



Request for Proposals (RFP) Farm Management Services

Issued by: Lake Land College Foundation

Issue Date: December 8, 2025

Proposal Due Date: January 6, 2026

I. Introduction

The Lake Land College Foundation ("Foundation") is seeking proposals from qualified individuals or firms to provide farm management services for Foundation-owned agricultural land located in Pana, Illinois. The Foundation's goal is to ensure the farm is managed in a manner that is financially sustainable, promotes good land stewardship, and supports the educational mission of Lake Land College. Income generated from the property directly benefits scholarships, academic programs, and other student-focused initiatives.

II. Background

The Foundation owns approximately 350 acres of productive farmland in Pana, Illinois (Christian County). The land has historically been used for row crop production, including corn and soybeans. The property provides an important, ongoing source of revenue for the Foundation and serves as an example of responsible land and resource management on behalf of donors and the college community. The Foundation is committed to maintaining this farm in a way that reflects sound agricultural practices, maximizes long-term productivity, and creates opportunities for student learning through collaboration with Lake Land College's Agriculture Division.

III. Scope of Services

The selected farm manager will be responsible for:

- 1. Leasing & Tenant Management**
 - Make necessary leases with tenants based on prevailing rental terms for farmland in the area, or on terms specified by the Owner in writing.
- 2. Farm Operations Oversight**
 - Superintend and manage the farmland and all farming operations.
 - Furnish all necessary plans and instructions to tenants regarding the operation, tillage, maintenance, and repair of improvements on the farmland.

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3. **Crop Planning & Agronomy**
 - Direct the selection of seeds and the rotation of crops.
 - Order the application of chemicals, limestone, fertilizers (including commercial and starter fertilizers), and other soil amendments as needed to maintain or improve soil fertility.
4. **Harvesting & Crop Division**
 - Direct the harvesting of crops and the division of crop proceeds between the Owner and tenant(s) in accordance with lease agreements.
5. **Improvements & Capital Projects**
 - Make improvements and ensure all workers hired for improvements are treated as independent contractors.
6. **Insurance Management**
 - Secure insurance as instructed by the Owner, ensuring the Owner is listed as an insured party.
7. **Marketing & Rent Collection**
 - Sell all grains and collect any rents from the farmland, unless otherwise directed in writing by the Owner.
8. **Financial Management**
 - Pay all relevant expenses from operating funds, including real estate taxes, personal property taxes, special assessments, repairs, alterations, improvements, and other operational expenses.
 - Make recommended annual distribution and distribute agency account balances to the Owner at least annually, retaining sufficient funds for operating needs.
 - Enter into and execute all necessary documents to permit participation in any qualifying government farm programs.
9. **Reporting Requirements**
 - Provide quarterly financial reports and annual operational reports, including records maintained in accordance with accepted agricultural accounting principles (e.g., crop data, tax records, labor records, federal/state reporting requirements).
10. **Access & Communication**
 - Allow the Owner access to the farm for examination at reasonable times.
 - Provide written recommendations concerning the operation and maintenance of the farmland as needed.

Preferred but not required: Collaborate with Lake Land College faculty to identify potential educational or demonstration opportunities for students when feasible.



IV. Proposal Requirements

Proposals should include:

1. Cover Letter summarizing interest and qualifications.
2. Experience and Background in farm management, particularly for institutional, trust, or nonprofit-owned agricultural properties.
3. Proposed Management Approach detailing how the proposer will develop and implement annual plans, manage marketing and risk, and incorporate conservation or sustainability practices.
4. Fee Structure and Compensation model (e.g., flat fee, percentage of gross income, or other).
5. References from at least three clients or organizations for which similar services have been provided.
6. Proof of Insurance and relevant licenses or certifications.

V. Evaluation Criteria

Proposals will be evaluated on the following:

- Demonstrated experience and qualifications.
- Alignment with the Foundation's mission and stewardship principles.
- Strength and sustainability of the proposed management approach.
- Fee structure and overall value.
- References and professional reputation.



VI. Proposal Submission

Submit proposals electronically (PDF format) to:

Christi Donsbach

Executive Director for College Advancement

Lake Land College Foundation

Email: cdonsbach@lakelandcollege.edu

Phone: (217) 234-5363

Proposals must be received by January 6, 2026, at 4:00 p.m. to be considered.

VII. Timeline

RFP issued:	December 8, 2025
Deadline for questions:	December 28, 2025
Proposals due	January 6, 2026
Evaluation/Interviews	January 12-16, 2026
Selection and notification	January 23, 2026
Contract start date	February 1, 2026

VIII. Terms and Conditions

The Lake Land College Foundation reserves the right to reject any or all proposals, negotiate terms with any proposer, request additional information or clarification, and award a contract deemed in the best interest of the Foundation. All costs associated with preparing and submitting proposals are the responsibility of the proposer.