



## **Sustainable New Agri-Food Products & Productivity (SNAPP) Program**

*A project funded by FedNor and administered by the Rural Agri-Innovation Network (RAIN), a division of the Sault Ste. Marie Innovation Centre (SSMIC)*

### **SNAPP Project Partnership - Request for Proposals**

#### **Program Background**

The Rural Agri-Innovation Network (RAIN) is a division of the Sault Ste. Marie Innovation Centre (SSMIC), with a mandate to build a resilient farm and food sector in northern Ontario through innovative research and agriculture development projects. RAIN strives to achieve this mandate by: encouraging business growth and improved capacity for farmers and food businesses; collaborating with industry, government and communities to develop initiatives that meet the needs of farmers and agri-food businesses; as well as providing a network of support that enhances the industry.

In northern Ontario, there are opportunities for agri-food innovation in value-added processing, productivity enhancement and clean tech projects. The Sustainable New Agri-Food Products & Productivity (SNAPP) Program is led by the Rural Agri-Innovation Network (RAIN), an initiative of the Sault Ste Marie Innovation Centre (SSMIC) and is funded by FedNor Industry Canada and provides a funding program to expand the agri-food sector in northern Ontario.

The Sustainable New Agri-Food Products and Productivity (SNAPP) Program is for northern Ontario agriculture and food producers, processors, businesses and collaborations to provide up to \$10,000 at 50% cost-share towards the purchase of equipment for eligible activities. Collaborations of three or more entities can be eligible for up to \$25,000 at 50% cost-share towards equipment purchases.

*The SNAPP program renewal is planned for 2019-2023. The RAIN is now seeking partners for the potential renewal of the program, but funding has not been confirmed at this time.*

#### **SNAPP Program Goals**

- Stimulate the development and expansion of the agriculture and food sector in northern Ontario. Catalyze sustainable jobs or increase agri-food employment.
- Address challenges specific to northern Ontario agri-food production such as a shorter production season, distance to markets and a lack of economies of scale.
- Promote value-added processing and innovative production and processing practices that increase scalability, profitability and competitiveness.
- Improve efficiency or resource use, reducing ecological impact and carbon footprint while enhancing profitability.

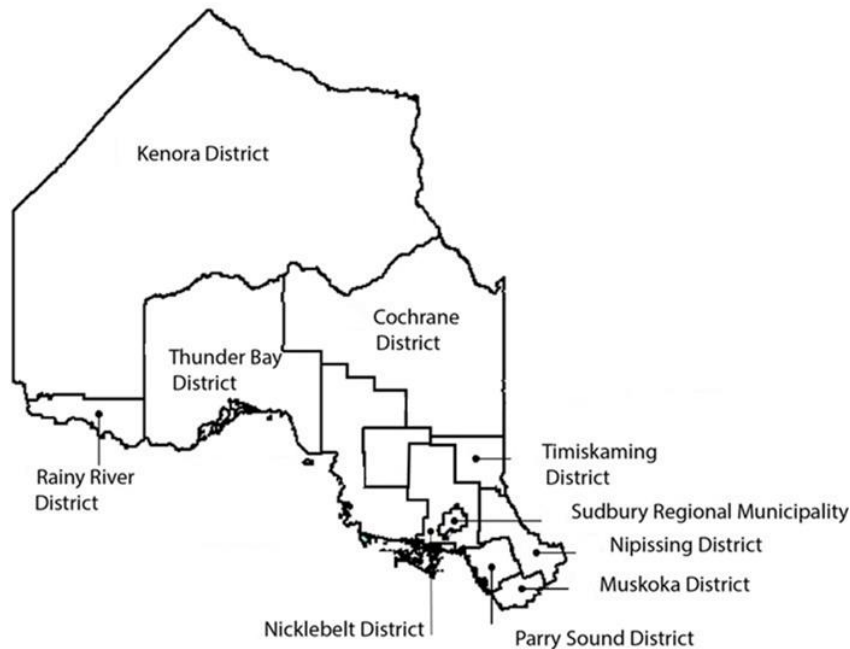
## SNAPP Project Partnership Eligibility Criteria

The Sustainable New Agri-Food Products and Productivity (SNAPP) Program brings together organizations to support agri-food economic development within northern Ontario. SNAPP is seeking project partners with experience in one or more of the following:

- agriculture; economic development;
- food processing;
- product development;
- environment and sustainability;
- technology; innovation and enterprise/business development,
- francophone and Indigenous communities
- Knowledge or experience with the above sectors, specific to northern Ontario would be necessary for a successful partnership.

