



### *Project Description: Local Food Safety Collaborative – Contract*

#### *Services Scope A*

*Organization Name: National Farmers Union Foundation*

*Address: 20 F Street NW, STE 300*

*City, State, Zip Code: Washington, DC 20001*

*Contact Person: Billy McCarthy*

*Telephone Number: 202-554-1600*

*Email Address: [bmccarthy@nfudc.org](mailto:bmccarthy@nfudc.org)*

## **1. Background/Introduction**

The Local Food Safety Collaborative (LFSC) is a project funded by cooperative agreement between National Farmers Union Foundation and the Food and Drug Administration to provide training, education, and outreach to local producers and processors to enhance the fundamental knowledge of food safety, and to help these local producers and processors comply with applicable Food Safety Modernization Act regulations.

## **2. Project Goals and Scope of Services/Deliverable**

The Local Food Safety Collaborative is making funds available to independent contractors to assist with specific project needs for the 2025-2026 project year. The focus will be on supporting our key audience of small and medium sized farms, facilities, and farm mixed-type facilities.

Many of the farmers, producers, and operations reached by the LFSC project are not fully covered by the Produce Safety Rule but may need to comply with or adapt to aspects of the rule based on market pressures, third-party requirements, or desire to meet industry standards and best practices. As the LFSC reaches a wide and diverse audience, we have identified the need to supplement our primary sub-recipient partnerships with focused contractual deliverables. These include:

- Support the PSA Produce Safety Fellows co-training efforts.
- Contribute to the development of and update existing grower educational resources including: the Adjacent and Nearby Land Use workshop, PSR Food Safety Plan case studies, GAP Food Safety Plans case studies, the AgWa interactive workshop and templates, and the Cleaning and Sanitizing workshop toolkit for educators focused on wash/pack spaces
- Promote LFSC awareness/present about food safety at conferences and disseminate existing materials

## **3. Proposal Submission Process**

Written proposals should be sent to Billy McCarthy at [bmccarthy@nfudc.org](mailto:bmccarthy@nfudc.org). Proposals will be reviewed on a rolling basis and may involve revision or negotiation between NFUF staff and the submitter. A maximum of 1 contract for scope A will be awarded for this project year.

**Period of Performance:** Project year is from Sept. 1, 2025, to Aug. 31, 2026. All project expenses and activities must be completed within this budget year.

**Budget:** Up to \$20,000

Proposals should use the NFU provided 'Scope of Work' template (reach out to contract contact for a copy) and a **budget** of proposed costs. Budget categories that should be used are: 1) personnel costs, 2) consultant services, 3) equipment cost, 4) materials/supplies, 5) travel costs and 6) other costs.

#### **4. Participation Requirements**

The funded contractors will be required to have **consistent and open communication with the Project Manager**, Billy McCarthy **and the Grant Coordinators**, Hayley Wood and Camryn Billen. This interaction will be mutually agreed **regular calls to discuss work being completed** and potentially on-site visits. Currently there is a standing quarterly call with all project partners that would require contractor attendance.

Funded contracts will be required to **submit detailed quarterly written reports** to NFUF staff. The template for these reports will be provided by NFUF. Submission of these reports must be complete and timely to provide FDA with documentation of the work being performed. In addition, you will be required to submit a **quarterly invoice** that covers funds spent in each quarter and total funds spent overall according to budget categories.

Inability to comply with the communications or written reporting requirements will be reason for termination of funding with the non-compliant contractor.

