

National Young Farmers Coalition

P.O. Box 1074
Hudson, NY 12534

REQUEST FOR PROPOSALS

USDA FSA Loan Programs Outreach and Technical Assistance Specialist

Released: April 4, 2024

Due: April 18, 2024

ABOUT YOUNG FARMERS

Started in 2010, the Coalition is the largest grassroots advocacy group for young and beginning farmers in the United States. With over 29 chapters in 22 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. Our mission is to shift power and change policy to equitably resource the next 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

The National Young Farmers Coalition (Young Farmers / the Coalition) is in search of a Phone Banker and Technical Assistant, to make calls to potential applicants to [Farm Service Agency \(FSA\) loan programs](#). The goals of these outreach calls and accompanying technical assistance to farmers and ranchers across the country are to:

1. Ensure increased awareness and comprehension of relevant FSA loan programs;
2. Provide tailored support through application processes and arising concerns;
3. Retain lessons learned throughout the process for improved future services.

This work is supported directly by a [Cooperative Agreement between Young Farmers and USDA National Institute of Food and Agriculture](#).

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 Young Farmers Access and**

Accountability program by the Project Owner and Project Director, and through independent review of relevant materials. During this onboarding period, the Contractor will be expected to familiarize themselves with administrative processes necessary to carry out this scope of work in alignment with Young Farmers values and operating procedures.

2. Outreach calls: **The Contractor's main task will be outreach to potential FSA loan programs applicants.** The Contractor will be expected to complete an average of 20 outreach calls per week, ensuring clear and complete documentation of calls, throughout the duration of the contract. We expect phone outreach to potential applicants to average 6 hours of calls each week, and recordkeeping of all communication with applicants to average 2 hours per week.
2. 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.** The Contractor will follow up and provide assistance as appropriate. We expect this customized follow up to average 2 hours per week.

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

The 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.

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 – FSA Outreach and TA". **Proposals will be accepted until 5:00PM PST, on April 18, 2024. Notice of Award is expected by April 25, 2024.** 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.