

REQUEST FOR PROPOSALS
HEALTHY FOOD ACCESS COMMUNITY ASSESSMENT AND REPORT
LEADVILLE / LAKE COUNTY, COLORADO

Section I: Summary of Need

The Lake County Food Access Coalition, the Lake County Public Health Agency and Lake County Build a Generation seek an Assessment Contractor to do the following:

- Design and implement a community assessment that will identify barriers to enrolling in SNAP and/or eating locally-grown produce in Lake County, particularly for community members at or below 200% of poverty.
- Conduct a resource/capacity assessment to identify the community resources currently driving either SNAP enrollment or access to local produce (particularly for community members at or below 200% of poverty)--and opportunities for local agencies to expand their capacity to increase access to SNAP and locally-grown produce.
- Conduct a scan of the state to identify and document approximately 4-7 “bright spots” (communities that are taking an innovative approach to the problems of increasing SNAP enrollment and/or increasing access to local produce for families at or below 200% of poverty). This research should particularly focus on innovations that might be replicable (in full or in part) in Lake County.
- Identify statewide initiatives addressing access to healthy food--particularly those whose work addresses Lake County challenges (for example, the statewide Double Up Bucks program, regional food banks, or statewide policy initiatives related to SNAP enrollment).
- Produce a report that will guide the Lake County Food Access Coalition, Cloud City Farm, local elected leaders, and the community at large in addressing under-utilization of healthy food resources and outlets in Lake County. This report is not meant to be extensive, comprehensive, and final in nature--but rather, serve as a catalyst to help initiate and drive the work of the Lake County Food Access Coalition on these issues.

The Lake County Food Access Coalition and staff from Lake County Public Health Agency, Lake County Build a Generation, and Cloud City Conservation Center will be available to help provide ongoing guidance and support for the project. The contractor is expected to begin work in September, 2018 (once a contract is signed by both parties) and complete work by December 31, 2018.

Section II: About the Lake County Public Health Agency, Lake County Build a Generation, Cloud City Conservation Center, and the Lake County Food Access Coalition

The Lake County Public Health Agency (LCPHA) believes that health begins where you live, learn, work, and play. The Lake County Public Health Agency is a department of Lake County government. For more information, please visit <http://www.lakecountyco.com/health/>.

Lake County Build a Generation (LCBAG) is a project of the Lake County Public Health Agency that is building a movement for health and well-being in Lake County. We are passionate about youth, families, seniors, health, and the success of our community. For more information, please visit www.lcbag.org.

Cloud City Conservation Center (C4) is a local nonprofit building and managing the Cloud City Farm. The goal of the Farm is to address healthy food access challenges in Lake County through local food production, educational opportunities, and community engagement.

The Lake County Food Access Coalition (LCFAC) is a group of stakeholders, facilitated by the Food Access Health Equity Coordinator at Lake County Build a Generation, who are dedicated to increasing healthy food consumption, particularly for people at or below 200% of poverty.

Section III: Overview and Background

Since 2013, Lake County Build a Generation, a project of the Lake County Public Health Agency, has been supporting community members and agency leaders who wish to improve access to healthy food in Lake County, particularly for community members at or below 200% of poverty. Over time, this group has formalized into a Lake County Food Access Coalition. Currently, two priority goals for the Lake County Food Access Coalition include improving access to SNAP and improving access to the Cloud City Farm, particularly for community members at or below 200% of poverty.

For further context about the food access climate in Lake County, review the 2014 [LiveWell Leadville Community Food Access Assessment](#).

Section IV: Scope of Work:

