



Vermont Farm & Forest Viability Program Request for Qualifications

RFQ Summary:

The [Vermont Farm & Forest Viability Program](#) (Viability Program) provides business assistance services to over 150 farm, forest, and food businesses, helping them grow their businesses, improve profitability or financial management, transfer the business to a new owner, and more. The Viability Program is seeking consultants or firms with the ability to provide high-quality, tailored services to working lands businesses to help them improve or grow their businesses.

Clients in the Viability Program receive funding to work directly with one main business coach who provides long-term planning support, financial analysis, business development coaching, and who coordinates hiring in additional specialists based on each client's needs. Typical specialist projects contracted for through the Viability Program are one to twelve months in duration, and often result in businesses hiring those consultants directly for ongoing work on their business.

The purpose of this RFQ is to identify skilled professionals who have a strong interest in improving the livelihoods of Vermont's farmers and forest products businesses. We are particularly seeking the following types of professionals, but this RFQ is not limited to these categories.

- ❖ Business advisors/coaches
- ❖ Marketing professionals
- ❖ Bookkeepers
- ❖ Accountants & tax professionals
- ❖ Attorneys
- ❖ Financial advisors
- ❖ Ag engineers
- ❖ Grant writing/fundraising consultants

Qualified firms or individuals **must demonstrate** strong skills and experience in their field, an understanding of the farm or forest industry, the ability to work well with working lands businesses, and the ability to provide business owner education in addition to project deliverables.

Process & Timeline:

1. Applications are due January 26th, 2021. [Use this link to apply](#). You will be asked to provide:
 - Contact information and qualifications
 - Your experience providing services to working lands businesses, or explanation of how you are qualified to work with this industry if you do not have experience



- The typical process you follow when working with clients
 - Your hourly rate or typical project fee for your most common project types
 - Resume or CV
 - References
 - Work product examples are strongly suggested but not required. For example, this is expected of marketing professionals but not attorneys.
2. Proposals from individuals or firms will be reviewed by the Viability Program and a group of business coaches in January-February, and we will reach out to those whose skills best fit the program's needs to schedule follow up conversations or an interview.
 3. While this process will not guarantee a contract or project, the Viability Program works with over 150 businesses per year and we will keep your materials on file for possible future projects. Individuals or firms who are a good fit for this work will be added to a qualified list and may be contracted with in the future.

RFQ Contact:

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We look forward to hearing from you, and please reach out if you have any questions!