

**Request for Proposals**  
for  
**Local Food Chain Consultant**  
with  
**Jefferson County Food Policy Council**

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***Background and Purpose***

The Jefferson County Food Policy Council (JCFPC) seeks a Local Food Chain Consultant to support a comprehensive and community-led asset and needs assessment of the Jefferson County food system. The Contractor will collaborate with JCFPC Food Chain Team members across various sectors to conduct a county-wide study of food system assets and gaps. The goal of the assessment is to identify opportunities for collaboration and strategic solutions across food system sectors. The results will be used by members to expand collaboration and sharing of existing resources and to democratically choose one need to pilot in year two of our Regional Food System Partnership grant.

The assessment will be community-driven which means that the consultant will lead the coalition through the assessment framework, facilitate meetings, and manage the timeline in order to ensure that we can accomplish a comprehensive assessment within 6 months. JCFPC Food Chain Team members will drive the focus and content of the assessment using the tools provided by the consultant. The assessment process will include a literature review of existing county-level and other relevant research, interviews with key food systems actors across all sectors, an inventory of existing assets, identification of system gaps, and a report.

***Scope of Work***

At a minimum, the Contractor will provide a comprehensive asset and needs assessment of the following parts of the Jefferson County food chain:

- Cultivated acreage and existing farmland, including community gardens
- Farm equipment and supplies
- Processing facilities, including packaging and commissary kitchens
- Storage, both dry and cold
- Transportation assets
- Local food software platforms
- Waste management

***Services Desired***

- Responsibilities
  - Collaborate with JCFPC Food Chain Team members
  - Facilitate Food Chain Team meetings focused on the assessment
  - Conduct a literature review of existing county-level research related to food systems and other relevant food system assessment methods
  - Conduct an analysis of relevant municipal policies and regulations (for example permitting) and their impact on the food chain



For public health innovation



- Conduct interviews with food value chain actors
- Analyze and compile results in a publicly available food system resource database and asset/needs report
- Develop a framework for monitoring and evaluation
- Present results alongside JCFPC Food Chain Team members

Trailhead Institute operates primarily as a virtual organization whose office location is in Denver, Colorado. Applications are encouraged from consultants who are able to deliver services in a hybrid environment.

### ***Desired Qualifications:***

- Preference for candidates who are bilingual in English and Spanish
- Preference for candidates who have experience living or working in Jefferson County
- Preference for candidates with lived experience of food insecurity or marginalization within the food system
- Experience working with geographic information systems (GIS), conducting literature reviews, interviewing for research purposes, creating reports, and presenting
- Knowledge of municipal level policy, permits, and regulations
- Proficiency in Google applications and Zoom
- Ability to work in a hybrid work environment
- Organized and task-oriented
- Commitment to coordinating and completing tasks collaboratively and on time
- Has experience working with community leadership especially from BIPOC, underserved, and low-income community members
- Commitment to building power among communities for social, economic, and racial justice throughout Council meetings and communication

### ***Final Deliverables:***

- Asset and needs assessment report summarizing results, including:
  - Literature review of existing local food system research and related county assessments
  - Analysis of municipal policies and regulations
  - Food system monitoring and evaluation framework
  - Interviews with food value chain actors
  - Identified assets and needs
  - Recommendations for addressing identified needs
- Resource database with existing assets
- Presentation of findings with Council and broader community

### ***Submittal Requirements***

#### **Timeline and Contacts:**

Application review will start on: **May 13, 2024, and will continue until a consultant is selected**

Desired start date: **June 3rd, 2024**

Email electronic submissions to [jeffcofpc@gmail.com](mailto:jeffcofpc@gmail.com)

Electronic submissions are preferred. If non-electronic submission is necessary please mail to:  
Trailhead Institute, ATTN: Hallie Nelson, 1999 Broadway Suite 600 Denver, CO 80202.

Please **include the following** information in your RFP application:

1. Resume(s)
2. Statement in your email submission: why you are interested in this position and why you believe you would be a good fit
3. Name, title, and contact information of three (3) references
4. Completed Form(s) W9
5. Contact information
6. Rates and fee structure for the proposed work not to exceed \$100,000

Please submit required materials in any format, as long as all information requested is included. Trailhead reserves the right to request additional written or oral information to supplement all written statements of qualifications or proposals, to reject any and all proposals and statements of qualifications, and accepts no responsibility for the cost of proposal preparation.

Both groups and individuals are invited to apply. We encourage applications from Black, Indigenous, and People of Color (BIPOC). Folks are encouraged to apply even if they do not meet all qualifications.

### ***Cost of Services***

The contract will be for up to 800 hours within a duration of 6 months not to exceed \$100,000.

### ***Contract***

Jefferson County Food Policy Council anticipates an initial six month contract, with potential to extend for the feasibility study phase of work. A Master Services Contract is available on request. Finalists will be asked to review and indicate any requested changes to the Master Services Contract prior to receiving an offer.

### ***Terms and Conditions of Contract***

The selected consultant will enter into a legally binding agreement with Trailhead Institute that lays out the scope of work, requirements for payment, etc. Including that the contract may be terminated by mutual agreement in writing or it may be terminated at any time by either party by delivery of a sixty (60) day written notice to the other party.

Trailhead Institute is dedicated to providing equal opportunities for all employees and contractors based on job-related qualifications and ability to perform a job, without regard to age, sex, race, color, veteran status, religion, disability, sexual orientation, gender identity, marital status or national origin. Trailhead Institute actively supports working with businesses owned and led by women, people of color, people within the LGBTQ+ community, immigrants or refugees, people with disabilities, and people from low- or moderate-income backgrounds.