



## 2009 Request for Proposal

The 2009 Governor's Agri/Eco-Tourism Workshop and the Center for Rural Affairs' 2009 Marketplace event are requesting proposals for local food items to serve at the event luncheons and morning and afternoon snacks, as well as an evening banquet.

### **EVENT DATES:**

- **Tuesday and Wednesday, February 3<sup>rd</sup> and 4<sup>th</sup>** – 2009 Governor's Agri/Eco-Tourism Workshop
  - Planning for 250 people
  - Need food and beverage for the following:
    - Breakfast snack items both days (Examples: fruit, pastry, granola, yogurt, beverages etc...)
    - Lunch both days (main course, salads, vegetables, breads, and possibly dessert for Wednesday lunch.)
    - Afternoon snack items for Tuesday only
- **Tuesday, February 24<sup>th</sup>** – Center for Rural Affairs Awards Banquet
  - Plan for approximately 60 people
    - Banquet style meal serving main course, vegetables, salad and dessert
- **Wednesday, February 25<sup>th</sup>** – Marketplace: Opening Doors to Success
  - Planning for 600 people
  - Need food and beverage for the following:
    - Morning Break (Examples: fruit and pastries, coffee, juices)
    - Noon Lunch (Examples: main course, vegetables, salad, tea and coffee)
    - Afternoon Break (Examples: cookies, bars, pies, popcorn, chips and dip)

### **CONFERENCE LOCATION (for all three events listed above):**

Sandhills Convention Center  
2102 S Jeffers  
North Platte, NE 69101

The 2009 Governor's Agri/Eco Tourism Workshop will be the 4<sup>th</sup> annual workshop providing farmers and ranchers information on how to establish, finance, market and grow agri-eco tourism based businesses. We are planning on 250 people attending.

**For more information** on the Agri/Eco Tourism Workshop, contact Karen Kollars, Agri-Tourism Development Consultant and Western Region Tourism Representative with the Nebraska Department of Economic Development, at (308) 249-3220 or email her at [karen.kollars@nebraska.gov](mailto:karen.kollars@nebraska.gov)

The 2009 Marketplace: Opening Doors for Success, is a one-day event presented by the Center for Rural Affairs and our partners focused on strengthening small businesses and rural communities. MarketPlace will help you to learn essential business skills; network with service providers and other entrepreneurs, including agricultural entrepreneurs; and discover new ideas that work for your small business and your community. We are planning on 600 people attending.

**For more information** on the 2009 Marketplace: Opening Doors to Success contact Joy Marshall, Event Planner with the Center for Rural Affairs at (402) 614-5558 or e-mail her at [joym@cfra.org](mailto:joym@cfra.org) or Kathie Starkweather, Director, Rural Opportunities and Stewardship Program at (402) 438-8496 or email her at [kathies@cfra.org](mailto:kathies@cfra.org). For more information regarding the use of local foods at MarketPlace, contact Traci Bruckner, Assistant Director, Rural Policy Program at (402) 687-2103, Ext. 1016 or email her at [tracib@cfra.org](mailto:tracib@cfra.org)

### **HISTORY of SERVING LOCAL FOOD RAISED on FAMILY FARMS and RANCHES:**

The Center for Rural Affairs has always strived to serve locally produced food at their gatherings so that we can directly support the family farmers and ranchers and rural communities we fight for everyday. We have always had success in finding meat products from family farmers and ranchers. In recent years, we have worked to expand our sourcing to include as much locally produced ingredients as we can.

The 2008 Marketplace Conference lunch featured trout raised by the McGregor family near Plainview, NE; roast beef raised by the Dubas family near Fullerton, NE and squash raised by the Loth family, owners and operators of ShadowBrook Farm near Lincoln, NE.

The Agri-Eco Tourism Workshop last year held a “Taste of Agritourism” event the last evening of the workshop for farmers and ranchers to provide samples of their products to workshop attendees. The Workshop provides free booth space, tables and chairs to those wanting to display and provide samples of their products. If interested in partaking in the “Tasting Event” please contact Karen Kollars at (308) 249-3220 or email her at [karen.kollars@nebraska.gov](mailto:karen.kollars@nebraska.gov). Anyone selected through this RFP for the Agri-Eco Tourism workshop will also have the opportunity to participate in this event.

