

Request for Proposals

Field Manager Contract Services

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

Request For Proposals Summary	
Release Date	August 5, 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. September 30, 2024 October 7, 2024 October 14, 2024 October 21, 2024 October 28, 2024
Revisions	Revision 1: Modified region for the scope of work Revision 2: Added evaluation deadlines through October 28, 2024
Submission Portal Link	Go to the Submission Portal

Carbon A List, LLC- PO Box 53, Hotchkiss, CO 81419

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.

The Transforming the Farmer to Consumer Supply Chain (TransformF2C) Project strives to develop localized marketing opportunities for climate-smart commodities. The organizations partnering to execute this project include Carbon A List, Danone North America, Eocene, and the University of Wisconsin-Madison, along with contracted Climate-Smart Commodity Processors such as Scoular. These organizations are collaborating to provide a suite of financial, technical, and agronomical services to interested growers in support of the production, record keeping, marketing, and promotion of climate-smart soybeans.

The TransformF2C Project is offering field crop farmers raising food-grade soybeans the opportunity to enroll in two different incentive programs:

The [Marketing Incentive](#) is designed to support market opportunities for farmers and develop local, traceable climate-smart supply chains. This incentive provides a premium to growers for providing the required data and verification of climate-smart practices implemented and marketing their harvested commodity as climate-smart.

The [Practice Implementation Incentive](#) is an option to stack payments for acres enrolled in the Marketing Incentive for additional climate-smart practices being implemented during the growing season. Each enrolled acre must have at least one of the following practices, implemented in a manner that meets NRCS practice standards, during the growing season: Conservation Crop Rotation, Cover Crop, Residue and Tillage Management- No-Till, Residue and Tillage Management- Reduced Till, Nutrient Management.

About the Request

Contracted Field Managers will support growers in the North Central Midwest and Great Plains regions. This scope of work aims to provide agronomic assistance, decision support services, and troubleshooting to growers as they enroll in Carbon A List incentive programs, implement climate-smart practices, and participate in the required reporting. Contracted Field Managers will collaborate with a contracted Climate-Smart Processor and serve as a local presence on behalf of the TransformF2C project.

The project is seeking experienced individuals with the technical familiarity and experience in implementing the above-mentioned NRCS practices, and the communication and organization skills to support growers throughout the growing season and contract period. Carbon A List will be prioritizing proposals from contractors within a 500 –mile radius of Chicago, IL, to support immediate needs, with the goal of minimizing travel burdens and optimizing support to farmers across all contracts.

Scope of Work

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

Farmer Engagement and Relationship Management

- Establishes key relationships with contracted CSC Processor staff and originator team.
- Supports communications, farmer recruitment, contracting and enrollment for the Transform project to meet USDA PCSC requirements.
- Establishes and manages key relationships with assigned network farmers.
- Supports and collaborates with key regional and/or national stakeholders, project partners and contractors.
- Coordinates with contracted CSC Processor to plan and manage logistical details for project-supported field days.
- Networks and coordinates with locally-relevant agricultural and non-agricultural groups to enhance collective efforts and project synergies to improve transitions to climate smart agricultural systems.

Education and Assistance

- Provides technical assistance to network farmers in implementing system and practice changes in accordance with contract deliverables and required NRCS practice standards.
- Organizes and delivers training and educational materials and coaching for network farmers.
- Demonstrated competence in providing advanced agronomic and precision agricultural business planning recommendations.

Reporting and Compliance

- Supports reporting and compliance as required by the Transform project and USDA PCSC requirements.
- Assists in managing the logistical detail involved with field-based applied programs.
- Coordinates the collection and management of georeferenced soil sampling, georeferenced harvest yield, economic data information, and other supply chain sustainability data requirements (e.g., SBTi and others).

Evaluation Criteria & Method

Carbon A List will evaluate submissions on the following basis:

Qualifications

- Education and/or experience equivalent to a Bachelor of Science Degree in Agronomy, Soil Science, Plant Pathology, Horticulture or related discipline with at least 4 years of work experience in an agronomic field. A Master of Science in Agronomy, Soil Science, Plant Pathology, Horticulture, or related discipline may be substituted for years of work experience requirement.
- Strong experience in working directly with farmers to support agronomic and business transitions.
- Experience with the Grant-relevant crops, practice codes, and crop systems.
- Preferred Certified Crop Advisor (CCA) or Technical Service Provider (TSP) certification.
- Strong knowledge base in soil physical, chemical, and biological interactions.
- Preferred Experience in precision agricultural data management and software programs (Ag Leader SMS).
- Demonstrated ability to plan and manage on-farm evaluations for soil health practices.
- Demonstrated competence in providing advanced agronomic and precision agricultural business planning recommendations.
- Willingness to travel extensively within the assigned territory, with occasional national travel.
- Strong written and verbal communication skills.

Core Competencies

- Customer support - Responsive to the needs of members and prospects. Takes personal responsibility for service delivered. Is courteous and responsive to members. Sets realistic expectations with members regarding requests for additional services.
- Team support - Is seen as a collaborator, and one who can contribute in a team setting. Encourages all members to participate, and keeps team focused on goals and objectives. Demonstrates a willingness to work with all those involved in the task at hand.
- Initiative - Acts independently while working to achieve performance objectives. Takes action to improve or remedy situations that may be problematic by offering solutions, insights, and suggestions to those involved.
- Adaptability - Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, and adjusts plans to meet changing needs.

- Results Focus - Can be counted on to meet or exceed goals; pushes self and others for results; is a conscientious worker who can be relied upon to handle unforeseen obstacles.
- Customer Focus - Meets internal and external customer expectations; delivers upon commitments; build customer confidence; follows through on requests gaining trust and respect.
- Judgement - Uses good problem solving and analytical skills in making decisions. Thinks through the impact of decisions and actions on other people and programs.

Evaluation Method:

Criteria	Evaluation Method	Weight
Qualifications	Based on application and resume, assess relative years of experience with: <ul style="list-style-type: none"> • Climate smart agricultural practices • Relevant NRCS practice codes • Supporting farmers to help in business management decisions • Providing farmer and agronomist education • Building state or regional level relationships 	30%
Core Competencies	<ul style="list-style-type: none"> • Evaluate written response • Conduct interview • Conduct reference checks 	25%
Timeline & Capacity	<ul style="list-style-type: none"> • Assess relative availability to start & average capacity per week 	20%
Budget	<ul style="list-style-type: none"> • Assess hourly rate and qualifications • Assess relative distance to farmers 	25%

Submission Process

Proposals must be submitted through [the submission portal](#) in order to be considered. Any issues with the submission platform and/or process can be directed to 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 \$150,000 (inclusive of travel costs) for the duration of the contract, which has a maximum length of 1 year.

Terms & Conditions

Contract duration

The contract will be negotiated by Carbon A List and the selected proposer not to exceed 1 year, with the potential for extension.

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.