



REQUEST FOR PROPOSALS

Rhode Island Food System Preparedness and Recovery Planning Process

About the Rhode Island Food Policy Council

The Rhode Island Food Policy Council (RIFPC) is an independent statewide network established in 2011 with a mission to promote a more equitable, accessible, economically vibrant, and environmentally sustainable food system. RIFPC is the only food policy council in Rhode Island. We build coalitions that align resources, develop and implement high-impact projects, and advocate for good food policy. We center equity in our work, which touches all parts of the food chain – production, harvesting, processing, distribution, consumption, and waste management. We operate with a small, all-hands-on-deck, collaborative professional staff, a broad network of engaged and diverse council members, and hundreds of stakeholders from across the Ocean State. As a network-based organization, we have a systems-level vantage point that allows us to solve complex food systems issues that no single stakeholder can address. More information about RIFPC can be found at www.rifoodcouncil.org.

Scope of Work

RIFPC seeks proposals for key activities toward the creation of a State of Rhode Island Food System Preparedness and Recovery Plan (“the Plan”). RIFPC has been funded for this work by the State of Rhode Island’s allocation of American Rescue Plan Act (ARPA) funds, through the Rhode Island Foundation.

The planning process will include identification of priorities and strategies and development of an action plan for the State of Rhode Island to address the extended recovery from an acute food-system disruption, following initial emergency response. Activities and final deliverables are to be completed by August 30th, 2024.

The Plan will prioritize Rhode Island communities, families and businesses that are most vulnerable to negative impacts of food system disruptions. It will serve as a strong foundation for response and recovery efforts to ensure a sufficient supply of food that is acceptable and accessible to vulnerable and impacted communities.

Primary contents of the Plan will be recommendations for action directed to agencies and departments within administration of the State of Rhode Island. Additional audiences will include community-based agencies and municipalities for coordination of efforts and statewide elected officials (i.e. legislators and Governor’s office) for advocacy and awareness.

The Plan will serve as a standalone accompaniment to the [Rhode Island State Food Strategy](#) (in development).

Proposals will be accepted for contracts up to \$100,000.

Planning activities will include:

- Assessment of existing hard and soft infrastructure available or in use for statewide response and recovery from food system disruptions, e.g.:
 - Sourcing
 - Storage
 - Distribution
 - Communication/Coordination

The hard and soft infrastructure assessment will specifically include innovations developed in response to the COVID-19 pandemic that have helped to ensure food security for vulnerable populations.

- Identification of risks and vulnerabilities in the ability of Rhode Island’s most impacted communities, families and businesses to withstand and recover from food system disruptions
- Identification of opportunities for the State of Rhode Island to increase food system resilience and recovery capabilities, with a focus on most vulnerable constituencies

To prevent duplication of efforts in assessing the needs of key vulnerable populations, the planning process will reference and build upon the City of Providence’s Food Security Prioritization and Planning Process, to be completed in December 2023.

Efforts to prioritize, engage and communicate with vulnerable constituencies will include but will not be limited to providing in-person updates and conducting focus groups at Rhode Island Department of Health’s *Health Equity Zones Learning Community* events on March 12th and May 14th, 2024.. Additional community update/engagement activities will take place at the May 7th, 2024 quarterly virtual meeting of the Rhode Island Hunger Elimination Task Force.

The resulting Plan will include but may not be limited to:

- Summary of process, findings and recommendations
- 3-5 year strategic priorities and graphic timeline to ensure Rhode Island’s readiness for food system disruptions
- Policy briefs outlining findings and recommendations for 4-8 key issues identified through planning process

- Action plan to ensure food security during recovery from system disruptions, including list of key stakeholders and roles to be activated in case of ongoing food emergency
- Shareable and functional catalog of assets to be engaged by key State agencies and partners in food system response and recovery
- Recommended strategy for regular plan review and revision including schedule, partners to be engaged and other factors to ensure that plan remains current and relevant during the 3-5 year implementation period

Proposals will be evaluated based on quality of the following required elements:

- Description and roles of lead organization and any partner organizations collaborating on this proposal, including qualifications and experience of the organization(s) and key personnel
- At least one example product (e.g. a plan, report, policy document, etc.) demonstrating a successful project of similar scope and scale carried out by the proposing organization (if possible as a link to an on-line document)
- Detailed work plan and timeline of the proposed planning process, to be completed by August 30, 2024
- Clearly defined strategy for prioritization and engagement of and communication with representatives of vulnerable communities and businesses
- Detailed description of anticipated deliverables
- Detailed budget illustrating appropriate allocation of funds to achieve the proposed work plan and products
- Proposed invoicing timeline
- Description of recommended planning or data collection activities that are not feasible within the allocated budget or timeline (if applicable)

Submit proposals by December 1, 2023 via email to:

Rachel Newman Greene
Program Director, Food Access and Nutrition Security
Rhode Island Food Policy Council
Rachel@rifoodcouncil.org

Please use subject line: PRP Proposal - [your company name]

Direct questions to the above contact

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