#### **5. Review Criteria**

Proposals will be reviewed for:

- Objectives - Do the activities described accomplish the objectives and goals of the Local Food Safety Collaborative? Considered elements include: proposed activities, sequence of activities and participants.
- Capacity – Does the applying contractor have experience or ability to perform the necessary work? Will the organization and presented partners be able to accomplish the objectives described? Does this work increase the capacity of NFUF to deliver our broader LFSC goals?
- Reach - Ability for the work to reach desired stakeholders: local, organic, sustainable, value-added and diversified producers and processors. Extent to which national and local project reach is improved by the suggested activities.
- Coordination - Extent to which project coordinates with outside organizations that will expand its reach. Consideration of the partners included and their ability to assist the project.
- Reporting Ability - Ability to comply with reporting requirements. History of previous reporting to NFU and NFUF considered (if applicable).
- Budget - Extent to which the total budget adequately supports the objectives, is appropriate to the project objectives, and is cost effective given the resource needs of the state or audience.



### *Project Description: Local Food Safety Collaborative – Contract*

#### *Services Scope B*

*Organization Name: National Farmers Union Foundation*

*Address: 20 F Street NW, STE 300*

*City, State, Zip Code: Washington, DC 20001*

*Contact Person: Billy McCarthy*

*Telephone Number: 202-554-1600*

*Email Address: [bmccarthy@nfudc.org](mailto:bmccarthy@nfudc.org)*

## **1. Background/Introduction**

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## **2. Project Goals and Scope of Services/Deliverable**

The Local Food Safety Collaborative is making funds available to independent contractors to assist with specific project needs for the 2025-2026 project year. The focus will be on supporting our key audience of small and medium sized farms, facilities, and farm mixed-type facilities.

Many of the farmers, producers, and operations reached by the LFSC project are not fully covered by the Produce Safety Rule but may need to comply with or adapt to aspects of the rule based on market pressures, third-party requirements, or desire to meet industry standards and best practices. As the LFSC reaches a wide and diverse audience, we have identified the need to supplement our primary sub-recipient partnerships with focused contractual deliverables. These include:

- Represent the LFSC project at significant regional and national conferences & meetings – possibly including: The North East Center to Advance Food Safety Annual Meeting, The International Association of Food Protection Annual Convention, and others mutually agreed upon.
- Advise the NFU LFSC project staff with regular calls to review the latest regulatory and scientific updates as they relate to the Produce Safety Rule, our key audience of farmers and producers, and other food safety topics.
- Represent LFSC and National Farmers Union in relationship with FDA, USDA, and other regulatory agencies regarding food safety outreach, training, and education. As appropriate, attend public comment/feedback sessions regarding these topics, or brief project staff on their attendance. Advise LFSC project staff on agency relations.
- Advise project staff on the strategic composition of and serve on the LFSC steering committee.

- Assist the contractor for Scope A of LFSC contracted work on their deliverables. (See RFP Scope A for more details).

### **3. Proposal Submission Process**

Written proposals should be sent to Billy McCarthy at [bmccarthy@nfudc.org](mailto:bmccarthy@nfudc.org). Proposals will be reviewed on a rolling basis and may involve revision or negotiation between NFUF staff and the submitter. A maximum of 1 contract for scope B will be awarded for this project year.

**Period of Performance:** Project year is from Sept. 1, 2025, to Aug. 31, 2026. All project expenses and activities must be completed within this budget year.

**Budget:** Up to \$6,000

Proposals should use the NFU provided 'Scope of Work' template (reach out to contract contact for a copy) and a **budget** of proposed costs. Budget categories that should be used are: 1) personnel costs, 2) consultant services, 3) equipment cost, 4) materials/supplies, 5) travel costs and 6) other costs.

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- Capacity – Does the applicant contractor have the experience and ability to perform the necessary work? Will the organization and presented partners be able to accomplish the objectives described? Does this work increase the capacity of NFUF to deliver our broader LFSC goals?

- Reach - Ability for the work to reach desired stakeholders: local, organic, sustainable, value-added and diversified producers and processors. Extent to which national and local project reach is improved by the suggested activities.
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- Reporting Ability - Ability to comply with reporting requirements. History of previous reporting to NFU and NFUF considered (if applicable).
- Budget - Extent to which the total budget adequately supports the objectives, is appropriate to the project objectives, and is cost effective given the resource needs of the state or audience.