

Request for Proposals

Consultant Services for the Cleveland - Cuyahoga County Food Policy Coalition

1. Introduction

The Cleveland-Cuyahoga County Food Policy Coalition (Coalition) was formed in 2007 to bring about public and private policy-based changes that foster an all-around healthier food system. Since then, the Coalition has based its work on assessments of how food can impact the health of individuals, communities, the economy, and the environment.

Under the guiding mission of promoting a just, equitable, healthy, and sustainable food system in the City of Cleveland, Cuyahoga County, and Northeast Ohio, the Coalition engages in a variety of food and health-related activities across the region. These activities include, but are not limited to: convening issue-based working groups; building and supporting coalitions around new projects and programs; conducting research; disseminating information. Furthermore, the Coalition plays an important role in leading or assisting partners with special projects, examples of which include the Produce Perks and Produce Prescriptions programs, healthy retail initiatives, creation and dissemination of a Community Food Guide, and an array of work related to food system access points and opportunities.

2. Background

The Coalition is currently housed at The Ohio State University Extension (Extension). Recent staffing changes, including a staff change in the Extension County Director and the departure of the Coalition Convener & Extension Educator, represent a major transition for the Coalition. This transition period is seen by stakeholders as a time for both reflection on the past and planning for the future of the Coalition.

With support from its partners and the Extension, the Coalition is currently seeking the support of a consultant to aid the Coalition during the transition. The purpose of this Scope of Work is to detail the tasks and responsibilities and provide an overall understanding of the services to be provided by the consultant to the Food Policy Coalition.

3. Scope of Work

The trajectory of the Food Policy Coalition is currently being evaluated by a Transition Committee composed of Coalition stakeholders. *The transition time is estimated to be 3-5 months.* During this time, a consultant is needed to support the Transition Committee in planning for the immediate and long-term future of the Coalition. Main activities are highlighted below.

Supporting the Transition Committee in Determining the Future of the Coalition

The Transition Committee, composed of six Coalition members is tasked with three goals: 1) to identify and recruit members for the Coalition Steering Committee; 2) to identify and establish an organizational home for the Coalition; and 3) to assess staff levels, requisite skills, and job descriptions needed to ensure effective implementation of the Coalition's strategic framework

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(attached). The Transition Committee will meet up to twice each month over the course of the 3-5 month transition period.

The Consultant will support the work of the Transition Committee by:

- Scheduling, organizing, and leading transition meetings
- Meeting with Transition Committee members individually, if/as needed
- Conducting or coordinating necessary research and due diligence on meeting topics
- Ensuring that the work of the Transition Committee is completed in a timely manner and in accordance with a mutually-agreed-upon schedule
- Communicating with Coalition stakeholders and funders

4. Project Timeline

The trajectory of the Food Policy Coalition is currently being evaluated by the Transition Team. The transition time is estimated to be 3-5 months.

5. Proposal submission & deadline

Interested parties should submit a proposal by 5PM on Wednesday April 22nd to Claire Gauntner at the George Gund Foundation (cgauntner@gundfdn.org). Proposal should include

- Cover letter
- CV or résumé
- Summary of recent and relevant projects
- Firm estimate of fees to be charged, as well as estimate of any related expenses

Proposals will be reviewed by staff from the George Gund Foundation and the St. Luke's Foundation, with recommendations made to the Transition Committee for a final decision.