



## **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), Northern Ontario Farm Innovation Alliance (NOFIA) and the Northwestern Ontario Innovation Centre (NOIC))*

### **SNAPP COVID 19 Response - Training Programs**

#### **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.

The Sustainable New Agri-Food Products & Productivity (SNAPP) Program is led by the Rural Agri-Innovation Network (RAIN), in partnership with the Northern Ontario Farm Innovation Alliance (NOFIA) and the Northwestern Ontario Innovation Centre, funded by FedNor. SNAPP was created to respond to opportunities and mitigate challenges of expanding agri-food in northern Ontario.

The COVID-19 pandemic is impacting all sectors of the economy and has created new challenges as well as opportunities for the agri-food sector. In April of 2020, RAIN conducted a survey to assess how COVID 19 was affecting businesses within the agri-food sector and identify needs. **The Sustainable New Agri-Food Products and Productivity (SNAPP) Program – COVID 19 Response Fund** was launched in June 2020 for northern Ontario food producers, processors, and agri-food businesses to provide funding for projects that address challenges or respond to opportunities created by COVID 19.

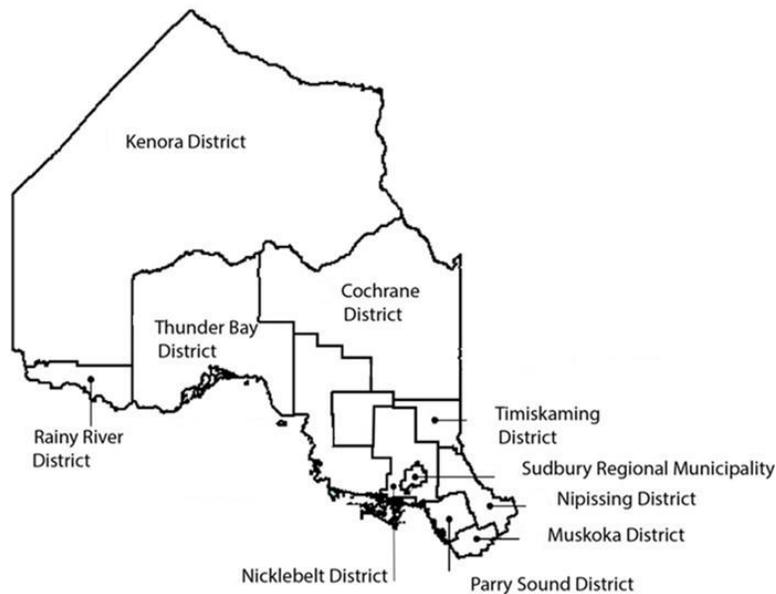
As part of the COVID 19 Response Fund, SNAPP is seeking proposals from regional producer associations, economic development organizations, agri-food organizations, and First Nation communities to provide training for northern Ontario producers and processors as a response to COVID-19.

#### **SNAPP COVID-19 Response Training Goals**

The Sustainable New Agri-Food Products and Productivity (SNAPP) Program brings together organizations to support agri-food economic development within northern Ontario. The COVID 19 Response Program is seeking organizations or individuals with experience in training and/or workshop facilitation to:

- offer workshops and training sessions within northern Ontario that will identify needs in response to COVID-19 and cover topics, such as business planning, e-commerce, marketing, food labelling requirements, food safety and other pertinent training topics that are identified in consultation with agri-food producers and processors.
- offer training that is accessible to participants due to the COVID-19 crisis (i.e. web-based training or pre-recorded material)

Training will target northern Ontario producers, processors and agri-food businesses and will target and be relevant to the regions below.



### Scope of Work

The COVID-19 Response Training Program will provide training opportunities for northern Ontario producers and processors as a response to COVID 19.

Partners in this program will create and facilitate training services on a topic or topics outlined in their proposal. Some examples of training topics are:

- e-commerce platforms for agri-food businesses
- business planning for start-up businesses
- food labelling requirements
- food safety and regulations
- maintenance and repair of farm tools and equipment
- sustainable farming practices
- mental health and well-being
- farming in difficult climates and changing environments
- how to diversify or access new markets



Training topics may also come from producer organizations that have consulted with their membership.

Training must be accessible to northern Ontario businesses and relate to needs or opportunities related to COVID-19.

### **Deliverables**

- a) Facilitate training program to northern Ontario agri-food businesses as a response to COVID-19.
- b) Provide relevant topic(s), outline(s), and all training materials to RAIN prior to session date.
- c) Work with RAIN and SNAPP Partners on training date(s).
- d) Designate experienced trainer(s) to facilitate session(s).
- e) Work with RAIN and SNAPP Partners to promote training program.

### **Proposed Timeline**

SNAPP Project Partnership agreement will be in place from September 30, 2020 to February 28, 2021.

### **Budget**

The total budget for a project proposal from each proponent must not exceed \$10,000 CAD, including all expenses, before HST.

### **Contract**

The successful project partner will be required to enter a professional services contract with SSMIC/RAIN for the work as outlined in this RFP.

### **Proposal Evaluation Criteria**

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

- a) Overall proposal suitability: proposed training 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) Pricing: complete budget (total not exceeding maximum budget outlined in RFP), including appropriate costs relative to the project.
- d) Duplication: proposed training must not duplicate any existing training through the SNAPP COVID 19 Response Program or any other programs in the region.

### **Deadline for submission**

Proposals are due no later than September 25, 2020 - 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.
15. **Funding.** Selected proposer must attest that costs billed must be incremental to those already being covered by existing government funding sources.