

Proposal due 5/31/24

Questions and Answers Updated 5/22/24

1. For the professional references, are you looking for letters of recommendation or simply the contact information for these references?
 - *Letters of recommendation are not required. Contact information (Name, organization, email, phone number) is acceptable.*

2. In our projects, we estimate expenses and revenues to ensure that any plan we put together is financially feasible. Your RFP emphasizes listening to a range of stakeholders about their needs and the barriers they face to access healthy food. It does not mention exploring potential models for funding access to fresh food or sources of funding to support such programs. Is this because you are confident that there will be funding available for this work? Or would you be open to including an effort to look at possible funding models and conduct financial analysis?
 - *The REACH project team is open to inclusion of this aspect of a planning and design process in a proposal.*

3. We understand the desire for the Planning Committee to make decisions by consensus. We would work hard to support that aim. At the same time, in our experience it can be useful to have a plan for how the group will move forward in the event that consensus cannot be reached. Do you have ideas for how the group would move forward if it could not reach alignment and a decision needs to be made (e.g., majority vote)?
 - *We would discuss this with the Planning Committee members up front as part of the group agreements and decide how to move forward when consensus isn't possible. We would like the Consultant to propose paths forward to reach decisions with or without consensus. The Planning Committee will give advice and make recommendations and there may be times when multiple recommendations are appropriate.*

4. Is your expectation that the 13 monthly meetings of the Boston farmers market planning committee will be held remotely or in person?
 - *We expect most of the meetings to be remote but would like to meet at least 3-4 times in person. Meeting space and refreshments for in-person meetings will be budgeted by the BPHC.*

5. The RFP defines a process that is much longer than our typical planning process at a fee that is much lower than a typical planning process. Would you be open to completing the process over a shorter period of time? Would you be open to the possibility of increasing the fee?
 - *Our proposed timeline is based on our need to accommodate busy summer/fall schedules in the Boston farmers market landscape. We are open to considering a*

shorter planning process and ask applicants who want to do a shorter process to include in your proposal a suggested timeline and short explanation of why it would be beneficial and still provide the right level of engagement. The funds for this project are from a federally approved grant budget, so we are not able to increase it from what is in the RFP.