

Farm Alliance Request for Proposals
Production Coordinator -- Contractor Position
May-August 2020



The Farm Alliance of Baltimore is seeking proposals for a production contractor that would be primarily responsible for the production of transplants for the COVID pandemic response period for member farms, community gardens, and private residents. All work may take place either at Farm Alliance greenhouse or at another greenhouse location to be determined in partnership with City of Baltimore's Office of Sustainability. Contract will be for 90 days with possibility for extension beyond the final date of the contract.

SCOPE OF WORK: As needed, Inspect facilities and equipment for signs of disrepair, and perform necessary maintenance work. Position and regulate plant irrigation systems, and program environmental and irrigation control computers. Prepare soil for planting, and plant or transplant seeds, bulbs, and cuttings. Graft plants as needed. Work with Farm Alliance staff and interns as directed by Deputy Director of the Farm Alliance. Determine types and quantities of horticultural plants to be grown, based on budgets, projected sales volumes, and/or executive directives. Explain and enforce safety regulations. Identify plants as well as problems such as diseases, weeds, and insect pests. With approval of the Deputy Director, select and purchase seeds, plant nutrients, disease control chemicals (separate budget). All clerical, recordkeeping, inventory, requisitioning, and marketing activities will be coordinated with the Deputy Director. All purchasing of supplies will be completed with Farm Alliance COVID emergency funds. Deliveries will be made using the Farm Alliance van unless otherwise arranged with the Deputy Director.

DELIVERABLES: Minimum of 5,000 seedlings in 72-cell or 128-cell trays of transplants ready for planting outdoors. Production target to be met by August of 2020. Delivery of seedling trays to farms and gardens as directed by Deputy Director of Farm Alliance.

REQUIREMENTS: Valid Maryland state driver's license with clean driving record Must be at least 25 years of age for the purposes of maintaining insurance.

Additional Tasks

- Oversee inventory of plants
- Plan varieties to be planted in conjunction with holidays, climate, time of year.
- Be knowledgeable about the stages of plant life and diseases that may occur
- Purchase and maintain all materials and equipment needed
- Make recommendations on fertilizer, pest management and potting mediums
- Effectively manage greenhouse equipment and computer controls
- Explore ways to improve processes for more efficient growth and harvest yields
- Maintain production records
- Forecast demand to determine plant populations
- Ensure that operation is compliant with environmental regulations

Compensation: Negotiable and based on proposal quality, with preference given for experience, skill, and proven ability to work with multiple parties including city government and horticultural staff.

EEO Statement: The Farm Alliance of Baltimore does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.