

CITRUS RESEARCH BOARD

REQUEST FOR QUALIFICATIONS (RFQ)

Notice to Prospective Bidders

August 31, 2016

To Whom It May Concern,

You are invited to review and respond to this Request for Qualifications (RFQ), entitled:

RFQ – *Citrograph* Managing Editor

Deadline for Submission of Proposals is Close of Business, September 16, 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 RFQ is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contacts for this RFQ are as follows:

Gary Schulz

President

217 N. Encina

PO Box 230

Visalia, CA 93279

E-Mail: gary@citrusresearch.org

Phone: (559)738-0246

Joshua Crowell

Contracts and Grants Coordinator

217 N. Encina

PO Box 230

Visalia, CA 93279

E-Mail: josh@citrusresearch.org

Phone: (559)738-0246

Please copy both contacts on all communications. Also, 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



P.O. Box 230 • Visalia • CA • 93279-0230
(559) 738-0246 Office • (559) 738-0607 Fax

CITRUS RESEARCH BOARD
REQUEST FOR QUALIFICATIONS
Citrograph Managing Editor

Basis for Request for Qualifications

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.

As a service to the Growers and the industry, the CRB produces a quarterly publication known as *Citrograph*, which serves as an industry-wide demonstration of the research that the grower assessments fund. In order to produce a quality product, the CRB needs a qualified Managing Editor to assist with the production process.

Scope of Work to be Performed

The Managing Editor will perform the following services:

1. Participate in quarterly issue planning teleconferences;
2. Provide content suggestions;
3. Write articles, as warranted – to include research, ongoing contact with authors, interviews, writing, submission for approval, editing;
4. Maintain written and verbal communication with other authors, as warranted and/or requested;
5. Copy CRB on all correspondence, drafts and other emails so that they may maintain an electronic record of all actions and status;
6. Establish and maintain current Dropbox folders as a repository for all drafts and approved articles to be shared by CRB and production vendors;
7. Edit all written material that will appear in each issue. This includes subsequent revised drafts of all material;
8. Submit an editorial list to production vendors;
9. Providing recommendations on layout and design to production vendors, as appropriate;

10. Maintain contact as needed with production vendors;
11. Submit all final editorial content to production vendors on deadline, unless a delay is generated by an author or CRB. CRB will make every good-faith effort to provide all editorial content to the Managing Editor no later than 48 hours before the editorial deadline; and
12. Proof PDFs submitted by production vendors. This includes submitting corrections and comments and then passing on to CRB for their additional corrections and comments. As many PDF versions of the magazine proof will be edited as required.

Minimum Qualifications

Managing Editor shall have the following qualifications:

Education

- Graduation from an accredited 4 year institution with a degree in English, Journalism, Communications, or a related field;
- Completion of or coursework completed towards graduate degrees in English, Communications, or related field is highly desirable;

Experience

- At least 10 years of professional writing, proofing, and editing, especially for industry-related publications;
- Experience working in the agriculture industry, preferably citrus;
- Desirable experience includes working directly with growers, Boards, Commissions, and other government agencies;
- Preferable experience includes working with scientific researchers;
- At least one year of contract based experience, including task management and tracking billable hours;

Other Qualifications

- Should be an outgoing, self-starter;
- Detail oriented, and highly organized;
- Proficient in Adobe and Microsoft Office Suite;
- Ability to facilitate communications between scientific researchers and CRB staff;
- Understanding of appropriate scientific terms and writing conventions;
- Ability to manage multiple priorities with tight deadlines;

Proposed Fees for Service

Candidates submitting responses to this Request for Qualifications should provide a breakdown of his or her 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 editorial clients that the CRB may contact as part of our evaluation process, as well as a Resume and Cover Letter.

All responses are due by close of business on **Friday, September 16, 2016**. The successful candidate will be selected at the September Annual Board Meeting. Successful award of this RFQ is contingent on the execution of an acceptable agreement, in the form of a contract or engagement letter, as mutually agreed upon by both parties. Said agreement shall be for single year's engagement, with the option of additional yearly engagements, awarded at the discretion of the Board of Directors on an annual basis. The total number of yearly engagements shall not exceed a period of five years.

All communications for this RFQ should be submitted to both **Gary Schulz, President**, and **Joshua Crowell, Contracts and Grants Coordinator**, at the contacts listed below:

Gary Schulz
President
217 N. Encina
PO Box 230
Visalia, CA 93279
E-Mail: gary@citrusresearch.org
Phone: (559)738-0246

Joshua Crowell
Contracts and Grants Coordinator
217 N. Encina
PO Box 230
Visalia, CA 93279
E-Mail: josh@citrusresearch.org
Phone: (559)738-0246

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 16 including the President, five senior managers and 12 staff.

Date:

Name of Candidate:

Scoring Criteria:	Score	Weight (%)	Weighted Score:
Cost of the services <i>Firms will be rated by total proposed fees.</i>		25%	
Technical Experience of the Candidate <i>Candidates will be rated based on the number of years' experience performing the duties described above.</i>		25%	
Qualifications of Candidate <i>Candidates will be rated on their qualifications, including education, continuing education courses taken during the past two years, years experience in similar positions, and types of experience will be considered.</i>		25%	
References <i>Candidates will be rated based on the reviews of references provided with the RFP.</i>		25%	
Total Score		100%	