



**Partners for Sustainable Healthy Communities, Inc.**  
*(formerly Litchfield Hills Food Systems, Inc.)*

**REQUEST FOR QUALIFICATIONS**  
***NWCT Food Hub***  
***Sales Consultant***

**INTRODUCTION**

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Partners for Sustainable Healthy Communities (Partners) is seeking a qualified consultant to assist the NWCT Food Hub Manager with developing new customer relationships to get produce grown on local farms to more restaurants, schools, and institutions.

**BACKGROUND**

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Partners' is a 501 c 3 nonprofit organization whose mission is to cultivate healthier communities by nurturing and supporting programs that connect and support sustainable agriculture, local food and active, healthy lifestyles. Partners was established in 2007 as Litchfield Hills Food Systems. Over the years, we've worked with many partners around Northwest Connecticut to improve the lives of people in our communities.

The NWCT Regional Food Hub (Hub) is an aggregator and online marketplace of locally grown and produced food. Hub activities include proactive sales and marketing on behalf of growers, preseason crop planning between growers and buyers, aggregating product across multiple growers, and supply chain support, including distribution. The Hub's customers include schools, restaurants, and markets in the region. The Hub is in third year of operations and is well positioned for growth, especially in a post COVID environment with the changing food system and increased demand for local food.

**TASKS AND COMPENSATION**

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The consultant will carry out the following tasks:

- Establish relationships with existing customers to assess future product variety needs
- Build new relationships with potential restaurant customers and train them on the ordering platform
- Planning and coordinating with Food Hub Manager on a weekly basis

The consultant would be expected to work an average of 25 hours a week. We are looking for someone with professional experience and will compensate them commensurate with experience on an hourly rate basis.

The consultant will be an independent contractor and as such will not receive employment benefits. The consultant will be expected to work from their own home or office and be available for in person meetings as required by the tasks listed above. The consultant must have a reliable private vehicle and

be willing to travel across the State for in-person visits as needed. The consultant will use their own computer and mobile phone. Compensation for documented mileage will be provided.

## **QUALIFICATIONS**

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- Experience in local food procurement, production, or food service management
- Knowledge of locally grown produce, meats, dairy and value added products
- Excellent organizational skills and ability to keep detailed records.
- Excellent communication skills (written and oral, in person, over the phone, email, text), customer service skills and public relations skills
- Fluency in Microsoft Word and Excel
- Ability to work independently
- Knowledge of the region that the Northwest Connecticut Food Hub serves and an office/home within or in reasonable proximity to northwest Connecticut.

## **SELECTION OF CONSULTANT**

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A selection committee will review responses to this request for qualifications. The following criteria will be used in evaluating consultants:

1. Previous experience carrying out the types of tasks required and overall qualifications of the consultant
2. Reasonable proximity to the Northwest Hills Region and knowledge of the region
3. Results of interview and professional reference checks

A final contract and payment schedule will be negotiated with the top ranked consultant selected for this project. If negotiations are unsuccessful, then the next highest ranked consultant will be selected, etc. Partners reserves the right to reject any and all responses, request additional information, or reissue this RFQ.

## **SUBMITTAL REQUIREMENTS & INQUIRIES**

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1. Cover letter including a statement of understanding of the project tasks and goals
2. Resume of consultant
3. Description of similar projects/work completed and contacts for professional reference.

The Northwest Hills Council of Government (NHCOG) is a partner of the Food Hub and has agreed to receive all submitted proposals. To be considered, consultant proposals must be submitted in electronic form by email to [jayer@northwesthillscog.org](mailto:jayer@northwesthillscog.org) and be received by **noon on September 18, 2020**.

No oral interpretations will be made to any potential respondent as to the meaning of any requirements specified within this RFQ. In preparing the consultant's response, the respondent shall rely on what has been communicated in writing and no oral communication shall become the basis for any subsequent protest of the selection process.

All questions or inquiries about this Request for Qualifications (RFQ) must be in writing and addressed to Jocelyn Ayer, NHCOG Community & Economic Development Director at [jayer@northwesthillscog.org](mailto:jayer@northwesthillscog.org).