VHCB
Vermont Farm & Forest Viability Program

Request for Qualifications

The Vermont Farm & Forest Viability Program (VFFVP) seeks individuals and firms that are interested in providing business-related services to the agricultural and forestry sectors. Our program is part of a network of organizations in Vermont that provide business planning and technical assistance to businesses, including:

- *Farms*
- *Value-added food producers*
- *Agricultural infrastructure businesses* (i.e. those that process, store or distribute local agricultural products)
- *Forestry and forest products enterprises* (e.g. landowners, loggers, sawmills and kiln operations, craftsmen and wood products manufacturers)

In addition to staff resources, the organizations in this network commonly seek out consultants to provide their clients with more robust services. In an effort to enhance VFFVP's capacity, and the capacities of the ten other organizations listed below, to provide high quality services, we will collect and circulate qualifications amongst our network. This will be followed by an event for consultants to connect with our organizations and become familiar with the consulting opportunities available through each of our organizations:

Vermont Woodlands Association
Center for an Agricultural Economy
Northern Communities Investment Corp.
Vermont Agricultural Development Program
Vermont Small Business Development Center
NOFA-VT
Intervale Center
DairyVision Vermont
Northern Forest Center
University of Vermont Extension

Our organizations are interested in connnecting with a broad range of consultants with a wide arrays of specialties including, but by no means limited to:

- Business Planning (from management analysis to production, marketing, and financial analysis) for farmers, loggers, mill operators
- Financial Record-keeping and Management
- Marketing planning and analysis, especially specific to different business scales
- Human Resources Management
- Specialized production analysis and consulting for all relevant sectors (farming, value-added food production, agricultural infrastructure, forestry and forest products)
- Assisting entrepreneurs in accessing capital, planning for access to capital throughout a businesses' trajectory
- Management Coaching
- Retirement and Ownership Transition Planning
- Legal Advising, Bookkeepping, Accounting, etc.

Responding to this RFQ

Who should submit qualifications and/or attend the event?*

We hope to receive qualifications from all manner of folks, including:

- Firms and consultants already working with these types of businesses
- Experienced entrepreneurs
- Retired entrepreneurs
- Bookkeepers
- Lawyers
- Accountants
- Consultants from other industries/sectors with relevant expertise

**Consultants already working with one or more of the organizations listed are encouraged to submit responses in order to increase their contacts with other organizations working in and around Vermont.*

How to Respond:

Using our online submission form (link), provide VFFVP the following materials prior to November 19th:

- Resume
- Cover letter that outlines professional interests, and
- 1 to 3 work samples (suggested)

Please understand that by submitting these materials, you give VFFVP permission to share them with all ten organizations listed above.

We do not wish to discourage those with scheduling conflicts from participating in this process. We will gladly accept and distribute submission materials, regardless of whether or not you can attend the event on December 2nd.

The Meet-up Event

2:00-5:00pm
December 2, 2014
College Hall @ VCFA
39 College Street, Montpelier, VT
Map (link)

All eleven organizations, including VFFVP, will explain the kinds of clients we enroll and assistance we provide. In particular, each of our organizations will explain the services and circumstances for which we hire consultants to work with clients. These brief presentations will be followed by structured one-on-one meetings where RFQ respondents can sign up for 5-minute chats to connect with the organizations that interest them.

We hope you can join us.