



## **Land Stewardship Project Request for Proposals: Family Farm Breakfast Chef(s)**

Updated October 23, 2023

### **Introduction:**

The Land Stewardship Project (LSP) is requesting proposals for a chef or team of chefs for our 2024 Family Farm Breakfast, which will be held the morning of Thursday, March 7, 2024 in Saint Paul at the Wilder Foundation. This will be LSP's 18th Family Farm Breakfast, which kicks off LSP's annual "Lobby Day" at the Minnesota Capitol, where hundreds of LSP members and supporters, including partners, advocate for a more just and sustainable farm and food system and healthy communities. The Family Farm Breakfast serves a buffet-style meal to approximately 300 LSP members and supporters, partners, and public officials with ingredients procured from LSP members' farms. LSP procures all ingredients, provides ample volunteer support for food preparation and serving.

### **Organization Overview:**

The Land Stewardship Project is a private, nonprofit organization founded in 1982 to foster an ethic of stewardship for farmland, to promote sustainable agriculture, and to develop healthy communities. LSP is dedicated to creating transformational change in our food and farming system. LSP's work has a broad and deep impact, from new farmer training and local organizing to federal policy and community-based food systems development. At the core of all our work are the values of stewardship, justice, health, democracy and community.

### **Scope of Work:**

- In partnership with LSP, design a menu for the breakfast (including vegan and gluten-free options) and provide a list of ingredients with amounts for the LSP Family Farm Breakfast Organizer to procure. (November 2023)
- Consult with the LSP Family Farm Breakfast Organizer to book commercial kitchen space, if not built into selected proposal. (November 2023)
- Provide a list of equipment needed for food preparation and serving for the LSP Family Farm Breakfast Organizer to procure, if not built into selected proposal. (November 2023)
- Attend a walk-through at the venue a month prior to the event to consult on and finalize event layout. (February 2024)
- With the support of LSP staff and volunteers, prepare and serve food for the Family Farm Breakfast. (March 2024)
- With support of LSP staff and volunteers, adequately clean up commercial kitchen and buffet spaces. (March 2024)

- Meet with LSP after the event to share learnings and recommendations for future events. (March 2024)

**Examples of what LSP volunteers have historically assisted with include:**

- Washing and cutting vegetables, fruits, and herbs. (Days prior to the event.)
- Cracking and mixing eggs. (Days prior to the event.)
- Laying bacon and sausage out on baking trays. (Days prior to the event.)
- Cleaning commercial kitchen, buffet area, and equipment. (During food prep and day-of.)
- Morning-of cooking, such as rotating baking trays in ovens or preparing oatmeal/porridge. (Day-of.)
- Transporting food from commercial kitchen to event venue. (Day-of.)
- Brewing coffee. (Day-of.)
- Keeping buffet line stocked with food and clean. (Day-of.)

**Qualifications:**

- Dedication to LSP's mission to build a just and sustainable farm and food system and healthy communities.
- Shared values around elevating small- and mid-sized farmers, regenerative agriculture, and local food.
- Experience with catering or cooking for a large-scale event or audience.
- Experience and patience working with volunteers or non-professional helpers.
- Attention to detail.
- Strong communication skills.
- Collaborative approach and spirit.

**Timeline:**

Deadline for Proposals: November 10, 2023

Interviews begin: Early-to-Mid November

**Budget:**

\$2,500 - \$5,000. If the chosen proposal requires LSP to rent commercial kitchen space, kitchen and serving equipment, etc., we will have a smaller budget for compensating the chef/team. If the chosen proposal includes commercial kitchen space and catering equipment, we will have a larger budget for compensating the chef/team. We can work together to find affordable rentals to maximize compensation.

**Submission Guidelines:**

Please email a single document as an individual or a team with a list relevant experience, contact information for 2-3 professional references, a statement of interest (less than 500 words), and if LSP would need to provide commercial kitchen space, catering equipment, and/or other rentals. You may attach or link additional materials as examples of previous work.

Send proposals to Emily Minge by 11:59 p.m. on Friday, November 10 at

[eminge@landstewardshipproject.org](mailto:eminge@landstewardshipproject.org) with your name/team's name and "Family Farm Breakfast Chef/s RFP" in the subject line.

**Evaluation Process:**

LSP's Political Organizer, Emily Minge, will review written proposals and select individuals or teams to be interviewed based on how proposals align with this RFP. Those selected for interviews will be interviewed by Emily Minge.

**Contact Person:**

Questions should be directed to LSP's Political Organizer, Emily Minge, at 612-400-6353 or [eminge@landstewardshipproject.org](mailto:eminge@landstewardshipproject.org).