- Design and implement a community assessment that will identify barriers to enrolling in SNAP and/or eating locally-grown produce in Lake County, particularly for families at or below 200% of poverty.
 - Conduct a review of local, regional, and statewide reports on food access in Lake County. These should include (but need not be limited to) the [2017 Lake County Public Health Improvement Plan](#), the [2017 Senior Master Plan](#), the Healthy Kids Colorado Survey, the [Hunger Free Colorado 2018 Lake County SNAP Impact Report](#), the [2014 LiveWell Leadville Community Food Access Assessment](#), and report on a SNAP survey conducted with Department of Human Services staff in 2017 by Lake County Build a Generation. (The LCBAG Contract Evaluator can support the contractor in identifying any other useful local or regional reports or data sets.)
 - Design two focus group processes: one for between 4-10 SNAP eligible but not enrolled (EBNE) community members, and one for between 4-10 SNAP enrolled community members--including Latino/a, seniors, single-person households and other vulnerable demographic populations. Lake County Build a Generation staff and Food Access Coalition members can support the contractor in recruiting for, and conducting, these focus groups.
 - Use the information collected in these focus groups to design a protocol for a community survey of EBNE and SNAP-enrolled community members--including Latino/a, seniors, single-person households and other vulnerable demographic populations. This survey might take several forms, including postcards, electronic surveys, and/or interviews.
 - Analyze the information from the review of local, regional and statewide reports on food access; focus groups; interviews, and surveys and identify and prioritize the barriers to SNAP enrollment and farm stand produce in Lake County.
- Conduct a resource/capacity assessment to identify the community resources currently driving either SNAP enrollment or access to local produce (particularly for community members at or below 200% of poverty)--and opportunities for local agencies to expand their capacity to increase access to SNAP and locally-grown produce.
 - Interview local professionals at agencies working on food access (including, but not limited to, the Free and Reduced Lunch Coordinator at the Lake County School District, the Lake County Department of Human Services Director and her staff, the pastor at St. George's Episcopal Church, and the Cloud City Conservation Center Director.)
 - Using these interviews and any other necessary research (including any research gathered from community members using the strategies listed above), gather information about how Lake County food "safety net" programs operate, including key

- policies and practices. Identify policies, practices, programs, agencies, etc. that might be promoting SNAP enrollment and/or access to local produce, particularly for community members at or below 200% of poverty.
- Identify key agencies or programs that could be used (or used more) in service of increasing SNAP enrollment and access to local produce (particularly for families at or below 200% of poverty). Identify the resources these agencies or programs might need to be able to increase their capacity to work on the issue of food access.
 - Conduct a scan of the state to identify and document approximately 4-7 “bright spots” (communities that are taking an innovative approach to the problems of increasing SNAP enrollment and/or increasing access to local produce for families at or below 200% of poverty). This research should particularly focus on innovations that might be replicable (in full or in part) in Lake County.
 - Interview key leaders on these 4-7 initiatives to understand what has contributed to success.
 - Scan available information about these programs (i.e., websites, brochures, articles, etc.)
 - Identify 4-7 programs, projects, or initiatives that could serve as models for Lake County, and identify the key elements of their success.
 - Identify statewide initiatives addressing access to healthy food--particularly those whose work addresses Lake County challenges (for example, the statewide Double Up Bucks program or statewide policy initiatives related to SNAP enrollment).
 - Interview key leaders about the initiatives.
 - Scan available information about the initiatives (i.e., websites, brochures, articles, etc.)
 - Identify the initiatives that would most impact Lake County’s particular challenges with access to healthy food--and any opportunities for the Food Access Coalition to be involved in these initiatives.
 - Produce a report detailing the research conducted above that will guide the Lake County Food Access Coalition, local elected leaders, and the community at large in addressing under-utilization of healthy food resources and outlets in Lake County. This report is not meant to be extensive, comprehensive, and final in nature--but rather, serve as a catalyst to help initiate and drive the work of the Lake County Food Access Coalition on these issues.
 - The final report should illustrate the barriers to utilization of each SNAP and Cloud City Farm, as well as the two of them together as parts of a local food system.
 - The final report should utilize visual elements where possible (i.e., graphs, charts, pictographs, pictures, etc.)
 - The final report should address any systemic inequities, not just individual behaviors or preferences, that might be driving underutilization of SNAP and/or the Cloud City Farm (particularly by community members at or below 200% of poverty).
 - The final report should provide recommendations for making SNAP and the Cloud City Farm produce appealing and accessible for different vulnerable populations within Lake County.
 - The final report should provide recommendations about how the Food Access Coalition could impact state-level policies or systems that impede access to healthy food for Lake County community members.
 - Provide weekly status reports to LC BAG staff and a subcommittee of the Food Access Coalition.
 - Hold weekly calls or in-person meetings with a subcommittee of the Food Access Coalition and/or LC BAG staff (or bimonthly, if both parties determine weekly calls are not necessary).

