



“THE VOICE OF MANITOBA FARMERS”

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*Request for Proposals*

## **Research on On-Farm & Rural Benefits Related to Biodiesel & Biomass Production**

### **Background**

Keystone Agricultural Producers (KAP) is Manitoba's largest general farm policy organization, and its role is to represent and promote the interests of the province's farm families. KAP is funded by its farmer-members, and its positions are developed democratically at four policy-setting meetings every year. Its membership includes a diverse range of farmers, in crop and livestock, large and small, and from all geographic regions.

KAP's Rural Development Committee has been tasked with exploring issues surrounding alternate energy development in the province, with a focus on policies and programs that would facilitate farm and rural participation in all aspects of this emerging industry. Some initial groundwork for our position was laid in a policy paper adopted by delegates in April 2006 and is now posted on our web site. KAP is pursuing additional information and resources by contracting research on sectors within the alternate energy industry as outlined in this request for proposal.

### **Project Timeframe**

This research project must be completed by Friday, September 14, 2007 to help inform policy development within the organization in a timely manner.

### **Evaluation Criteria & Process**

Factors that will be considered in the evaluation of the proposal include:

- Applied understanding and knowledge, as it relates to the agri-energy sector in Manitoba, and to the purpose and scope of the research requirements;
- Qualifications of the key individuals that will work on the project;
- Cost, budget, and workplan schedules; and
- Ability and experience in successfully completing contracts of this type within deadline.

Each proposal will be independently evaluated based on the factors noted above. A short list of consultants / researchers will be developed from these initial evaluations and will be invited for interviews.

## **Submission Requirements**

Please provide four (4) copies of the following information. The proposal should include, but not necessarily be limited to, the following:

- Statement of interest pertaining to this research project, and a brief narrative describing your company's history;
- The names of the individuals who would be working on this project, their specific areas of responsibility, and their experience relative to this project's requirements;
- A proposed outline of tasks, products, and project schedule, including the number of hours required to complete each stage of the project;
- A proposed budget based on the tasks listed above;
- List of three (3) client references with contact name(s) and phone number(s), of projects where similar work was performed, with a preference to those in the agriculture or alternate energy industries; and
- Samples of similar work.

## **Scope of Services**

KAP is looking for a researched report that addresses the development of the biodiesel and biomass industry in Manitoba. Our focus is the impact **at the farm level**, to identify ways in which farmers can become successfully involved with these new opportunities. The research should include, but not necessarily be limited to, the following areas:

- Review of the business models suited to Manitoba's geography, demographics, resources, and agricultural capabilities (i.e. co-operatives, large facilities, small on-farm development, investment) in the biodiesel and biomass industries
- Evaluation of the most efficient and potentially profitable means for farmers to become involved in one, some or all of these models.
- Evaluation of the most efficient and potentially profitable means for rural communities to become involved in one, some or all of these models.
- Assessment of the benefits and disadvantages created by the growth of these industries, specifically related to crop / input values for grain and livestock farmers that may affect their bottom line.

## **Terms & Conditions**

- KAP reserves the right to reject any and all proposals and to waive minor irregularities in any proposal.
- KAP reserves the right to request clarification of information submitted and to request additional information from any submitter.
- KAP reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract with thirty (30) days after the award of the proposal.
- The contract resulting from the acceptance of a proposal by KAP will be in a form supplied or approved by KAP, and shall reflect the specifications in this RFP. KAP reserves the right to reject any proposed agreement or contract that does not conform to the specifications of this RFP.
- KAP shall not be responsible for any cost incurred by the firm in preparing, submitting, or presenting its response to the RFP.

**Proposals will be accepted until 3:00 pm on Friday, June 29, 2007. Please submit proposals (as a PDF or Word document, and with four printed copies) to:**

Keystone Agricultural Producers (KAP)  
Attn: Yvonne Rideout, General Manager  
1-1313 Border Street  
Winnipeg MB R3H 0X4

Email: [kap@kap.mb.ca](mailto:kap@kap.mb.ca)

Phone: (204) 697-1140

Faxed submissions will not be accepted.