



## **Request for Proposal (RFP) – LGMA Compliance Officer**

The California Leafy Green Products Handler Marketing Agreement and the Arizona Food Safety Committee (the LGMA Programs) are seeking a qualified third party to serve as Compliance Officer for both programs. The Compliance Officer is expected to begin his/her duties on or about April 1, 2020 in California; summer of 2020 in Arizona.

The LGMA food safety programs use government audits to verify that handlers have implemented science-based safe farming practices. Corrective actions on audit citations are required to bring each member to 100% compliance. The program is about more than just audits and citations; its ultimate goal is to ensure that leafy greens are produced as safely as possible.

### **Duties**

The LGMA Compliance Officer reviews all on-farm audits conducted under the auspices of the California and Arizona LGMA Programs. He or she assigns violations for non-conformities, and oversees corrective actions. Specifically, the Compliance Officer will:

1. Review on-farm audits generated by the LGMA Programs in AZ and CA. It is anticipated that approximately 100 audits are conducted in Arizona each year, and about 400 are conducted in California.
2. Assign violation levels for any non-conformities identified during the audits. Violations or non-conformities must be corrected, either at the time of the audit or prior to subsequent follow-up audits, per LGMA policy.
3. Communicate with Handlers on a timely basis about their audit results, require and review Corrective Action Plans (CAPs) as required by policy.
4. Close out audits as appropriate.
5. Work with LGMA CEO and Technical Personnel on challenges to the audit findings, complaint resolution, and decertification processes.
6. Participate with California and Arizona LGMA Program staffs to review Metrics, revise audit checklists, and offer additional input as needed.
7. Work with AZ, CA and USDA technical staff to create, and update, a metrics and checklist expectation manual and non-conformance standardization manual.
8. Attend LGMA trainings and workshops to assure understanding of the metrics requirements.
9. Attend ongoing food safety training to stay current with best industry practices.
10. Travel within AZ and CA as needed to attend board and committee meetings, other food safety meetings as requested.
11. Provide AZ and CA LGMAs with regular (at least monthly) compliance summary updates to help the industry proactively address potential negative trends.

The LGMA Programs have traditionally used an independent contractor to fill the Compliance Officer Role. An independent agency or individuals is preferred, so that:

1. Compliance in both States and under both LGMA Programs is aligned and consistent.
2. An “arm’s length” relationship between the LGMA Programs and the Compliance Officer can be maintained.
3. The Compliance Officer will be free to take on other contracts, some of which may emanate from the Departments of Agriculture in Arizona or California.



### **Background and Timing:**

The LGMA Programs' Compliance Officer operates on a year-round basis, as on-farm food safety audits take place on a year-round basis. The selected individual or firm must be available to review and act on audits at least weekly throughout the year.

Arizona produces leafy greens from late October through mid-April. AZ LGMA Audits are generated throughout this time period. California produces leafy greens, and CA LGMA Audits are generated, on a year-round basis, although activity is heaviest from May through November.

Both states use the same food safety practices and audit checklist (with some exceptions that will be explained), and the on-farm audit is largely the same in both states. However, California maintains an on-line database to track and manage audits, while Arizona does not currently do so. It is estimated that review and action on each of the LGMA audits (including initial review, assignment of non-conformities and follow up action) takes from 1 – 3 hours.

California's audits are conducted by employees of the California Department of Agriculture, while Arizona's are conducted by employees of the Arizona Department of Agriculture. Both sets of auditors are trained and licensed by the US Department of Agriculture.

### **Qualifications:**

Individuals interested in the compliance officer position should have:

- A Four-year degree in a food science, food safety or a related scientific field;
- At least five years' experience with the leafy greens or food industry
- Significant experience and background with food safety issues and on-farm food safety practices
- Produce Safety Alliance (FDA Produce Rule) certification

### **Preferred Qualifications**

- Experience with food safety inspections
- Experience with food safety standards development (GFSI, commodity standards, etc.)
- Bilingual English and Spanish
- Experience with root cause analysis
- A graduate degree or PHD in food science, food safety, environmental health, etc. is preferred

### **Submission of Proposals**

Proposals should be submitted to Scott Horsfall of the California LGMA by February 19, 2020 and to the Arizona Food Safety Committee shortly thereafter – although proposals will be reviewed by both states marketing agreements, each state must go through its own process, so please plan to submit to both California and Arizona. Initial reviews will be conducted by the AZ and CA LGMA programs, according to the criteria outlined below. Before a final decision is made, additional review and possible interviews will be conducted by the Departments of Agriculture in California and Arizona, and by the USDA/AMS.

The LGMAs will consider either an hourly fee structure or a retainer fee structure. If a retainer fee structure is preferred and/or proposed, it should be based on projected hours, and subject to annual review. Travel should be billed and reimbursed separately at cost. Potential contractors must detail any potential conflicts of interest in their proposals.

**Proposal:**

Firms or individuals submitting proposals in response to this RFP should include the following:

- Background information on yourself or company. Please describe your experience with:
  - Agriculture and food safety, particularly with leafy greens food safety.
  - Experience (if any) with on-farm food safety audits or inspection
  - Experience (if any) with risk assessment, root cause analysis or similar concepts.
- Background and knowledge of the leafy greens industry in California and/or Arizona.
- Costs for Services. Provide details on your cost proposal for this activity, including:
  - Whether you are pursuing an hourly or a monthly retainer fee structure and how the costs were calculated
  - Estimated travel costs and how they should be reimbursed
- References. Please include at least three individuals who can speak to your suitability for the position of Compliance Officer for the LGMA Programs.

**Criteria for Evaluation of Proposals:**

The following criteria will be used for initial review and scoring each proposal:

Scoring Criteria:	Score (out of 100)	Weight (%)	Weighted Score:
Experience <i>Firms will be rated on the depth of their knowledge about food safety, about on farm practices and/or about food safety auditing in general</i>		30%	
Industry Knowledge <i>Firms will be rated on the depth of their experience with produce food safety (especially within the leafy greens industry)</i>		20%	
Price for Services <i>Firms will be rated based on total proposed fees.</i>		35%	
References		15%	
Total Score		100%	

Questions can be addressed to Teresa Lopez of the Arizona Food Safety Committee at [TLopez@AZDA.gov](mailto:TLopez@AZDA.gov) or to Scott Horsfall of the California Leafy Greens Marketing Agreement at [Scott@lgma.ca.gov](mailto:Scott@lgma.ca.gov).

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