

PROGRAM WORK STATEMENT

1. Program Information

Legal agency name and Program name:

- a. Agency name: City of Austin Office of Climate Action and Resilience (“Contractor”)
- b. Program name: Food Plan Implementation Collaborative (“Program”)
- c. Issue Area: Planning and Evaluation

2. Background (Optional)

Historical and contextual information relevant to this Contract:

This investment originates from the Austin Travis County Food Plan (“Food Plan”). In June 2021, Austin City Council passed Resolution No. 20210610-039 directing the City Manager to develop a five year food plan for Austin/Travis County. The City of Austin Office of Climate Action and Resilience (formerly the Office of Sustainability) was tasked with overseeing the achievement of this goal. In December 2022, the Travis County Commissioners Court voted to affirm Travis County’s participation in the process in order to ensure that the plan was inclusive of all Travis County residents, including the unique needs of those who live outside City of Austin boundaries. Austin City Council adopted the final Food Plan on October 10, 2024. On October 29, 2024, the Travis County Commissioners Court approved a Resolution of Support for the Food Plan.

3. Program Goals

Contractor shall meet the following Program goals:

Contractor through Program shall implement Food Plan Strategy 9.1: Launch an inclusive, community-based food collaborative or Collaborative (“Collaborative”) that brings together businesses, community-based organizations, educational institutions, government, funders, and other stakeholders to support the implementation of the Food Plan, prioritizing community involvement on a regular basis.

4. Targeted Stakeholders

Contractor shall target its services (“Services”) to the following stakeholders:

Contractor through Program shall make a good faith effort to engage and include individuals representing the following food system stakeholder types as participants in the Collaborative (“Participants”): Private sector food businesses, nonprofit and community based organizations, primary and secondary educational institutions, local governments including but not limited to the City of Austin and Travis County, local funders spanning the public, private, and philanthropic sectors, and interested community members who are unaffiliated with an organization or institution.

5. Service Delivery

Contractor shall deliver Services as described below:

- a. *Guiding Document and Working Principles*

Contractor shall use the Food Plan¹ as an overall guiding document for Services conducted under this Contract. Contractor shall provide all Services in a manner that is aligned with the Food Plan.

¹ Food Plan is available at <https://austin-travis-county-food-plan-austin.hub.arcgis.com/>

Contractor shall utilize the Food Plan's four working principles, as outlined in the Food Plan's Plan Framework and Approach ("Working Principles"), as foundational values to guide its delivery of the Program.

b. Program Activities

Contractor through Program shall conduct the following activities:

1. Stakeholder convening and coordination for Food Plan implementation, to include:
 - a. Identify and assemble initial Participants and establish Collaborative's preliminary structures and processes
 - b. Convene food system stakeholders through regular meetings and communications
 - c. Coordinate Food Plan strategy sequencing and prioritization
 - d. Identify and broker programmatic partnerships between Participants
 - e. Data collection and tracking to support Contractor's Food Plan Dashboard
2. Resource development and coordination for Food Plan strategies, to include:
 - a. Resource development efforts to seek diversified funding for prioritized Food Plan strategies
 - b. Identify and broker resource alignments and opportunities between sectors
 - c. Where appropriate and applicable, facilitate Participant decisions and/or recommendations related to resources for Food Plan strategies
 - d. Work towards sustainability of the Collaborative beyond the time period under this Contract

c. Inclusive and Accessible Participation

Contractor shall ensure that stakeholder participation in the Collaborative is equitable and accessible, by providing participation supports to enable access for individuals who may have barriers to traditional community planning processes and public participation methods. Supports may include but are not limited to: transportation, childcare/family friendly practices, meeting hospitality, translation/interpretation, multi-modal engagement methods, and/or stipends for Collaborative community leaders.

Contractor shall provide Participants options for various levels of engagement in different formats, in order to accommodate different interests and preferences, from staying informed to high levels of active involvement.

