



“THE VOICE OF MANITOBA FARMERS”

1-1313 Border St. ~ Winnipeg MB ~ R3H 0X4
ph: (204) 697-1140 ~ fax: (204) 697-1109
kap@kap.mb.ca ~ www.kap.mb.ca

Request for Proposals

Research on Business Options & Benefits Beginning Farmers & Intergenerational Transfers

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 promotes the revitalization of rural communities and in order for that to happen we need farmers to know what options are available and what business structure and arrangements can best work for their business. This is one important piece of a much larger focus on keeping youth in our communities. The sector chosen, whether or not it is an intergenerational transfer, what incentives are available, tax structures and mentoring options are all a part of the equation.

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 financial aspect of tax structures, agriculture related & other incentives available for young and beginning farmers, 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 may 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

An all inclusive list and analysis of the various options for young and beginning farmers, resources available depending on commodity and region, the various business structures and tax incentives, the gaps that currently exist, the process for intergenerational transfer, and mentoring services.

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
Phone: (204) 697-1140

Faxed submissions will not be accepted.