



## Statement of Work

### Operational Technical Support for Turnrow Integration

February 27, 2020

Sprouting Farms Corp. (SF) is soliciting proposals and related documentation for selection of a contractor who can serve as technical support lead for a agribusiness development project across West Virginia.

#### **Background**

Sprouting Farms has received funding from the Appalachian Regional Commission (ARC) for the Growing Capacity: Integrating Agri-Development Centers in Central Appalachia grant project. This project is centered around the development and integration of agribusiness centers across the state. The project team requires technical support to link partner sites and their production plans in a cloud-based management tracking system, linking each production site to a master plan and inventory.

#### **Expectations**

In this role, the contractor will regularly interface with Sprouting Farms Corp staff for the purpose of troubleshooting and technical support within Local Food Marketplace (LFM), the primary digital platform within which the food hub (Turnrow Appalachian Farm Collective) manages aggregation, sales, and distribution tasks. The contractor will coordinate with the project team to regularly address other needs, such as ensuring that internal and external guidance documents and standard operating procedures are developed and updated.

Turnrow operates on a distributed node model. Products are sourced from numerous regions and aggregated to a central node. Within each sales period, availability of a single product is determined by the total amount of that product from all regions. Once the products are sold, Turnrow aggregates and organizes those products, and through cross-docking, co-hauling, back-hauling, and other logistics best practices, ensures that orders are filled and that deliveries are made to customers. As new nodes are added to the Turnrow network, it is vital that each of the participating entities be trained on standard operating procedures and best practices.

The contractor will be responsible for the following tasks:

1. Revision of existing standard operating procedures and best practices documentation for the benefit of new partners outside of the existing Turnrow network added through the Growing Capacity project.
2. Provide hands on training (on-site) in the use of Local Food Marketplace and associated technologies, including:
  - a. Adding new producers
  - b. Adding products
  - c. Listing availability
  - d. Sales



- e. Generating and distributing pick lists
  - f. Pack lists and aggregation
  - g. Generating delivery documents
3. Support partners in the integration of new producers into the Turnrow network, including developing explicit best practices for communication about availability, product quality, and packing.
4. Provide on-call technical support.
5. Work closely with new and existing Turnrow entities to document and improve logistical coordination through the use of Local Food Marketplace.
6. Participate in weekly and monthly team check-in meetings.

This work will include travel as the Growing Capacity and Turnrow network operates across the state of West Virginia and in neighboring states.

### **Compensation**

This project is a three year contract not to exceed \$30,000 total. No travel or benefits are included in this contract. The contractor will be compensated monthly after providing an invoice for time spent on the project.

### **Proposal Guidelines**

There is no formal structure to the proposal, however the priority deadline for review is March 10th at 5pm. Please submit a 1-2 page proposal and resume or CV to [april@sproutingfarms.org](mailto:april@sproutingfarms.org) describing related experience you may have with this proposed project as well as motivation for this project specifically. Proposals will be reviewed by a selection team who may contact applicants with clarifying questions. A contractor will be selected on or before March 31st with a contract start date of April 1, 2020.