Contractor shall ensure that Collaborative activities are conducted using methods that foster inclusive and meaningful participation. This shall include developing decision making processes for the Collaborative that are aligned with the Working Principles, balance inclusion with efficiency, productively manage disagreement, and practically advance the Collaborative's purpose as described in section 5.b.

d. Community Leadership

Contractor shall make a good faith effort to ensure the Collaborative includes meaningful community input and community leadership opportunities. Contractor shall provide updates to Travis County as specific methods of community input and community leadership are developed.

e. City of Austin, Travis County, and Austin Travis County Food Policy Board (ATCFPB) Participation

Contractor shall ensure that the Collaborative allows for and invites participation from staff from diverse departments, offices, and programs within Travis County and the City of Austin that may be responsible for food system work and/or be stakeholders in Food Plan strategies.

Contractor shall develop clear methods for connection to and involvement from ATCFPB. This may include but is not limited to the Contractor: establishing an ATCFPB liaison role between Collaborative and ATCFPB, providing regular briefings on Collaborative activities and progress, and conveying recommendations and information to ATCFPB on behalf of the Collaborative that relate to City of Austin or Travis County budget processes, budget requests, or other resource recommendations.

6. Program Staffing

The Contractor shall maintain staffing for Services in the manner described below.

a. Subcontractor selection

Contractor will utilize a subcontractor to act as the administrator of the Collaborative ("Subcontractor"). Contractor shall seek to prioritize the following in its selection of Subcontractor:

- Experience in community planning and collaboration
- Experience with facilitation, including inclusive facilitation that builds trust and cooperation between diverse stakeholders
- Experience with cross sector food systems work
- Knowledge of the landscape of local needs and providers in the areas of food access, agriculture, markets and retail, labor, emergency food response, and organic waste

Contractor will invite Travis County input on its Subcontractor selection, by offering at least one (1) place on its procurement evaluation team to a Travis County staff representative. Contractor shall consult with Travis County's staff representative during its negotiations with Subcontractor, in order to fulfill part 7.b of this work statement. Contractor shall notify Travis County when it has finalized its Subcontractor selection, including an update in writing to Travis County describing the Subcontractor's more detailed scope of work once negotiated. Travis County shall review and approve Contractor's agreement with Subcontractor before Subcontractor work commences; if Travis County requests changes to Contractor's agreement with Subcontractor, Travis County will provide this feedback to Contractor within two (2) weeks of receipt of the draft agreement for its review.

a. Roles and Responsibilities

A summary of Contractor and Subcontractor roles is as follows:

Partner	Key Functions/Responsibilities
City of Austin Office of Climate Action and Resilience <i>Prime Contractor</i>	<ul style="list-style-type: none">• Oversight of procurement process to select Subcontractor• Ensure Subcontractor initiates and operates the Collaborative in alignment with this Contract• Act as the central point of contact for communications with Travis County and Subcontractor regarding Contract activities• Provide staff support to Program for effective Contract oversight and completion, including participation in Collaborative activities

	<ul style="list-style-type: none"> • Orient and support the Subcontractor and ensure continuity of knowledge from the Food Plan process • Provide ongoing consultation to Subcontractor on Food Plan history and content to ensure Program success • Complete Contract reporting and deliverables according to Section 7
Collaborative administrator, to be procured <i>Subcontractor</i>	<ul style="list-style-type: none"> • Initiate and maintain ongoing operations of the Collaborative, including but not limited to: designing the structure and operations of the Collaborative, convening stakeholders, ensuring alignment of Collaborative activities with the Food Plan, and working towards ongoing operational and financial sustainability of the Collaborative • Ensure completion of Collaborative activities to accomplish Food Plan goals and strategies per section 5.b. • Support Contractor's definition of metrics and collection of data related to Collaborative progress on Food Plan goals and strategies, and report data regularly to Contractor

The Contractor shall staff prime contractor functions as follows:

Position Title	No. of Positions	Brief Description of Duties
Food Policy Manager	1	<ul style="list-style-type: none"> • Oversee high-level Program activities and communications with Travis County regarding Collaborative progress • Perform final review and approval of Contract reports and deliverables
Food Policy Advisor	1	<ul style="list-style-type: none"> • Facilitate Collaborative engagement with ATCFPB, per their role as the City of Austin staff liaison to ATCFPB
Food and Climate Program Coordinator	1	<ul style="list-style-type: none"> • Act as the Contract Manager for this Contract • Act as the Contract Manager for Contractor's agreement with Subcontractor • Complete expense reports/payment requests • Complete performance reports per section 7