The SNAPP Project Partner will support and promote the SNAPP program within a specific region of northern Ontario. SNAPP is seeking two separate Project Partners, who will each cover districts within the Northwest or Northeast regions. RAIN will provide support and promote SNAPP in the Algoma and Manitoulin Districts, which will not be covered by the Project Partner.

In the Proposal, the Project Partner must outline which northern Ontario districts they will provide services within. SNAPP is seeking two separate Project Partners to provide support and promotion for the designated regions within the northern Ontario districts that are named in the map below:



## Scope of Work

The SNAPP Project Partner(s) will provide promotion, advisory and support services for the Sustainable New Agri-Food Products & Productivity (SNAPP) Program. The SNAPP Project Partner(s) will designate a SNAPP Project Steering Committee member to represent the partner organization and be involved in the decision-making process. The SNAPP Project Partner(s) will also hire or designate a SNAPP Grant Reviewer and a SNAPP Project Outreach Assistant.

The proposed SNAPP program is a three-year project and will have a maximum of four (4) application intake periods over the duration of the program. Intake periods will vary in duration (maximum of three months) and will typically take place in late winter/early spring. Intake timeframes are subject to change.

Description of services, deliverables and related activities:

a) SNAPP Project Steering Committee:

The SNAPP Project Partner will designate a representative to be a member of the **SNAPP Project Steering Committee**. This representative will work with RAIN and other SNAPP Project Partners to oversee the promotion and support of the SNAPP program and be involved in decisions relating to SNAPP program policy, strategic direction and budget allocation.

b) Promotion Services:

The **SNAPP Program Outreach Assistant** will work with the RAIN Program Coordinator to develop, coordinate and implement a promotion and marketing plan. This will include promotion of the program to regional partners, associations, farmers, food-processing businesses and the broader public through events, email and communication networks. The SNAPP Program Outreach Assistant will be available to attend SNAPP promotional meetings and offer recommendations relative to their designated region. The SNAPP Project Partner will provide a monthly activity report to the RAIN Program Coordinator in a timely manner. The Outreach Assistant will encourage agri-food businesses to develop innovative products, processes and business opportunities at the direction of the RAIN Program Coordinator.

c) Program Assistance Services:

The **SNAPP Program Outreach Assistant** will be the project point of contact in their assigned region for all interested parties and applicants. The SNAPP Project Partner will be responsible to assist applicants with the application process and project criteria for the project during designated intake periods and refer applicants to local Economic Development agencies (Community Futures Development Corp., local Economic Development officers, etc.) for business planning or financing assistance, when needed. The SNAPP Program Outreach Assistant will liaise with the RAIN Program Coordinator during application intakes, keep detailed records and communicate any issues or concerns to the RAIN Program Coordinator.

d) Grant review:

The **SNAPP Grant Reviewer** will participate in SNAPP Grant Review Committee meetings (one per Intake), review and score applications against a criterion, provide comments on the review and make decisions on the allocation of project funding to successful applicants.

## Deliverables

- a) Designate a representative to be a member of the SNAPP Project Steering Committee.
- b) Designate or hire a SNAPP Program Outreach Coordinator in the defined region.
- c) Designate or hire a SNAPP Grant Reviewer in the defined region.
- d) Promote the SNAPP program to regional food producers/businesses in coordination with project deadlines.
- e) Assist applicants by providing support when needed; ensure that project eligibility criteria are accurately communicated, responding to all project inquiries in a timely manner.
- f) Provide related resources and contacts to further SNAPP's objectives.
- g) Participate in SNAPP Grant Review Committee meetings, review and score applications against criteria, provide comments on the review and make decisions on the allocation of project funding to successful applicants.
- h) Share relevant information with SNAPP Project Partners to ensure the project activities are coordinated with other related events and initiatives.
- i) Distribute information throughout regional networks.
- j) Participate in evaluating the SNAPP program.
- k) Provide information to RAIN (lead organization) as required for project management and reporting.
- l) Manage human resources and supervise staff.
- m) Actively seek development of innovative products, processes and business opportunities with potential SNAPP applicants.
- n) Host one regional event per year that promotes products created through SNAPP in the defined region.

