



REQUEST FOR PROPOSAL

FOR COMMUNITY SUPPORTED AGRICULTURE (CSA) SHARES AND WHOLESALE LOCAL FOODS

OVERVIEW

Mid Michigan Community Action Agency (Mid Michigan CAA) is seeking Michigan farmers offering Community Supported Agriculture (CSA) shares or wholesale produce, dairy and milk, eggs, meat and poultry, fish and seafood, bread and grains, nuts seeds and legumes, and beverages. The foods purchased through this program using funds acquired through the Local Food Purchase Assistance Cooperative Agreement Program (LFPA) will be distributed to underserved communities across central Michigan.

The intent of the program is to target Socially Disadvantaged farmers and ranchers. For this program, “socially disadvantaged” is a farmer or rancher who is a member of a Socially Disadvantaged Group. A Socially Disadvantaged Group is a group whose members have been subject to discrimination on the basis of race, color, national origin, age, disability, and, where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. While purchasing from socially disadvantaged farmers and ranchers is not a requirement, it is a target.

POINT OF CONTACT

Any questions concerning technical specifications or the Statement of Work requirements must be submitted in writing (e-mail permissible) and directed to:

Eva Rohlman, Outreach & Opportunities Director
989-386-3805 x1033
erohlman@mmcaa.org
PO Box 768, Farwell, MI 48622

TIMELINE

1. RFP Distribution Date: 10/15/2023
2. Target Date for Review of Proposals: 15 days following submission
3. Anticipated Decision and Selection of Vendor(s): 30 days following submission

4. Anticipated End of Proposal Acceptance: Not later than 4/1/2025

STATEMENT OF WORK

The farmer or rancher will be responsible for, but not limited to:

- providing food or beverage products that meet the definition for domestic and local.
 - Per the Agriculture Acquisition Regulation 470.103(b), food acquired must be a product of the United States, its territories or possessions, the Commonwealth of Puerto Rico, or the Trust Territories of the Pacific Islands (hereinafter referred to as “the United States”), except as may otherwise be required by law, and shall be considered to be such a product if it is grown, processed, and otherwise prepared for sale or distribution exclusively in the United States except with respect to minor ingredients. Ingredients from nondomestic sources will be allowed to be utilized as a United States product if such ingredients are not otherwise: (1) produced in the United States; and (2) commercially available in the United States at fair and reasonable prices from domestic sources.
 - Locally Produced Food means food that is raised, produced, aggregated, stored, processed, and distributed in the locality or region where the final product is marketed to consumers so that the total distance that the product travels between the farm or ranch where the product originates and the point of sale to the end consumer is at most 400 miles, or both the final market and the origin of the product is within the same State, territory, or tribal land.
- preparing all food and beverage products in compliance with state and local guidelines.
- allowing for inspection of food delivered by Mid Michigan CAA staff before final payment will be released.

PROPOSAL SUBMISSION

Interested parties are requested to submit their proposals. The proposal shall include:

- Farm/Business Name
- Farm Address, including City, State, Zip Code, and County
- Brief history, including the year established and number of years your company has been offering CSA shares or growing food for wholesale.
- Contact Name, including Phone and Email
- Person authorized to contractually bind the organization for any proposal against this RFP.
- Growing capacity of company (how many shares or quantity of product available for purchase)
- Complete list of commodities and products available for purchase, including the following details:
 - Price per unit
 - Months of availability
 - Packaging

The proposal must categorize each product available for purchase by the following categories: produce, dairy and milk, eggs, meat and poultry, fish and seafood, bread and grains, nuts seeds and legumes, and beverages.

The proposal must indicate if the farmer or rancher is a member of a Socially Disadvantaged Group.

The proposal must include approximate transportation and delivery costs and capacity, if applicable.

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AWARD CRITERIA

Any award made pursuant to this RFP will be based upon the proposal with proper consideration given to socially disadvantaged status, type(s) of product(s) offered, transportation and delivery capabilities, and cost requirements. Evaluation of offers will be based upon the farmer or rancher's responsiveness to the RFP and the total price quoted for items covered by the RFP. The following elements will be the primary factors in evaluating all proposals and in the selection of a vendors:

- Socially disadvantaged status of farmer or rancher.
- Overall cost of Farmer/rancher's proposal.
- Quality and/or variety of product(s) offered.
- Transportation and delivery capabilities