misleading advertising. Disparagement is defined as anything that depicts other commodities in a negative or unpleasant light via overt or subjective video, photography, or statements. Comparative advertising is allowable, provided the presentation of facts is truthful, objective, not misleading, and supported by a reasonable basis.

**Additional Information**

Note this opportunity is open to U.S. businesses. Please state that your business is located in and licensed to operate within the United States. This opportunity is only open to businesses that do not have pending or current lawsuits that would impact ability to deliver services.