

ANNUAL REQUEST FOR PROPOSALS
FY 2018-19

Montana Pulse Market Development
Program

AGRICULTURAL DEVELOPMENT DIVISION
Montana Department of Agriculture

Montana Pulse Crop Committee

Montana Department of Agriculture
Agricultural Development Division
PO Box 200201
Helena, Montana 59620-0201
(406) 444-2402

Proposals shall be received on or before: March 1, 2018

Legal Authority:

(MCA) Section 80-11-1001 through - 1008 Montana Code Annotated

MONTANA MARKET DEVELOPMENT PROGRAM

REQUEST FOR PROPOSALS

The Montana Pulse Crop Committee invites proposals to fund market development projects designed to promote and enhance Montana's pulse industry. Proposals will be reviewed by the Committee on March 20, 2018 in Great Falls, MT. Applicants will be asked to present a brief overview of the proposal. All funding awards will be determined by the Montana Pulse Crop Committee. Generally, to qualify for consideration, proposals must have practical, near-term application involving practices or organizational arrangements that will stimulate an expanded pulse industry.

WHO MAY APPLY

Proposals for funding will be accepted from:

- Public and Private Agencies and Organizations
- Business and Industry
- Educational Institutions
- Local Governments
- Individuals
- States & Local Governments

If two or more individuals or organizations propose to conduct a project jointly, they should submit one application as co-applicants.

DEADLINES AND ADDITIONAL INFORMATION

Proposals submitted under this RFP must be received on or before March 1, 2018.

Proposals must be submitted through the Webgrants system at fundingmt.org.

Instructions on using Webgrants can be found at:

<http://agr.mt.gov/agr/Programs/Commodities/Checkoff/Pulse/>

Applicants who have not previously used [Fundingmt.org](http://fundingmt.org) will be required to set up a username and password. It is highly recommended that interested applicants request a username at least 30 days prior to the due date of the proposal. Instructions on using the webgrants system to apply for this grant can be found at:

<http://agr.mt.gov/agr/Programs/Commodities/Checkoff/Pulse/>

Questions about this RFP should be directed to:

Montana Pulse Crop Committee
Treston Vermandel
Montana Department of Agriculture - ADMB
PO Box 200201
Helena, Montana 59620-0201
(406) 444-2402
(406) 860-7480

ELIGIBILITY REQUIREMENTS

APPLICANT ELIGIBILITY

Proposals for funding will be accepted from:

- Public and Private Agencies and Organizations
- Business and Industry
- Educational Institutions
- Local Governments
- Individuals
- States & Local Government

If two or more individuals or organizations propose to conduct a project jointly, they should submit one application as co-applicants.

Applicants must demonstrate a proven ability to carry out all elements of the proposed project. In addition, applicants proposing to rely upon the expertise of another individual or organization to undertake any part of the project must clearly define the responsibilities of that party as well as provide evidence of their willingness and demonstrated ability to undertake that area of responsibility.

PROJECT ELIGIBILITY

Eligible projects are as follows:

- Developing the Pulse markets, including:
 - conducting market assessments
 - planning and conducting publicity and sales promotion campaigns, including media development and trade show exhibition.
 - Expanding International/Domestic markets
 - Overall market development of pulse crop industry
- Education

- Research funding will be available through the USADPLC, Jeff Rumney, Director of Research- jrumney@usapulses.org

ELIGIBLE COSTS

There is no limit to the grant amount a proposal can request. Eligible costs under the Montana Pulse Market Development Program may include, but are not limited to:

- Salaries and Wages
- Fringe Benefits
- Consultant Services (professional, technical, operational)
- Travel
- Advertising and Promotion
- Equipment (preferably leased versus direct acquisition)
- Supplies and Materials
- Communication (telephone, postage, printing, etc.)

Program funds cannot be used for the payment of institutional overhead or unassociated indirect costs These costs can be used, however, in calculating the applicant match.

PROPOSAL REQUIREMENTS

Proposals under the Montana Pulse Market Development Program must be submitted to the Montana Pulse Crop Committee by 4 PM on March 1, 2018

Proposals must be submitted through the Webgrants system at fundingmt.org.

Instructions on using Webgrants can be found at:

<http://agr.mt.gov/agr/Programs/Commodities/Checkoff/Pulse/>

The purpose of the proposal application is to provide evaluators with a written statement containing sufficient information to demonstrate that the proposed activity is a sound approach to an important area of interest as outlined in the RFP and that it merits financial support. The Committee will conduct their annual meeting at which time the applicant may make a presentation in person. The Committee will then decide if to fund the project and notify the applicant within 60 days.

PROPOSAL TIMELINE

| | |
|------------------------------|-------------------------------------|
| Release of RFP: | <u>January 8, 2018</u> |
| Deadline to submit proposal: | <u>March 1, 2018</u> |
| Committee/Review meeting: | <u>March 20, 2018</u> |
| Award duration (first year) | <u>July 1, 2018 - June 30, 2019</u> |

PROPOSAL FORMAT

The application is divided into the following sections. The Department recommends that applicants first write their responses in a word processing program prior to entering information online.

Summary of Project

- 1) Project Title
- 2) Summary of the grant funding request
 - In this section, applicants should give a broad overview of the proposed project. Identify the need or opportunity that will be addressed, the work that will be done and what the expected outcome will be at the end of the grant period.
- 3) Start date
- 4) End date

Application Information

- 1) Problem and Objectives
 - Describe the problem or opportunity you intend to address with grant funds. If possible, provide data on the extent to which the issue is affecting Montana pulse crops.
 - Indicate how your project will benefit the Montana pulse industry.
- 2) Approach
 - State how your project is innovative, and how it seeks to add value to Montana's pulse crop industry. Justify your proposal with background information about the project you are proposing.
 - Describe procedures/ideas and give a rationale for their use. State why you chose your approach(es) as opposed to others.

