

Responsive Advancement for Meat Processing (RAMP) Program

*A program administered by the Rural Agri-Innovation Network (RAIN)
- a division of the Sault Ste. Marie Innovation Centre (SSMIC).*

Management Training Request for Proposals

Released August 8, 2022

Program Background

The Responsive Advancement for Meat Processing (RAMP) Program is for northern Ontario abattoirs and free-standing meat processing plants, supported by FedNor (Federal Economic Development Agency for Northern Ontario). RAMP is a comprehensive approach to the sector that provides advisory support, expert consulting, and funding for eligible projects. The RAMP Program is in response to the continuing high demand from consumers and farmers for locally sourced meat.

The RAMP Program will provide up to \$25,000 at 75% cost-share towards the purchase of new technologies, equipment and/or materials that will result in the growth and diversity of the meat sector supply chain within the agri-food sector in the region. Participation in the program's initiatives (productivity assessments and management training) is strongly encouraged for funding recipients.

RAMP strives to:

- Stimulate the development and expansion of the meat processing sector in northern Ontario.
- Address challenges brought on by the increase in demand for local food in northern Ontario, especially since the COVID-19 pandemic.
- Encourage the adoption of clean technologies to increase resource efficiency while reducing waste and greenhouse gas emissions.
- Promote the adaptation of new technologies to modernize operations while expanding capacity and increase efficiencies to improve productivity.
- Promote new value-added processing and innovative production and processing practices that increase scalability, profitability, and competitiveness.
- Encourage the integration of regenerative agriculture practices with value chain development

Management Training Goals

Northern Ontario meat processors have expressed many challenges to their enterprises that include retaining employees, keeping up with meeting regulations, and an overwhelming number of administrative tasks. Businesses have expressed that they would like to empower their staff to take on management roles, especially for those who are undergoing business succession or that have staff that report to a Board of Directors. There have also been a few businesses that want to start new meat processing businesses and have limited experience in the sector.

To respond to these needs, the RAIN is seeking qualified trainers to deliver a training program for managers of meat processing businesses (free-standing meat plants and abattoirs). The training would support employees and business successors gain knowledge in food safety, traceability, employee

engagement, human resource management, continuous quality improvement, occupational health & safety, and financial management.

Management training would be conducted in an accessible online format taking place on weekday evenings over several weeks in Winter 2022-23. We expect there will be 20-30 training participants with several processing enterprises, including start-ups. Training will target northern Ontario meat processors and will target and be relevant to regions of northern Ontario that include Parry Sound District and Muskoka District

Scope of Work

The Meat Processing Management Training Program will provide training opportunities for northern Ontario processors to build their capacity to effectively manage employees and the enterprise. The trainer for this program will create and facilitate training services on topics that include:

- Food safety, traceability, labelling requirements
- Employee engagement
- Human resource management
- Continuous quality improvement
- Occupational health & safety
- Financial management & planning

Deliverables

- a) Facilitate training program to northern Ontario meat processors
- b) Provide relevant topic(s), outline(s), and all training materials to RAIN prior to session date.
- c) Liaise with RAIN on training date(s) and program promotion.
- d) Designate experienced trainer(s) to facilitate session(s).

Proposed Timeline

The contract agreement for training will be in place from October 1, 2022, to April 30, 2023. Training session(s) would take place between Nov 1, 2022, and Mar 31, 2023.

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

SSMIC/RAIN 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 including appropriate costs relative to the project.

Deadline for submission

Proposals are due no later than September 9, 2022 - 5:00 pm EST. Send submissions by email to David Thompson, RAIN Manager, dthompson@ssmic.com – (705) 942-7927 x3027

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.