7. Performance Measures

a. FY 2025 Performance Reporting

During the first fiscal year of the Contract period, Contractor shall submit the following deliverables to Travis County:

Deliverable	Submission Date
1. Draft Subcontractor agreement for Collaborative administrator	Oct. 15, 2025
2. Quarterly narrative progress report to Travis County, including status updates on: Subcontractor procurement and selection, Subcontractor scope of work, intended Collaborative activities as they are developed, Dashboard development, and ATCFPB activities to support the Collaborative or other Food Plan implementation work	Quarterly*

*Q1 is Oct 1–Dec 31 with a submission date of Jan 15; Q2 is Jan 1–Mar 31 with a submission date of Apr 15; Q3 is Apr 1–Jun 30 with a submission date of Jul 15; Q4 is Jul 1–Sep 30 with a submission date of Oct 15. Quarterly reporting will commence following Contract execution. Contractor is not required to submit reporting for quarters that precede Contract execution.

If Contractor's Subcontractor selection is delayed due to Contractor's procurement timelines, Contractor may notify Travis County in writing with rationale to request a submission date extension for Deliverable 1 and to propose a revised submission date. If Travis County approves a submission date extension for Deliverable 1, Contractor shall continue to submit Deliverable 2 on a quarterly basis into FY 2026 until Deliverable 1 has been submitted.

b. FY 2026 through FY 2028 Performance Reporting

Once Contractor has selected a Subcontractor to serve as Collaborative administrator, Contractor shall work with Travis County to develop performance measures and annual goals for FY2026 through FY2028 that are appropriate to the Collaborative's scope of work and activities. Contractor's performance measure negotiations with Travis County shall occur concurrent with Contractor's negotiations with Subcontractor, in order for data collection and reporting methodologies to be appropriately integrated into Subcontractor's activities. The Contractor's performance measures for this Contract will meaningfully reflect the Collaborative's activities, participation, and milestones, and meet Travis County quality standards. These shall include:

- At least two output measures
- At least two outcome measures
- Deliverables, including: quarterly narrative progress reports until Collaborative launch, launch date for Collaborative, and Dashboard-related deliverables
- Participant demographic reporting on race/ethnicity, gender, income, and age, as possible and appropriate
- Participant geographic reporting by ZIP code, as possible and appropriate
- Supplemental participant reporting by industries, sectors, and/or food system areas, as possible and appropriate

Once performance measures, deliverables, and participant reporting are negotiated and agreed to by Contractor and Travis County, Contractor shall report the above performance on a quarterly basis to Travis County, unless Travis County approves an alternative reporting frequency for any of the above.

These performance measure negotiations shall commence no later than September 30, 2025.

Contractor may notify Travis County in writing with rationale to request an extension on performance negotiations and propose a revised negotiation date, which may only be approved by Travis County in writing.

8. Program Evaluation and Data Management

To support Service delivery and performance reporting, Contractor shall utilize the following tools, processes, and information systems to collect and manage Program data.

Contractor shall work with its Subcontractor to set up sufficient tools, systems, and processes to collect and manage data and information on Collaborative Participants and activities, in order to support both performance measurement and Plan implementation progress. Contractor shall provide Travis County with updates to the table below once its Subcontractor agreement is in place.

Data/Information System, Source, or Process	Description (brief summary of functions/uses)
Dashboard	Contractor will ensure launch and continuity of a public online dashboard that will communicate regular progress on Food Plan strategies through data visualization and narrative summaries. Contractor will update the content annually to reflect continued progress and new activities.
Collaborative Participant Membership Database	<p>Contractor shall ensure that Subcontractor will develop and distribute surveys to collect Participant demographic information and food system roles as appropriate and necessary.</p> <p>Contractor will ensure this data is stored in a secure database, and maintained according to standards to be determined in negotiation with Subcontractor.</p> <p>Contractor and Subcontractor will use Participant data to assist in accountability for representation in Collaborative that reflects the standards of inclusive and accessible participation as outlined in Section 5.c.</p>
Collaborative Meetings and Communication Logs	Contractor shall ensure that Subcontractor will maintain an electronic log document to record and report on meetings, activities, and communications. Data points may include information such as meeting/event date, format, attendance count, subject matter or topics addressed, and others to be defined upon execution of agreement with Subcontractor.