



National Young Farmers Coalition

P.O. Box 1074
Hudson, NY 12534

REQUEST FOR PROPOSALS

USDA 220077 Outreach and Technical Assistance Specialist

Released: August 23, 2023

Due: August 30, 2023

The National Young Farmers Coalition (Young Farmers / the Coalition) is in search of a Phone Banker and Technical Assistant, to make calls to potential [USDA 22007 Discrimination Financial Assistance Program](#) applicants, and to assist applicants in applying or connecting with other [cooperators](#), and with [local support offices](#) as appropriate.

This USDA program is a one-time and time bound resource, and thus quick and efficient execution of requested services will be essential. The 22007 program is designed for eligible farmers, ranchers, and forest landowners who experienced discrimination in USDA farm lending programs prior to January 2021. The National Young Farmers Coalition is one of eight (8) cooperators working together and with USDA on the program's implementation. Our role as an organization is to facilitate awareness and understanding of the Discrimination Financial Assistance Program among producers in our network, and to ensure producers have access to resources and technical assistance services to ensure completion of application, as appropriate.

About the National Young Farmers Coalition:

Started in 2010, the Coalition is the largest grassroots advocacy group for young and beginning farmers in the United States. With over 51 chapters in 33 states and thousands of farmer members, Young Farmers is an intersectional coalition that works

for justice and collective liberation of our food and farm systems. We are on a mission to shift power and change policy to equitably resource our new generation of working farmers. Together, we envision a just future where farming is free of racial violence, accessible to communities, oriented towards environmental well-being, and concerned with health over profit.

Services Requested:

From August through November 2023, the Contractor will:

- Familiarize themselves with the 22007 program and related materials, including USDA's cooperator briefing materials.
- Conduct informative and efficient phone outreach to potential applicants (averaging 10 hours of calls each week), redirect applicants to other resources as appropriate (averaging 5 hours of follow up each week).
- Provide accurate and supportive technical assistance to applicants as needed, and maintain a written record of all communication with applicants.

The Program Owner and Program Director will review outreach call documentation and determine technical assistance needs, filtering for which contacts need further direct assistance.

At all times, the Contractor will ensure that materials and information are handled appropriately to protect the identities of and confidentiality of information provided by potential applicants.

The selected individual or organization will perform the duties requested as an independent contractor and not as an employee of National Young Farmers Coalition. We look forward to receiving your proposal.

COMPENSATION

The Contractor will be compensated at a rate of \$40 per hour.

EQUIPMENT

The Contractor will make use of their own equipment and will ensure that materials and information are handled appropriately to protect the identities of and confidentiality of information provided by potential applicants. If the Contractor does not possess necessary equipment, the Coalition may consider providing necessary equipment.

Method of Performing Services:

Contractor will determine the method, details, and means of performing the above-described services. Contractor will perform the duties at the time and location of their choosing, as long as they meet the key timelines set forth by the associated grants.

SCOPE OF SERVICES

The Contractor should provide the following services as a minimum, but not limited to:

1. Onboarding-
Prior to beginning outreach calls and technical assistance support, the Contractor will be onboarded to the 22007 program by the Project Owner and Project Director, and through independent review of program materials.
 1. Familiarize themselves with the 22007 program and related materials adequately to conduct informative and efficient phone outreach to potential applicants, redirect applicants to other resources as appropriate, and to provide accurate and supportive technical assistance to applicants as needed.
2. Outreach calls-
The Contractor's main task will be outreach to potential 22007 program applicants.
 1. Complete an average of 30 outreach calls per week--ensuring clear and complete documentation of calls--throughout the duration of the contract.
3. Technical assistance-
The Program Owner and Program Director will review outreach call documentation and determine technical assistance needs, filtering for which contacts need further direct assistance.
 1. The Contractor will follow up and provide assistance as appropriate.

PROPOSAL DOCUMENTATION REQUESTED

1. INDIVIDUAL/COMPANY BACKGROUND AND QUALIFICATIONS
 1. Please provide a written response to each of the below requested documents including:
 1. Full name of the respondent
 2. Names, Title, and contact information for Point of Contact (mailing address, phone, email)
 2. Provide a brief biography of professional background, specialized training or certification, areas of specialization, years of experience. Note that a resume will be acceptable documentation.
 3. Include any special circumstances or capabilities that you would like the Coalition to know about you.
 4. Provide a brief (less than one page) explanation of interest in and ability to complete this scope of services.

SUBMITTING PROPOSALS

Proposals must be submitted via email to David Howard, david@youngfarmers.org. The email must state in the subject line "RFP RESPONSE – 22007 Outreach and TA".

Proposals will be accepted until 5:00PM PST, on August 30, 2023. Notice of Award is expected by September 6, 2023. By submitting a proposal, the respondent authorizes Young Farmers to contact references. Communication of questions related to the RFP may be submitted to David Howard by email at david@youngfarmers.org.

TERMS AND CONDITIONS

This RFP does not commit Young Farmers to award any contract. Young Farmers reserves the right to reject any or all proposals, to waive technicalities or irregularities, and to accept any proposal it deems to be in the best interest of the Coalition. Young Farmers shall not be liable for any costs incurred by any entity or individual responding to this RFP.