- Provide a final presentation to the Food Access Coalition (to which the broader community may be invited) in December, 2018.

Section V: Qualifications

The ideal consultant brings research experience, particularly in the areas of healthy eating and health equity--but also the ability to co-create research with community members and produce a final report that is useful to community members (and free of too much jargon or academic writing). The ideal consultant is capable of conducting adequate research to understand the issue--but also brings a sense of efficiency to the project, and knows when to wrap up research so that the actual work of implementation may begin.

Base Knowledge or Understanding

- Must possess a strong grasp of Health Equity, learned either through education or personal experience.
- Must possess an understanding of the relationship between access to healthy food options and improved population-level health outcomes.
- Must possess (or be able to develop) an understanding of how local food systems might intersect with safety net programs to create better access to nutritious foods.
- Prefer a candidate with a strong grasp of Racial Equity, learned either through education or personal experience.

Research Skills

- Must possess the ability to tailor this assessment project to Lake County.
- Must have experience in Community-Based Participatory Research methods, or similar research methods that engage community members as research partners.

Writing Skills

- Must have impeccable grammar.
- Must have a clear and concise writing style.
- Prefer a candidate with experience writing research reports for community (rather than academic) use.

Process Management Skills

- Must be reliable, dependable, and able to work independently, as needed.
- Must have excellent organizational and time-management skills. Must be able to juggle multiple tasks and timelines in order to complete the scope of work in time.
- Must have a positive and collaborative work ethic.
- Must be available to come to Leadville/Lake County at least twice a month to conduct research, attend meetings, meet with LCBAG staff or other stakeholders, etc.
- Prefer a candidate who is bilingual (in English and Spanish) and able to navigate in both English-speaking and Spanish-speaking cultures.

Other

- Must be able to commit to a scope of work September through December, and have the capacity to complete this project by December 31, 2018.
- Must be able to provide weekly status reports and hold weekly calls throughout the project.

Section VI: Management of Contract

- The researcher will be a third party contracted by Lake County. The researcher may be an individual or a team.
- The contractor is expected to use his/her/their own workspace and equipment, including computer and phone. Limited black and white printing, as needed to complete the scope of work, will be provided. On occasion, the contractor may also use LCBAG equipment (such as projectors or flip charts) to complete the scope of work, where such equipment is available and easily provided.
- LCBAG will manage any community researchers (volunteer or contracted) associated with the project, though the contractor will be expected to work closely with these researchers.

Section VII: Proposal

Proposals must include the following elements, in order. Proposals should only be in MS Word or PDF format. Submissions should be received no later than August 17, 2018 by close of business. Submissions should be sent to Nichole Glaser, Lake County Build a Generation Health Equity Coordinator, at nichole@lcbag.org. Our intent is for the proposal writing and reviewing processes to be expedient and not overly burdensome. Your brevity and clarity is greatly appreciated.

- I. Contact Information
 - A. Name, organization (if appropriate), and contact information.
- II. Scope of Work
 - A. Briefly describe how you will address the scope of work in Section IV.
- III. Experience and Qualifications
 - A. Briefly describe your experience and qualifications, particularly as they relate to the desired qualifications listed in Section V.
- IV. Work Sample
 - A. Provide a copy of a previous report on a community health issue that was written by the candidate, if available. If the candidate does not have such a sample, please provide another professional writing sample.
- V. Cost
 - A. Provide a cost plan for the scope of work in Section IV.
- VI. Resume
 - A. Provide a resume and/or background or skills.
- VII. References
 - A. Provide a name, phone number & email contact information for three references who can speak to your experience. Previous clients are preferred, if available. Additional references may be requested.

Section VIII: Anticipated Timeline and Questions

August 17: Proposals due

August 20: Proposals reviewed and questions to applicants expected

August 20-22: Interviews with finalists (if needed)

August 22: Final decision expected

Sept 1: Contract expected to begin (assuming contract negotiations have been completed)

December 31: Contract ends.

For questions, contact Nichole Glaser at 719-486-4114 or nichole@lcbag.org.