



SCOPE OF WORK

TOWN OF SPRINGERVILLE

USDA-RURAL BUSINESS DEVELOPMENT GRANT PRODUCERS CO OP FOR SUSTAINABLE FOOD PRODUCTION, FARMER'S MARKET/ EDUCATION/GREENHOUSE/NON PROFIT

The Town of Springerville at 418 E Main St, Springerville, AZ in conjunction with a grant provided to the Town from USDA/Rural Business Development Grant, requires the following Scope of Work to be accomplished within a six month period thru a Consulting Agreement. Work to commence May 1, 2017 thru October 31, 2017.

1. Statement of Purpose

The Purpose of the Scope of Work is the implementation of the approved Project for a Producer's Co-op for sustainable food production, arts and job creation funded by USDA/RBDG program. The Consultant agrees to work in conjunction with the Town to complete the proposed project according to the following Scope of Work:

a. GREENHOUSE/OFFICE

Work closely with the Town and the Co-Op Committee: May, 2017 - Ongoing

- May--On going: Help set up the greenhouse for value added products in a hydroponic setting
- On-going: Work with Town and Co-Op committee to set up multi-use for community entrepreneurs to fine tune their growing/business skills and ideas for growing sustainable/value added crops
- On-going: Develop a component thru NPC, RVUSD, and other sources to offer informational/educational tools

b. FARMER'S MARKET

Work closely with the Town and the Co-Op Committee to market, set up and run the weekend Farmer's Market (June-Sept) which could accommodate approximately 20-30 vendor spots (food, arts, and crafts)

- Ensure the smooth marketing, and set up and running the farmer's market during the summer months

c. **NON PROFIT ORGANIZATION**

Work closely with the Town and the Non Profit Board for ideas for development
For future programs for the Co-Op.

2. **PAYMENT**

Payment will be made from an invoice submitted monthly with documentation as to accomplishments and time frames per the scope of work

3. **REPORTING REQUIREMENTS**

Contractor shall complete and submit monthly progress reports with each payment to be reviewed by the Town Administration according to the requirements set forth for the USDA/RBDG project.