



FOOD POLICY COUNCIL

of Buffalo & Erie County

Issuance Date: October 5, 2018
Closing Date: November 2, 2018
Closing Time: 5:00PM EST
Subject: Request for Proposal (RFP) for Consultant to assist in the creation of a Buffalo/Erie County Food Policy Action Plan.

Dear Prospective Applicant:

The Food Policy Council of Buffalo & Erie County (FPC) is seeking the services of a professional to create a plan that will result in the positioning of the FPC as an active advisor in planning and policy initiatives in Buffalo and Erie County. The FPC was awarded a **maximum of \$30,000** to hire a consultant to build capacity for a stronger Buffalo & Erie County food system from the period beginning **December 3, 2018** and concluding **March 31, 2020**.

If you are interested and are available during the timeframe, please submit your proposal using the instructions listed on the following website: <http://www2.erie.gov/purchasing/index.php?q=requests-proposals-amp-construction-bids>
Alternatively, you may call (716) 858-4752 or e-mail FPC@erie.gov if you would like to request a hardcopy.

The following schedule is for informational purposes only. The FPC reserves the right to amend this schedule at any time.

- Issue RFP: October 5, 2018
- Pre-proposal Question & Answer Session: October 15, 2018, at 10:00AM EST - Video Conference/ Call-in details listed in proposal
- Requests for Clarification: October 22, 2018 5:00 PM EST
- Proposals Due: November 2, 2018 5:00PM EST
- Selection Made: Approximately November, 2018

Requests for clarification of this RFP must be written and submitted to Kelly Fletcher at FPC@erie.gov. Questions may be submitted up until 5:00 PM EST on **Monday October 22, 2018**. Formal written responses will be distributed by the FPC on Thursday October 25, 2018 5:00PM EST and will be available at:

Please submit your proposal to:

Kelly Fletcher
Erie County Department of Health
95 Franklin Street, Rm. 950A
Buffalo, New York 14202

All proposals must be delivered to the above office on or before Friday, November 2, 2018 at 5:00 p.m. Proposals received after the above date and time will not be considered. The County/FPC is under no obligation to return proposals. To be considered, Respondents must submit a complete response to this RFP. Respondents not responding to all information requested in this RFP or indicating exceptions to those items not responded to may have their proposals rejected as being non-responsive.

Respectfully, The Food Policy Council of Buffalo & Erie County