



REQUEST FOR PROPOSALS

National Young Farmers Coalition Contracting Consultant

Released: May 15, 2024

Due: Proposals will be accepted until the position is filled.

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 30 farmer-led chapters in 24 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 contracting consultant to support the development of a formalized system of contracting, contractor, and vendor approval at Young Farmers. The person or team providing these services will be asked to be an on-call resource for questions about contracts, and expected to have a working knowledge of [equitable contracting practices](#).

DETAILED SCOPE

- Support organizational leadership and contracting teams to review and update our standard Service Agreement and subaward templates.

- Provide real time contract review of external contracts sent to be signed by the Coalition, answering any questions from organizational leadership and contract staff.
- Create (or advise leadership on creating) a standardized RFP process and approved vendor and contractor list.
- Advise on best practices and approach to contract drafting, negotiation, and management in a remote, complex organization
- Advise on how to properly ensure [Patriot act compliance](#) for federal government awards, contracts, and grant agreements.

TIMELINE

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 and support staff to meet the key milestones set forth by our Executive Team.

Identified milestones and timeline for the full scope of this project work to be completed below. These milestones will be completed with support from Young Farmers staff members and will not fall solely on the selected contractor.

- By June 30:
 - Contract template options are drafted by the contractor and reviewed with support from the Executive Team and contracting staff members.
 - Language for 1) RFP process and 2) approved vendor criteria is drafted by the Executive Team with support from the contractor.
- By July 31:
 - Contractor completes vendor inventory with support from the Executive Team and Leadership Team.
 - Contract templates are finalized by the contractor with support from the Executive Team and relevant staff.
 - Process for fielding contract changes is developed by the contractor, the Executive Team, and relevant staff.
- By September 30:
 - Process for acquiring and working with contractors is documented by the Executive Team and shared with Leadership and contracting team staff members.
 - Leadership is trained on the workflow by the contractor and the Executive Team.

- By December 31:
 - All staff are trained on the internal workflow for contracting and using the approved vendor list by Leadership and the Executive Team.

DESIRED QUALIFICATIONS

We're looking for a legal firm or consultant that:

- Responds, communicates, and collaborates well
- Has experience working with non-profit organizations with \$10M budget
- Has experience with federal grants and subawards
- Has experience reviewing and crafting language for non-profit contracts
- Understands the culture and inner-workings of progressively-led organizations
- Will work with our leadership and staff to employ [equitable contracting practices](#)

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

BUDGET

\$200-500/hour depending on experience

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.

SUBMITTING PROPOSALS

Proposals must be submitted via email to Michelle Hughes, Co-Executive Director at hughes@youngfarmers.org. The email must state in the subject line "RFP RESPONSE – Young Farmers Contracting Consultant." **Proposals will be accepted until the position is filled.** By submitting a proposal, the respondent authorizes Young Farmers to contact references. Communication of questions related to the RFP may be submitted to Michelle Hughes by email at hughes@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.

WORK PLAN (does not include Patriot Act compliance)

- *Support organizational leadership and contracting teams to review and update our standard Service Agreement and subaward templates.*
 - Review standard service agreement and compliance memo for the Coalition (1-2 hours)
 - Meet with Co-ED Michelle Hughes and relevant staff to discuss:
 - Work plan and milestones, making recommendation on any changes to the timeline for the project (1 hour)
 - Frequent contract clause change requests including 1) intellectual property and 2) indemnification and options for how to address those requests in the future (1-2 hours)
 - Current utilization of the standard service agreement and alternatives for 1) farmer stipends, 2) membership, and 3) grants (4-6 hours)
 - Review contracting training for leadership team slides and provide feedback on current processes (2 hours)
- *Provide real time contract review of external contracts sent to be signed by the Coalition, answering any questions from organizational leadership and contract staff.*
 - Answer emails or attend calls with Michelle and relevant staff members to talk through clause change requests as they arise (1-2 hours/week)
- *Create (or advise leadership on creating) a standardized RFP process and approved vendor and contractor list.*
 - Meet with Michelle and relevant staff to discuss the current RFP process, and resources provided to staff, and provide feedback on the process (1.5 hours)
 - Create a current vendor list with support from Young Farmers staff based on a provided contract masterlist and collect external vendor and contractor databases staff can share with the Coalition (6 hours)

- Provide criteria on best practices for hiring vendors and contractors, and co-draft a document outlining a process for vendor and contractor (v/c) procurement, that includes 1) how to hire and get a v/c approved, 2) how to access and update an approved v/c list, and 3) how to provide feedback to and/or end a relationship with a v/c (6 hours)
- *Advise on best practices and approach to contract drafting, negotiation, and management in a remote, complex organization.*
 - Consult on the final processes from RFP drafting to contract signature being mindful of softwares the organization is currently using for those processes. Provide feedback on any changes that need to be made, or longer-term strategy based on current software utilization (1-2 hours)

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