



Request for Proposal
Second Harvest
Foodrescue.ca Regional Partner Agency (Ontario)
Release Date: January 14, 2019

Request for Proposal:

Second Harvest is Canada's largest food rescue organization and global thought leader in perishable food recovery. We collect fresh, food that for a variety of reasons does not make it to market. We collect from farms, food processors and manufacturers; retailers; and the food service industry.

We believe food that is good to eat should never go to waste.

In 2018, Second Harvest launched the innovative web-based portal FoodRescue.ca to help food businesses connect their surplus food to community based not-for-profit agencies that use food as part of their programming. During the pilot phase, FoodRescue.ca supported regional partner agencies in Kingston, Niagara and Sudbury, in addition to Toronto.

Project Objective

The Project objective is to reduce the volume of food going into landfill by building capacity for businesses to securely donate surplus food and to build capacity at local social services agencies through expansion and continued use of the FoodRescue.ca platform

Financial grants will be provided to regional hunger relief organizations to hire internal staff to provide local coordination of social service agencies, food business and transportation within their communities.

Start Date: March 1, 2019

Completion Date: December 31, 2019

DEADLINE FOR SUBMITTING PROPOSAL:

5:00 p.m. February 14, 2019

NOTIFICATION OF OUTCOME RFP PROCESS:

Final proposal review will take place on February 20, 2019.

Please submit your proposal and direct any communications to:

Christine Bomé, VP Programs and Partnerships
Second Harvest



1450 Lodestar Rd., Unit 18 Toronto ON M3J 3C1

t 416.408.2594 x237 c 416.806.6295

christineb@secondharvest.ca

Please ensure to state "RFP – Regional Partner Agency" in the subject line of your email.



BACKGROUND:

In 2018, Second Harvest launched the innovative web-based portal FoodRescue.ca to help food businesses connect their surplus food to community based not-for-profit agencies that use food as part of their programming. During the pilot phase FoodRescue.ca was able to connect donors to agencies in Kingston, Niagara and Sudbury, in addition to Toronto.

Due to the success of the pilot of FoodRescue.ca, Second Harvest is looking to partner with agencies in four communities across Ontario to deliver outreach and training services to help engage donors and agencies to recover food using FoodRescue.ca.

Scope of Project:

Second Harvest requires proposals from not-for-profit agencies that can identify, recruit and engage not-for-profit social service agencies and food businesses to use FoodRescue.ca to donate and recover food available in their community. The intention is to increase the number of donors who make food available for donation to agencies and the number of agencies to accept.

This will involve onsite visits and hands on training of the system. The community partners will also broaden their reach of the platform in partnership with Second Harvest to include full provincial scope.

The Agency will complete the following deliverables between March 1st 2019 and December 31, 2019:

- Identify and communicate with businesses, staff, volunteers, and stakeholders to support this new method of food rescue;
- Meet defined targets
- Support the planning and coordination of activities for this new program;
- Conduct training with employees and volunteers
- On board local not-for-profit agencies, schools-based nutrition programs and community service agencies;
- On board local food donors, including but not limited to retailers, restaurants, food service businesses, farms, food manufacturers and processors;
- Assist in planning and hosting a regional FoodRescue.ca workshop for food donors and social service organizations;
- Provide ongoing relationship building with agencies to further expand food rescue;
- Collect and maintain accurate records of activities and generate reports;
- Identify and evaluate risks associated with program activities and control risks;
- Liaise with other Second Harvest staff to ensure effective and efficient program delivery;
- Term of contract March 1st 2019 – December 31, 2019 with potential to extend.



The Agency will supply Second Harvest with:

- mid year and final report of the project;
- Identify and report issues that create barriers to participating in the project;

Information requested from proponents: A brief proposal of no more than three (3) pages including:

- Agency profile and key staff including fulltime staff who will work all or in part on outreach activities: profile should contain information about the community served, client base, programs delivered and existing agency and business partnerships;
- A brief description of where agencies currently access food and how they could benefit from accessing surplus food available from retail, restaurant and small food processing facilities;
- A brief description of the range of potential food donors in the community including but not limited to processing, manufacturing, retail, and food service;
- Agency landscape which includes the number of agencies that rescue and/or redistribute food, existing food program capacity to recover and redistribute fresh and perishable food as part of their programming;
- A brief description of the needs of community food programs in your city/region/area;
- General public awareness in community of food recovery opportunity and the potential to meet agency needs;
- Estimated number of agencies that could benefit from getting access to surplus food;
- Estimated number of clients that could benefit from getting access to surplus food;
- Description of geographic boundaries and potential reach for the pilot;
- Awareness of safe food handling protocols and experience working in cooperation with local public health.

Experience and Qualifications:

- At least 5 to 8 years of agency programming in a community-based setting;
- Experience building relationships across the local community agency network;
- Experience leveraging support from the business sector.

Evaluation Criteria and Selection Process:

- Evidence that the agency has the capacity, skills and network to build partnerships across the social service network in the community they serve;
- Scope of impact and potential opportunity to recover more food than is currently being rescued.



Maximum Value of Proposals:

Second Harvest will provide a grant to successful agencies to fund a full-time position to facilitate the expansion of FoodRescue.ca into new markets.

Submission of Proposals

The proposal must be submitted electronically no later than 5:00 p.m. on February 14th, 2019.

Respondents are encouraged to request confirmation of receipt of their proposal by email to the Second Harvest contact (listed above)

Communications

Applicants may direct questions in writing or by email to the Second Harvest contact. Second Harvest is under no obligation to provide additional information but may do so at its sole discretion.

Confidentiality

If selected, the proponent will keep all information received to complete this project in strict confidence and use solely to perform the obligations for the purpose of the project.

No Incorporation by Reference by Proponent

The entire content of the proponent's proposal should be submitted in a fixed form and not be dependent on any external links or documents. The content of web sites or other external documents referred to in the proponent's proposal will not be considered to form part of its proposal.

Reserved Rights of Second Harvest

Second Harvest may, at its sole and absolute discretion, carry out the RFP process as it determines to be in the best interest of Second Harvest and to be the most beneficial to Second Harvest. Second Harvest may, make public the names of any or all proponents, do nothing, cancel the RFP, reject any or all proposals, accept any proposal in whole or in part and under no circumstances shall Second Harvest be liable for any indirect or consequential damages.

How to Apply

DEADLINE FOR SUBMITTING PROPOSAL:

5:00 p.m. February 14, 2019

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NOTIFICATION OF OUTCOME RFP PROCESS:

Interviews of selected proposals will take place on February 20th, 2019.