

CITRUS RESEARCH BOARD

REQUEST FOR PROPOSAL (RFP)

Notice to Prospective Proposers

July 11, 2016

To Whom It May Concern,

You are invited to review and respond to this Request for Proposal (RFP), entitled:

RFP – Business Consultant

Deadline for Submission of Proposals is Close of Business, August 8, 2016

In submitting your proposal, please comply with these instructions.

Note that all agreements entered into with the State of California will include by reference General Terms and Conditions and Contractor Certification Clauses that may be viewed and downloaded at internet site www.ols.dgs.ca.gov/Standard+Language.

In the opinion of the Citrus Research Board and the California Department of Food and Agriculture, this RFP is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contact person for this RFP is:

Gary Schulz

President

Citrus Research Board

Email: gary@citrusresearch.org

Please note that no information given will be binding upon the State unless such information is issued in writing as an official addendum.

Gary Schulz

President



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CITRUS RESEARCH BOARD
REQUEST FOR PROPOSALS
Business Consultant for Research and Development

Basis for Request for Proposals

The California Citrus Research Board, hereinafter referred to as “CRB”, is organized under the authorities of the California Marketing Act, referred to here as the “Act” (Chapter 1 of Part 2, Division 21 of the California Food and Agricultural Code). The CRB has been in existence since 1968, and the specific authorities governing its activities are contained in the grower-approved California Citrus Research Program (the “Order”). During the existence of the CRB, it has utilized assessments provided by California citrus growers to fund production research, variety development, quality assurance, clonal protection, public education and interaction. The CRB also receives federal grant monies to fund research projects.

In order to optimize the significant investment that the California citrus growers have made in the research industry, the CRB requires the services of a seasoned Business Consultant for Research and Development. The qualified candidate should be an excellent problem solver, with a proven track record of working with a diverse set of clients and organizations including non-profits, research institutions, governmental entities, legal staff, and for-profit agricultural businesses. Expertise in the areas of intellectual property and technology management are crucial for the CRB’s mission.

Scope of Work to be Performed

The individual or firm selected by the CRB should be able to provide the following:

- Demonstrate a working knowledge of the dynamics of a California agricultural commodity board that reports directly to the California Department of Food & Agriculture, yet commonly operates effectively as a non-profit organization;
- Collaborate effectively with the Citrus Research Board Management, Staff and Board Members, especially the Research Development and Implementation Committee for direction and feedback;
- Collaborate with the CRB’s Intellectual Property Legal Counsel, Morrison and Foerster of San Francisco. Michael Ward is the lead attorney on this project;
- Be actively aware of the CRB-sponsored university research that will lead to commercialization and participate in strategic planning to transfer such technology to the California citrus grower for use;
- Understands the urgency of intellectual property notification deadlines relative to sponsored research;
- Participate as a team member in negotiating the details of agreements with technology transfer entities (USDA, large corporations, etc.);

- Assist in the identification, solicitation and match-making with venture capital firms; and
- Initiate efforts regarding investment, licensing, consulting, financing, business and new product development.

Minimum Qualifications

Successful candidate should possess the following:

- Bachelor's degree in Business, Accounting, Economics, Engineering, Science, or a related field. Advanced degrees preferred;
- At least 5 years' experience in the California agricultural industry;
- Prior intellectual property knowledge and familiarity with the patents and trademarks lifecycle;
- Excellent organizational skills, with the ability to multi-task while meeting multiple, strict deadlines; and
- Strong presentation, communication, negotiation, interpersonal and time management skills.

Proposed Fees for Service

Firms/individuals submitting proposals in response to this Request for Proposals should provide a breakdown of its fees for providing the services described above.

The breakdown must be itemized by:

Fee for Service:

Reimbursable Expenses:

- a.
- b.
- c.

Other costs/fees:

Also include a list of at least **three references** from past clients or organizations that the CRB may contact as part of our evaluation process.

All Proposals are due by close of business on **Monday, August 8, 2016**. The winning proposal will be selected at the September 7, 2016 Board Meeting, with a contract awarded October 1, 2016.

Project Contact Person

Citrus Research Board: Gary Schulz
President
217 N. Encina
PO Box 230
Visalia, CA 93279
Email: gary@citrusresearch.org

Firm: Name: _____
Title: _____
Address: _____
Email: _____

Background Information

Citrus Research Board Budget and Activities

The CRB conducts scientific research on general production and variety improvement, a quality assurance program on agricultural chemical residues, pest and disease control functions, and other activities pertinent to the California citrus industry.

The CRB is funded through assessments paid by California citrus growers at a rate of four cents per 40-pound box of citrus. This assessment generates just over \$7 million per year in addition to outside grants received of \$3 million.

Board of Directors

The CRB operates under the oversight of the Secretary of Food and Agriculture. All actions taken by the CRB are subject to approval by the Secretary.

The CRB has a board of directors composed of 20 members that are citrus growers from three different districts throughout the state and one (public) member who is neither a producer nor marketer of citrus. The Board of Directors includes a Chair, Vice Chair, and Secretary/Treasurer. There is a five-member Executive Committee composed of the three officers, and two additional Board members.

Staff

The CRB has a staff of 15 including the President, four senior managers and 11 staff.

Date:

Name of Firm:

Scoring Criteria:	Score	Weight (%)	Weighted Score:
Cost of the Proposal <i>Firms will be rated by total proposed fees.</i>		20%	
Technical Experience of the Individual/Firm <i>Firms will be rated based on the number of years' experience in the California agricultural industry and in the area of intellectual property..</i>		25%	
Qualifications of Staff <i>Firms will be rated on qualifications of staff, including consultants, to be assigned to the project. Education, including continuing education courses taken during the past two years, professional designations or licenses,, and years and types of experience will be considered.</i>		25%	
Consulting <i>Firms will be rated based on their ability to provide consultation and training throughout the year to CRB staff.</i>		20%	
References <i>Firms will be rated based on the reviews of references provided with the RFP.</i>		10%	
Total Score		100%	