## Proposed Timeline

SNAPP Project Partnership agreement will be in place from September 2019 - April 30, 2023.

An outline of activities is as follows:

- Aug 2019 – RAIN/SSMIC evaluates proposals and selects program partners based on criteria.
- Aug/Sept 2019 – RAIN/SSMIC confirm program partners from the RFP process.
- Sept 2019 – SNAPP Program Partners sign partnership agreement and start recruiting prospective SNAPP Program Outreach Assistants and Grant Reviewers.

- Sept 2019 - Marketing and program materials are revised and distributed.
- Oct-Nov 2019 – SNAPP Program Outreach Assistants are hired and trained
- Nov-Dec 2019 - The first SNAPP intake is announced and promoted at events, social media, etc.
- Jan-Mar 2020 - Intake 1 applications are reviewed and first round of projects are approved.
- May-Dec 2020 – Approved Intake 1 projects are implemented
- July-Sept 2020 – Regional Events take place to promote SNAPP projects.
- Nov-Dec 2020 – Intake 2 is announced and promoted at events, social media, etc.
- Jan-Mar 2021 - Intake 2 applications are reviewed and second round of projects are approved.
- May-Dec 2021 – Approved Intake 2 projects are implemented.
- July-Sept 2021 – Regional Events take place to promote SNAPP projects. Site visits are conducted for Intake 1 projects. SSMIC highlights the new products and innovative ideas that are created through its projects on social media and through other media.
- Nov-Dec 2021 – Intake 3 is announced and promoted at events, social media, etc.
- Jan-Mar 2022 - Intake 3 applications are reviewed and third round of projects are approved.
- May-Dec 2022 – Approved Intake 3 projects are implemented.
- July-Sept 2022 – Regional Events take place to promote SNAPP projects. Site visits are conducted for Intake 2 projects. SSMIC highlights the new products and innovative ideas that are created through its projects on social media and through other media.
- Sept-Oct 2022 – An additional Intake takes place, if needed.
- July-Sept 2023 – Regional Events take place to promote SNAPP projects. Site visits are conducted for Intake 3 projects. SSMIC highlights the new products and innovative ideas that are created through its projects on social media and through other media.
- April 2023 – SNAPP Program Partnership agreement ends.

## **Budget**

The total budget for this project must not exceed \$60,000.00 CAD, including all expenses and taxes. Budget should include the following expenses: salaries and benefits, travel, meals, marketing and event costs, and office related expenses.

The SNAPP Project Partner will support and promote the SNAPP program within a specific region of northern Ontario. SNAPP is seeking two separate partners, who will each cover districts within the Northwest or Northeast regions. RAIN will provide support and promotion of SNAPP in Algoma and Manitoulin Districts, which will not be covered by the Partner.

## **Contract**

The successful project partner will be required to enter into a professional services contract with SSMIC/RAIN for the work as outlined in this RFP. The SNAPP Project Partner shall submit an itemized invoice following the payment schedule identified by SSMIC, referencing the deliverables identified. SSMIC/RAIN may request additional supporting information as needed. SSMIC/RAIN reserves the right to modify content of this RFP at any time.

## **Proposal Requirements**

- a) A description of the organization, including experience in relation to one or more of the following: agriculture; economic development; food processing; product development; environment and sustainability; technology; innovation, enterprise/business development, francophone and Indigenous communities.
- b) An outline of the organization's mandate and qualifications, including a maximum of three related project examples with references.
- c) An outline of experience relative to northern Ontario.
- d) A description of the organizations ability to support and promote the SNAPP program within a specific northern Ontario region. (RAIN will provide support and promotion of SNAPP in Algoma and Manitoulin Districts, which will not be covered by the Partner). What specific benefits does your organization bring to the selected region?
- e) List of qualifications of the designated representative who will act as member of the SNAPP Steering Committee. How will this representative benefit the SNAPP program?
- f) List of qualifications of other designated representatives (if applicable at time of submission). Outline experience relative to their designated region.
- g) Complete budget with appropriate costs relative to the project.
- h) Proof of liability insurance.

