

Homegrown Minneapolis (HGM) Consultant RFP
Questions and Answers
From Pre-proposal Conference, held February 15, 2012

Q - How many Food Council work groups, task groups, or standing committees will there be during the consultancy period?

A - The Food Council began meeting in January, 2012. It is just developing and we will know more as we progress. We are trying to keep the number of subcommittees to a minimum and to not go beyond our capacity. We anticipate both standing, ongoing committees and work groups and task groups which could end once their task is completed.

Q - Who is the person or department to whom the Consultant is accountable?

A - The contract will be managed by the Gayle Prest, Director, City of Minneapolis Sustainability in the City Coordinator's Office. Both Patty Bowler from the Department of Health and Family Support, and Gayle Prest will work closely with this consultant. The final decision maker is Gayle Prest in the Sustainability Office.

Q - How did Homegrown Minneapolis evolve?

A - The Mayor launched Homegrown Minneapolis (HGM) in 2009 with the assistance of the Minneapolis Department of Health and Family Support, other city departments and community stakeholders. The work of the initiative has been divided into three phases. In the first phase, community stakeholders gathered to develop specific local food system recommendations and action steps. The second phase involved the implementation of quite a few of these recommendations. The current and third phase involves the launch and work of the Food Council.

Q - What are the expected activities of the Consultant?

A - The expected activities are:

- Management and implementation of Homegrown Minneapolis initiatives;
- Coordination of the Food Council;
- Resources development (raising funding for HGM);
- Development and implementation of an economic development strategy for the local food sector.

Q - What are the priorities within the initiatives?

A - The Food Council will meet over the next couple of months to prioritize the work of HGM.

Q - From what I gather from your introduction, it is a 9 month consultancy position, is there a vision of continuity and is there a chance that this may roll into a city position?

A - We are fortunate to have staffed this initiative up to now using grant funds. The future of this position depends on raising funds to support it. To this end, HGM may continue as a city initiative housed within city government or it might be housed with a community partner.

- Q - How many hours is the service of the Intern and what kind of skill do they come with?
A - It is about 15-20 hours per week depending on the hourly rate. We are looking for a graduate school intern with a high level skill who is interested in public health professional growth opportunities. In the past we have had 3-4 HGM interns who were highly skilled, engaged with the community and performed their jobs well. We currently have a number of great applications to choose from.
- Q - Are members of the Food Council appointed and is this information available for the public?
A - Yes. It is available on the December 9, 2011 Minneapolis City Council Official Proceedings on the City's web.
<http://www.minneapolismn.gov/meetings/council/WCMS1P-085504>
- Q - How is the data base for all this work/project to be dealt with?
A - The City has 2010 Microsoft Office and the Consultant will have a partial permission to log into the City's shared system to add/retrieve data.
- Q - Is double sided printing on the application acceptable?
A - Yes.
- Q - Is proposal from a team acceptable?
A - Yes.
- Q - When you say "expected costs" what exactly does that mean?
A - All costs that the consultant will incur in the execution of the contract needs to be reflected in the hourly rate.
- Q - Which format do you accept for the narrative?
A - Word is acceptable, although any format that gives complete and concise information is acceptable.
- Q - How often could reimbursements be made to the consultant?
A - The city reimburses on hourly basis. The frequency of payments varies and typically is monthly. These terms will be included and agreed upon in the contract.
- Q - How many established meetings is the Consultant supposed to attend?
A - The one established meeting that the Consultant must attend is the Food Council meeting which is held the third Wednesday of the month from 3:00 – 4:30 pm. There will be other meetings such as the Food Council's Executive Committee meeting, but these dates are not yet set.