

Request for Proposals(RFP)



Community
Connections
REVELSTOKE SOCIETY

Regional Food Bank Procurement Study

Community Connections (Revelstoke) Society seeks proposals to investigate effective strategies to procure foods collaboratively for food banks in the Columbia and Shuswap Region.

Date of RFP closing: May 31, 2023
Value of contract: \$30,000 + \$3000 travel expenses
Page limit of response: 5 pages

PROJECT OVERVIEW

Food banks in our region are experiencing record-breaking and steadily increasing client demand, along with reduced availability of low-cost food that we've typically received from larger food banks in urban centers and a limit to the amount of food that can be recovered from local grocers and food suppliers.

Individual rural food banks have little buying power on their own, are experiencing low food recovery donations, and some food banks cannot access national food share options due to transportation and storage issues. As a result, food banks in the region are challenged to meet the growing client demand within budget constraints. This challenge is exacerbated with the current financial climate which has raised food prices and decreased donations, while client demand has increased significantly.

Data from Revelstoke and Golden on demand and expenses in the past three years highlights two alarming trends, increased households accessing and increased food purchasing costs.

Revelstoke:
2019 - # of households that accessed the food bank at least once in the year: 268
Total food costs: \$83,507
2022 - # of households that accessed the food bank at least once in the year:
716 Total food costs: \$128,539

Golden:
• Demand for food hampers has more than doubled since 2020, and the number of adults & children receiving emergency food support through their program has increased by over 300%
• Food purchasing costs (at the Golden Food Bank) for 2022 were triple over what was originally budgeted, and for 2023 they have projected to spend over \$90,000 on food along with food recovery, freight, and delivery costs (compared to \$19,440 in 2020 and \$10,367 in 2019)

In 2022, the Golden Food Bank initiated regional conversations about food procurement, asking food banks to supply information on their food suppliers. This preliminary investigation highlighted that each food bank is maximizing staffing capacity to procure foods for their operation, and do not have the individual capacity to investigate all supply options and relationships. Use of the National Food Share System (NFSS) varies across the region, often related to infrastructure and staffing limitations.

Staff from the Golden Food Bank will provide a supporting role to the primary consultant for this study, providing critical knowledge and mentorship around procurement and operational practices that are unique to food bank operations, which will then become internalized and foundational to the rural service delivery model. A Steering Committee with representatives from Food Banks BC and the Sicamous, Revelstoke, Golden, and Invermere food banks will help to inform and guide the study. The Golden Food Bank support staff will provide administrative support to the steering committee, as well as support data collection, management and analysis for the primary consultant.

PROJECT DELIVERABLES

- Present options for regional food banks to collaborate on food procurement, considering the entire value chain
- Develop a pilot program and funding model to allow collaborative food procurement
- Develop tools to ensure cost effectiveness is continually available as prices fluctuate
- Data-informed evaluation of provincial funding allocations to rural food banks
- Replicability of the program to other food banks in the region and beyond

TIMELINE

May 12: Request for Proposal publicized

June 5: Proposal Submissions Due

June 15: Primary Consultant selected and notified

June 26 week: First Steering Committee Meeting, continuing monthly for 6 months

November 15: Final Report Due

RFP REQUIREMENTS

Your proposal must be submitted by May 31, 2023 and be no longer than 5 pages. It should include:

- Project understanding (issues, challenges and opportunities)
- Proposed methodology (including high level timeline, anticipated contents, quality control methods, key software tools) and key items to achieve project success
- Relevant past projects demonstrating related expertise

In addition to your 5-page proposal, please provide:

- CV (no more than 2 pages) and/or overview of your firm and bios of keystaff that will be assigned to this project.
- Fee schedule

We understand that consultants could go to varying lengths to meet the requirements of the proposed project, alongside vastly different budgets. As such, we are happy to accept up to two different fee schedules for this project, representing a high and low estimate for different 'levels of service'.

TIMETABLE

Your proposal is due May 31, 2023. We will interview shortlisted candidates, and select and notify the winning firm by June 15, 2023.

ASSESSMENT

Qualified candidates and firms will be competitively assessed based on demonstrated ability to deliver timely, complete, user friendly and cost-effective products.

All submissions will be assessed against the following 6 criteria:

1. adherence to RFP instructions;
2. consultant/company information;
3. demonstration of project understanding;
4. demonstrated capacity to fulfill project requirements;
5. viability and history of methodology; and
6. fee summary.

RESPONSE

Interested consultants and firms should respond to Community Connections (Revelstoke) Society (CCRS) no later than May 31, 2023. Response should be sent via email, with a PDF file that includes all RFP requirements to:

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