- 3) Expected outcomes or Hypothesis
 - How do you expect the completion of this project to benefit Montana producers? Describe how, as a result of the efforts undertaken in this proposal, the conditions facing Montana producers will be improved.
 - Demonstrate that your project is important to the field, and you must have a means of measuring its success.
- 4) Contribution to previous work
 - If applicable, describe how this project builds on previous work.
- 5) Similar projects
 - Show that your project is unique and there is not currently any relevant market development available that is applicable to Montana.
- 6) Individuals involved
 - Provide the name and background of individuals involved in this project and what their role will be. If the individual is not yet hired, provide a position title and the ideal qualifications for that position.

Work Plan

Use this section to describe the timeline for the project. Include key dates that are critical to the completion of the project. Key dates may include

- 1) Deliverable
 - What deliverable will the project provide? Examples may include: Developing Marketing Materials, developing a Website, Attending Training, Hosting a Workshop, Purchasing Equipment, etc.
- 2) Activities
 - Describe the activities you will undertake to achieve the deliverable.
- 3) Start date
 - The date you plan to start work on the activity.
- 4) End date
 - The date you anticipate that the deliverable will be completed.

Budget

Applicants can use Appendix A to this RFP to develop their budget prior to entering it into the FundingMT website. Applicants may request funds in the following areas:

- Salaries and Wages
- Fringe Benefits
- Consultant Services (professional, technical, operational)
- Travel
- Advertising and Promotion
- Equipment (preferably leased versus direct acquisition)
- Supplies and Materials
- Communication (telephone, postage, printing, etc.)

Each category under which funds are requested must be accompanied by a brief explanation of how the funds will be expended.

Attachments

The attachments section may be used to include any materials that will aid the committee in reviewing the application. Examples include maps, letters of support, charts and/or graphs. This section may not be used to add narrative that would not fit within character limits.

AWARDS

Selection of successful proposals will be on a competitive basis and based on availability of funds. All proposals will be judged against the following criteria, consistent with the stated objectives of the program:

- The degree to which the proposed activity addresses a significant industry need or opportunity and evidence of industry support of such an activity.
- Applicant's demonstrated experience and ability to undertake the proposed activity and to manage the grant compliance, including reporting and financial management.
- The adequacy of plan and time frame to achieve the activity goals.

The Montana Pulse Crop Committee will fund successful projects through contracts under the Pulse Crop Research & Marketing Development Enabling Act. Selected projects must comply with all applicable federal, state and local laws, licensing and regulations for funds to be awarded. Evidence of such compliance may be required.

The Montana Department of Agriculture will notify each applicant of selection decisions in writing within 60 days of the Committee's meeting date.

REPORTING REQUIREMENTS

The Montana Pulse Crop Committee and the Montana Department of Agriculture staff will be responsible for monitoring each funded project.

Specific terms and conditions of each funded project will be contained in the formal grant agreement.

The Committee reserves the right to determine the extent of reporting requirements, subject to modification during the project. Interim reporting requirements will be based on the cost, duration and nature of the project

The grant recipient may be required to make an oral report to the Committee at the conclusion of the project. The oral report will be made at a regularly scheduled Committee meeting.

A comprehensive final report will be required upon completion of the project. The final report should include:

- a comparison of actual findings and accomplishments of the project with goals and objectives described in the proposal;
- reasons for deviation from established goals of the proposal;
- a clear description of the commercial application and economic benefits, which accrued during the course of the project;
- a description of its immediate impact; and
- an estimate of its long-term commercial and economic benefits.

In addition to the final project report, the Committee reserves the right to conduct a follow-up survey of funded projects in order to determine long-term impact.

OWNERSHIP AND PUBLICATION OF MATERIALS

All information and materials generated by the proposed activity become the sole property of the State of Montana. The grant recipient will retain the right to utilize, reprint and distribute all said information and materials.

LIABILITY

Neither the Montana Pulse Committee nor the Montana Department of Agriculture will be held liable for any costs incurred by any firm for work performed in the preparation of and production of a proposal or for any works performed prior to the formal execution of a contract.

RIGHT TO KNOW

Proposals selected for funding and all related contracts shall be subject to disclosure under the Montana Right to Know Law.

OTHER CONSIDERATIONS

The Montana Pulse Crop Committee and Montana Department of Agriculture reserve the right to:

1. Reject any or all proposals received in respect to this RFP.
2. Waive or modify minor irregularities in proposals received after prior notification and concurrence of applicant.
3. Clarify the scope of this RFP, within the program requirements and with appropriate notice to all applicants, to best serve the interests of the State of Montana.
4. Amend the RFP specifications after their release, with appropriate written notice to all potential applicants.
5. Require a good faith effort on the part of the project sponsors to work with the Committee and the Department of Agriculture.

Thank you for your interest in pulse crop development.

Appendix A

Budget Development worksheet

| EXPENDITURE CATEGORY | GRANT FUNDS REQUEST | APPLICANT MATCH | TOTAL |
|-----------------------------|----------------------------|------------------------|--------------|
| Salaries and Wages | | | |
| Fringe Benefits | | | |
| Consultant Services | | | |
| Travel | | | |
| Advertising & Promotion | | | |
| Equipment | | | |
| Supplies & Materials | | | |
| Communications | | | |
| Data Processing | | | |
| Indirect and Overhead | XXXXXXXXXX | | |
| Other (Specify) | | | |
| | | | |
| | | | |
| TOTAL | | | |