## **Proposal Evaluation Criteria**

RAIN/SSMIC will evaluate all proposals based on the following criteria:

- a) Overall proposal suitability: proposed concepts must meet the scope and needs included herein and be presented in a clear and organized manner.
- b) Organizational Experience: proposals will be evaluated on the organization's experience as it pertains to the scope of this project.
- c) Previous work: organizations will be evaluated on examples of their work pertaining to the previously stated experiential requirements of the project.
- d) Regional capacity: organizations will be evaluated on their ability to represent the project in their selected northern Ontario region.
- e) Pricing: complete budget (total not exceeding maximum budget outlined in RFP), including appropriate costs relative to the project.

## Deadline for submission

Proposals are due no later than Friday, August 9<sup>th</sup>, 2019 - 5:00 pm. EST. Send submissions by email to David Thompson, RAIN Project Coordinator, [dthompson@ssmic.com](mailto:dthompson@ssmic.com).

## Legal

1. Indemnity. If the contract is awarded, the successful proposer will be required to indemnify and hold SSMIC harmless and against all liability and expenses, including solicitors fees, howsoever arising or incurred, alleging damage to property or injury to, or death of, any person arising out or attributable to the consultants performance of the contract awarded. Any property or work to be provided by the consultant under this contract will remain at the consultant's risk until written acceptance by the SSMIC; and the consultant will replace, at the consultant's expense, all property or work damaged or destroyed by any cause whatsoever.
2. Exceptions. The proposer shall furnish a statement on company letterhead giving complete description of all exceptions to the terms, conditions and specifications. Failure to furnish the statement will mean that the proposer agrees to meet all requirements of the Request for Proposal.
3. Termination for Convenience. The SSMIC may terminate a contract, in whole or in part, whenever the SSMIC determines that such a termination is in the best interest of the SSMIC, without showing cause, upon giving written notice to the proposer. The SSMIC shall pay all reasonable costs incurred by the proposer up to the date of termination. However, in no event shall the proposer be paid an amount which exceeds the bid price for the work performed. The proposer shall not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination.
4. Termination for Default. When the proposer has not performed or has unsatisfactorily performed the contract, SSMIC may terminate the contract for default. Upon termination for default, payment will be withheld at the discretion of SSMIC. Failure on the part of the proposer to fulfill the contractual obligations shall be considered just cause for termination of the contract. The proposer will be paid for work satisfactorily performed prior to termination, less any excess costs incurred by the SSMIC in re-procuring and completing the work.
5. Interpretation. The contract resulting from this Request for Proposal shall be construed under the laws of the Province of Ontario.
6. Integration. This Request for Proposal document, the proposer's response to this solicitation, and subsequent purchase order(s) to the successful proposal contain the

entire understanding between parties, and any additions or modifications hereto may only be made in writing executed by both parties.

7. Non-Assignment of Contract. The proposer shall not assign the contract, or any portion thereof, except upon the written approval of the SSMIC.
8. Contract Agreement. The selected proposer will be required to enter into a contract agreement with SSMIC.
9. Compliance with Laws. The contractor will give all the notices and obtain all the licenses and permits, required to perform the work. The contractor will comply with all laws applicable to the work or performance of the contract.
10. Intellectual Property Rights. SSMIC will be the owner of the intellectual property rights, including patent, copyright, trademark, industrial design and trade secrets in any deliverable product or product developed through this contract. Licensing and marketing rights to the developed product will not be granted in the contract.
11. Confidentiality. The selected proposer agrees not to release or in any way cause to release any confidential information of the SSMIC unless they have been specifically approved to do so in writing.
12. Added Value. SSMIC is interested in maximizing the value of expenditures as it relates to achieving additional value that would further benefit SSMIC. As such, bidders are encouraged to consider, develop and propose value added concepts, programs, components and the like that would further enhance the proposed acquisition represented in this solicitation request.
13. Disputes. In cases of dispute as to whether or not an item or service quoted or delivered meets proposal requirements, the decision of SSMIC, or authorized representatives, shall be final and binding on all parties.
14. Reservations. SSMIC a) reserves the right to reject or accept any or all proposals or parts of proposals, when in this reasoned judgment, the public interest will be served thereby, b) may waive formalities or technicalities in proposals, as deemed necessary, c) may waive minor differences in the proposal provided these differences do not violate the proposal intent.