Since our events this year are at the same location and both are in February, we thought we would work together to source local foods. This is our first experience with sourcing locally grown and produced products through a Request for Proposals (RFP). So we are learning as we go and we invite your input on this RFP. Please share your thoughts with us and provide any ideas for how we can improve this for next year.

## **WHAT ARE WE LOOKING FOR IN 2009?**

Through this RFP we are seeking proposals for local food grown and produced on Nebraska family farms and ranches to serve at the events listed above. These are separate events and this RFP is working to source these products for each separate event. We are looking for as many local items as possible, even down to the eggs, butter and flour if possible.

We are not asking for specific items as we will base our menus around what is available from the farmers/ranchers/producers we select through this RFP. With these conferences are being held during the non-growing month of February, we are hoping to source some storable crops from local producers that can plan to store the amounts needed. We are also interested in sourcing lettuce if there are producers growing greenhouse lettuce that can be ready in February. Here are items we are looking to source (with general ideas of actual product in parenthesis but please don't let these limit you as they are just ideas.)

- Meat item(s) (such as chicken, beef, pork, fish, etc...)
- Vegetables (such as potatoes, squash, beans, onions, etc...)
- Leaf lettuce for a green salad
- Locally roasted fair trade coffee
- Locally grown fruits (citrus, tomatoes, etc...)
- Pastries and cookies made with locally grown/produced ingredients (for breakfast and afternoon breaks)
- Popcorn

## **PROPOSAL MUST INCLUDE:**

- Short biography of farm/ranch/business (if selected this will be used to provide information to conference attendees, giving you additional marketing exposure);
- Which event your proposal is looking to provide products for;
- List of product(s) you are looking to supply, the quantity you are able to supply, and product prices.
- If submitting a proposal for supplying pastries or cookies, include a description of where ingredients are sourced;
- If submitting a proposal for supplying locally roasted, fair trade coffee, provide information relating to the fair trade certification;
- Full contact information of principal proposal contact

## **RFP CONSIDERATIONS:**

We will base our decisions in part on the following:

- The ability to provide enough product(s) for each event. You do not need to have enough quantity to fill all three events or even one product for one event alone. We are selecting items for each event separately so if it works for you to supply a meat product for the banquet event that we are planning for 60 people to attend, then submit a proposal based on that event. We will also work with those that can't supply enough for just one event and work to combine products for one event if needed;

- Must be able to deliver products to the conference location listed above (all products must be received through the conference facility and therefore we will need successful proposal candidates to deliver to this facility);
- Ability to provide “risk management” and to help locate another source should there be a need. For example, say a successful candidate is scheduled to provide greenhouse lettuce for one of these events and something happens that prevents them from filling that order, can they help provide another source or contact for such a product;
- All meat products must be processed through a USDA inspected facility;
- Cost will be a consideration as well. We are committed to supporting family farmers and ranchers and that it will cost more than purchasing food through conventional channels but our budgets are limited as well. So if there are creative ways to work with those submitting proposals, we are open to ideas\*.

\*One idea we received was that if we purchased 500 chickens from someone they would donate additional chickens. That doesn't work for everyone but if that is something you would like to consider, please let us know.

**PROPOSALS DUE / DECISION PROCESS:**

Submit your proposal addressing the requirements above no later than October 1, 2008.

Center for Rural Affairs  
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402-687-2103 X 1016  
[rfp@cfra.org](mailto:rfp@cfra.org)

Department of Economic Development  
Karen Kollars  
PO Box 252  
Sidney, NE 69162

**NOTE:** Proposals may be submitted electronically or by US Postal Service. If sent through US Postal Service, they must be postmarked by October 1, 2008 and send a copy to each of the addresses listed above. If sending by email you only need to send to the one email address listed above.