

Granite State Graziers Request for Proposals for

Administrative support contractor

Granite State Graziers seeks proposals for an independent contractor (non-employee) to provide administrative support to its volunteer board of directors. The scope of work of this contract is outlined below.

We estimate the work will average 15 to 20 hours per month, and will fluctuate depending on events, deadlines for reports, etc. Some travel within New Hampshire will be required; valid driver's license and own vehicle are required. Milage will be reimbursed at the IRS standard rate in effect at the time of the travel.

To be considered for this contract, please submit the following information by close of business on Sept. 14.

1.) Contact information:

- Business name (optional)
- Primary contact name (required)
- Telephone number (required)
- E-mail (required)

2.) Relevant experience:

In no more than a few paragraphs, please outline work and life experiences that might be relevant to our organization and mission.

3.) Schedule of proposed billing rates

4.) Resume or curriculum vitae

Granite State Graziers Board of Directors' has the sole authority to accept or reject any proposal for any reason, or to enter into negotiations with any organization or individual for this contract.

The board hopes to award the contract before Sept. 30, but will consider proposals until the contract is awarded.

Proposals should be directed to: Bill Fosher, GSG secretary, via e-mail: news@grazenh.com

Scope of Work

1. Problem Statement

Granite State Graziers (GSG) requires administrative assistance in our next stage of growth, as we have determined as a board that we cannot operate as a volunteer-only organization. We are looking to tackle several large projects in the next months-to-year in order. We hope that this effort will help us grow our membership and secure funding to further our mission of education surrounding grass-based farming practices.

2. Goals of the Agreement

As stated above, the intended outcome of these efforts is further our mission, with specific goals of increasing membership and securing funding that allows us to continue our mission.

3. Deliverables

The deliverables included in this scope of work are defined by the completion of the following tasks, upon review and acceptance of the board or an assigned subcommittee or designated person.

Specifically, we require the writing of grant applications at the direction and under the supervision of the Board of Directors on a fee-for-service basis.

The administration and reporting of a partnership grant with the National Grazing Lands Coalition, "Economics of Conservation." Funding has been secured. Organize two meetings, including identifying focus group participants. Details to be provided with RFP package.

Development of partnership proposal with National Grazing Land Coalition for the Cedar Tree Foundation, and, if successful, administration and reporting.

Remittance for this contract will not be determined by the successful award of a grant, remittance may be withheld for incomplete or inadequate completion of reporting requirements, as determined by the board or an assigned subcommittee or designated person.

Furthermore, there may be opportunities for other tasks and projects subsequently assigned and approved by the board on a per-project basis. These may be added to the contract as amendments and once accepted by the contractor, may *not* be optionally completed.

4. Administration

Progress reports or otherwise completed work will be digitally submitted to board or an assigned subcommittee or designated person.

5. Timeline

Award contract by Sept. 30 or as soon as possible.

Current projects

1.) Economics of Conservation focus group: Already underway and to be handed off from current coordinator. First main event Oct. 13 and 14, with follow up and further assistance to National Grazing Lands Coalition's prime contractors, Matrix Institute, through 2018.

2.) Expanding Regenerative Grazing in the Northeast: application is pending. If awarded, GSG will serve as a key partner for a wide ranging, three-year project with several projects aimed at increasing the acceptance and adoption of regenerative grazing practices in the Northeast. Project would start in 2018 and run through 2020, with a possibility for renewal for an additional three years.