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## **Agri-Food Management Institute: 2018 Request for Proposals**

### **Sponsor**

Agri-Food Management Institute (AMI)

### **For More Information**

[AMI Website](#) [1]

[Materials](#) [2] for Agri-Food Management Institute - 2018 Request for Proposals

- Supply Chain Gaps Identification
- Identifying Regional Opportunities for Local Production
- Development of Farm Business Productivity Resources
- Development of Agri-Food Processors Productivity Resources

### **Description**

The purpose of this Request for Proposals (RFP) is to solicit consultant services to develop and publish a report and associated support strategy identifying gaps in the local food product supply chain for Ontario agri-product processors.

There are a number of current Requests for Proposals. Please see the individual Request for Proposal documents in the 'Attachments' section for more information on Project Description, Objectives, Scope and Budget, etc. for specific calls.

### **Eligibility**

The ideal applicant for this project will have extensive knowledge and experience in agri-food business management. Specifically, the applicant will at a minimum possess a(n): Extensive knowledge and experience in the Ontario agri-food sector (primary producers)

- Ability to prepare case studies and collect testimonials from the Ontario agri-food sector
- Ability to manage the project within the timelines and within budgetary allocations
- Strong, accessible, collaborative team approach to deliver the required project outcomes
- Capability to estimate, to manage the project and to provide accurate work plan and budget reports in a timely manner

Expenditures that are eligible include, but are not limited to:

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- Consultant/professional costs to conduct and report on the progress;
- Travel and accommodation costs where necessary.

## Project Duration

All final materials and reporting must be completed by no later than January 15th, 2019.

## Deadlines

**If College-level review is required, your College will communicate its earlier internal deadlines.**

Type	Date	Notes
<b>Internal Deadline</b>	Tuesday, May 8, 2018 - 12:00pm	U of G researcher to submit signed OR-5, budget and proposal to <a href="mailto:research.services@uoguelph.ca">research.services@uoguelph.ca</a> [3]
<b>External Deadline</b>	Tuesday, May 15, 2018 - 12:00pm	A complete proposal package must be submitted by the lead applicant to <a href="mailto:deanna@takeanewapproach.ca">deanna@takeanewapproach.ca</a> [4]

## How to Apply

All proposals will be reviewed by an internal review committee within three weeks of the submission deadline. The top three proposals (for each specific Request for Proposals) will be evaluated for strengths and weaknesses and follow-up details will be acquired from associated proponents.

- Proposals may be delivered by hand, courier/mail or by email (pdf format only).
- Proposals must be received by 12:00 p.m. EDT on May 15th, 2018
- All delivered submissions must include an electronic copy on a USB key or by email (pdf format only).
- Proposals received unsigned or after the RFP's closing date and time will be rejected.
- Changes to proposal(s) may be requested by the proponent or AMI, but must be agreed to by both parties

All proposals must be submitted to: Agri-food Management Institute 100 Stone Road W, Unit

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303, Guelph, Ontario, N1G 0B4 P: 519-822-6618 Deanna Hutton, AMI Project Manager E: [deanna@takeanewapproach.ca](mailto:deanna@takeanewapproach.ca) [4]

### Information For Co-applicants

If you need to meet a deadline set by the lead institution for this opportunity, please ensure that you provide the Office of Research with at least five days in advance of the lead institution's deadline to review the application, or your proposed component of the project. Please be in touch with the Office of Research (contact information below) ahead of the deadline if it looks like it will be difficult for you to submit all the required documentation on time (i.e. budget, proposal, OR-5 Form).

For Questions, please contact

Please direct any inquiries for this project, eligibility of the lead applicant, etc. to Deanna Hutton, Projects Manager at AMI by phone: 519-822-6618 or by email: [deanna@takeanewapproach.ca](mailto:deanna@takeanewapproach.ca) [4]

### Office of Research

Amy Bossaer, Senior Grants and Contracts Specialist

Research Services Office

[abossaer@uoguelph.ca](mailto:abossaer@uoguelph.ca) [5]

Alert Classifications **Category:**

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### Source

**URL:** <https://www.uoguelph.ca/research/alerts/content/agri-food-management-institute-2018-request-proposals>

### Links

[1] <https://takeanewapproach.ca/news/>

[2] <https://www.uoguelph.ca/research/document/agri-food-management-institute-2018-request-proposals>

[3] <mailto:research.services@uoguelph.ca>

[4] <mailto:deanna@takeanewapproach.ca>

[5] <mailto:abossaer@uoguelph.ca>