



**Request for Proposal
Wyoming Farmers Marketing Association
Wyoming Farmer Market Certification**

Purpose of Request:

The Wyoming Farmers Marketing Association (WFMA) is seeing a contractor to develop a Wyoming farmer market certification training course for Market managers and staff.

Tasks to be accomplished by contractor: (2-year time frame)

1. The contract is expected to develop a training course (syllabus) for market managers and staff that will include topics relative to creating and producing a successful farmer market.
2. The contractor is to develop training materials (manual, power points, informational materials).
3. During the fall of 2008, the contractor will facilitate the training course.
4. The contractor will develop the course so it can also be an online distance learning course.
5. The on line certification course will be beta tested by the contractor, utilizing 2 or more experienced market managers.
6. In 2009 the contractor will offer the course on line.

Wyoming Farmers Marketing Association will provide:

1. Specialists to recommend required core list of course subjects.
2. Specialists to assist in review of training materials.
3. WFMA will print materials.
4. WFMA will provide the Web hosting site for the online course.
5. WFMA will provide training sites/facilities for the 2008 fall training course.

Budget:

The funds for this project are provided through a USDA Specialty Crop Grant. The budget for this project has been established for a two year period and are: First year budget: \$9,000; second year \$4,000.

Therefore, when submitting your proposal, costs should not exceed - \$13,000.

How to submit a proposal:

1. Interested contractors should submit a written proposal, not later than **June 30, 2008**
2. Proposals should be sent to:

*Wyoming Farmers Marketing Association
P.O. Box 20939
Cheyenne, WY 82003*

2. Your proposal should be a written proposal describing your qualifications, an assurance that you can meet all of the above mentioned required tasks and a work plan describing how you will accomplish the tasks in the 2 year timeframe.
3. The grant period is 2008 and 2009 and work must be completed by September 30, 2009. Your proposal should be within that timeframe.
4. Please submit a written cost estimate, not to exceed \$13,000.

Additional information:

The WFMA may request a personal interview with the potential contractor or representative. This interview may be conducted face-to-face or by telephone.

Questions regarding this Request for Proposal should be directed to:

Renee King
Wyoming Farmers Marketing Association
307-674-6446 ext. 3509
rking@sheridan.edu

Linda Stratton
Wyoming Farmers Marketing Association
307-777-6592
lstrat@state.wy.us