

REQUEST FOR EXPRESSION OF INTEREST

FOR COMPOST PROGRAM CONTRACTOR - YELLOWKNIFE FARMERS MARKET

<i>Submission Deadline:</i>	May 1st, 2019 at 17:00
<i>Contract Value:</i>	\$3,250.00 (Contractor responsible to remit GST)
<i>Contract Duration:</i>	May 20 th to October 1 st , 2019
<i>Terms of Payment:</i>	Monthly upon receipt of invoices

The Yellowknife Farmers Market (“**YKFM**”) is seeking the services of an individual who will support the Compost and Waste Reduction Program (the “**Contractor**”). The Contractor will work closely with the YKFM Program Coordinator.

Scope of Work

Prior to June 4, 2019:

- Confirm the indicators for the evaluation of the program and prepare templates for the data collection;
- Review and update the signs for the compost units;
- Purchase material for signs; and
- Schedule and assign tasks to volunteers.

Every Tuesday from June 4 to September 17, 2019:

- Coordinate the set up/ take down of the compost units; survey the food vendors for compliance; assign tasks to volunteers;
- Participate in the inspection and weighing of the compost and garbage bags;
- Ensure that the compost units are being emptied and the bags are disposed in the city's organic container;
- Collect and record weekly evaluation data required for reporting; and
- Provide weekly social media messages on Facebook, Instagram and Twitter.

September 18 to October 1st, 2019:

- Write a report to the YKFM Board of Directors summarizing the data collected during the season and making recommendations to improve the program for the next year.

Contractor Attributes

Knowledge and Skills:

- Knowledge of the Compost Program and of the compostable dinnerware used at the YKFM;
- Ability to conduct surveys to verify that all vendors are complying with the program;
- Attention to detail;
- The Contractor should be able to produce accurate work with minimal supervision; and

- Ability to use social media to relay waste reduction and compost concepts to the public.

Aptitudes:

- Must enjoy working with the public;
- Have interpersonal skills and diplomacy;
- Be dynamic and have initiative;
- Be able to work outdoors and be prepared for the elements; and
- Be able to provide light physical effort and walk and stand for periods up to three (3) hours.

Expression of Interest

Submission Requirements:

The Expression of Interest should be presented in the form of a cover letter accompanied by a resume. The cover letter should contain the following information:

- The name of the person who would execute the work;
- A description of their ability to complete the work;
- Any relevant experiences and skills; and
- The Contractor's contact information.

The cover letter can be addressed to Hannah Eden, President of the Yellowknife Farmers Market.

Please submit the expression of interest to ykfarmersmarket@gmail.com by May 1st, 2019. Expressions of Interest must be received no later than 17:00 hours on May 1st, 2019. The YKFM will acknowledge receipt of each Expression of Interest by 17:00 hours on May 3rd, 2019. Thereafter, YKFM will ensure that the appropriate notices, documents and other correspondence are directed to all parties who submitted a properly completed Expression of Interest.

This request for Expression of Interest is not legally binding. YKFM reserves the right to deal with any party capable of providing and operating transmission facilities regardless of whether or not they express an interest in the projects identified.

Questions:

Questions can be submitted to ykfarmersmarket@gmail.com. Any questions will be answered within two (2) business days. All questions posed will receive a receipt reply. YKFM may respond to any such requests by verbal or written clarification. Verbal instructions or clarifications shall not be binding unless confirmed in writing.

Confidentiality:

All Expressions of Interest will be considered confidential.