

**Nebraska Grape and Winery Board
Board Services Contractor
Request for Proposal
2011 – 2012 Fiscal Year**

Introduction

The Nebraska Department of Agriculture (NDA) is seeking to contract with an individual interested in serving as a part-time Board Services Contractor to the Nebraska Grape and Winery Board. The purpose of this Request for Proposal (RFP) document is to provide an overview of the duties, qualifications, background information, scope of work, agreement terms, compensation, application submission instructions, and evaluation and selection criteria associated with this position.

Job Title

Nebraska Grape and Winery Board Services Contractor.

Position Overview

In cooperation with NDA, the Nebraska Grape and Winery Board intends to contract for an individual who will work as an Independent Contractor. The Contractor will be charged to complete various tasks and the agreement will allow NDA and the Board the ability to request additional related tasks as needed. The Contractor is expected to be hired by January 2012, at which time he/she will enter into a contractual agreement with NDA. The Contractor's work will begin as soon as possible, following the selection process.

Candidate Qualifications

The goal is to contract with an energetic individual with skills in time management, oral and written communication, and literary proficiency as it relates to writing, spelling, punctuation, and proofreading. Candidates must readily have access to a personal computer that includes, at a minimum, a word processor and Internet access. Utilization of computer skills is required. Knowledge of and/or experience in Nebraska's agricultural industry, particularly in the grape and wine industry, is preferred. While travel with this position will be minimal, the Contractor must have the ability to provide independent transportation, as attendance at all Board meetings and some industry-related events is mandatory. The Contractor represents and warrants that he/she has the requisite training, skills, and experience necessary to perform the work.

Background Information

The Nebraska Grape and Winery Board was created to (a) establish a public forum whereby any producer of wine, grapes, or other wine-producing agricultural products has the opportunity, at least once, annually, to discuss with the Board its policy and procedures; (b) keep minutes of its meetings and other books and records which clearly reflect all of the acts and transactions of the Board and to make these records available for examination upon request by members of the public; (c) authorize and approve the Department of Agriculture's expenditure of funds collected pursuant to §53-304; (d) serve as an advisory panel to the Nebraska Liquor Control Commission in all matters pertaining to the wine industry; and (e) adopt and promulgate rules and regulations to carry out §§53-30 to 53-305 of the Nebraska Grape and Winery Board Statute.

NDA serves as one of the ex officio members of the Board. For administrative purposes, Board funds are located in the Department of Agriculture and defined as the Winery and Grape Producers' Promotional Fund. All revenue credited to this fund is used by NDA at the direction of and in cooperation with the Board to develop and maintain programs for the research and advancement of the growing, selling, marketing, and promotion of grapes, fruits, berries, honey and other agricultural products and their byproducts grown and produced in Nebraska for use in the wine industry.

Scope of Work

The Independent Contractor shall provide the following services that are specified below. These services shall be termed "work" herein.

- (1) Collect and forward all project proposals to Board members.
- (2) Periodically monitor progression of Board-funded grant projects.
- (3) Collect final reports and invoices from grant recipients.
- (4) Submit invoices and receipts to NDA in a timely manner.
- (5) Prepare year-end documentation that includes funded project proposals, contracts, and final reports.
- (6) Compile Board contact information, meeting minutes, grant application instructions, news releases, fiscal reports, grants, bylaws, and Board statutes for assembly into the Grape and Winery Board's Annual Reports.
- (7) Write and compile Board meeting minutes, under direction of Board Secretary.
- (8) Ensure submission of Board Expense Reimbursement Requests to NDA.
- (9) Collaborate and communicate with NDA and the Board on a regular basis.
- (10) Schedule the location, dates, and times of all Board meetings and send this information to Nebraska print media outlets.
- (11) Coordinate and attend all Board meetings and some industry-related events.
- (12) Provide general administrative office support to NDA and the Board, as needed.

The Contractor shall perform the work and accomplish such tasks as identified above. These will be designated as the responsibilities of the Contractor. The Contractor shall have the authority to incur costs and expenses necessary to perform the work, subject to the limitation specified in this document and the Agreement, and subject to approval by NDA and the Board. NDA and/or the Board may, from time to time, unilaterally increase or decrease the work to be performed. All of the provisions in this RFP and the Agreement are intended to be complementary in nature, and any requirements mentioned by one and not mentioned in another section shall nevertheless be performed to the same extent as though required by all.

Terms of Agreement

The initial Agreement with NDA will expire on June 30, 2012, with five successive one-year options to renew. This shall include sufficient time to complete the schedule of the work proposed and to complete additional tasks as identified by NDA and the Board. Funding for this position is subject to legislative appropriations and funding being available. The Agreement will incorporate the complete understanding of the parties. Any modification of the Agreement will be in writing and executed by each party of the Agreement to be valid.

The Contractor will work closely with NDA on many projects as they relate to the grape and wine industry. NDA expects that the Contractor will be capable of completing all of the work assigned and will meet all of the expectations of the position, large and small.

Compensation

Compensation shall be set at approximately ten hours per week, with a total yearly value not to exceed \$5,000. After the Agreement begins, it is understood that, if additional costs should be incurred or the total yearly value needs to increase, with the mutual written consent of all parties tied to the Agreement and provided resources are available, the Agreement may be amended.

The compensation package for this position may be used to pay for work performed, office supplies, communication equipment, travel costs, and other incidental expenses directly associated with the agreement.

Application Submission Instructions

Interested applicants must submit in a sealed envelope marked RFP #3797, a cover letter and résumé for review and approval by NDA and the Board. Cover letter and/or résumé should provide information sufficient for NDA to evaluate the proposal against criteria outlined below. This RFP process has been established to provide all interested parties an opportunity to apply for this position. Cover letters and résumés are due to NDA by close of business day on **Friday, December 30, 2011**. Documents must be received on or before the above date.

Submit documents by U.S. mail to:

Casey Foster
Nebraska Department of Agriculture
P.O. Box 94947
Lincoln, NE 68509-4947

Evaluation Criteria

Once the deadline has expired, all signed bid proposals will be competitively ranked and scored by NDA. Applicants will be ranked against the evaluation criteria established in this RFP. The evaluation criteria and respective points for each are as follows:

- (1) Applicant's coursework, training, or educational credentials from an accredited college, university, vocational or other post-secondary educational institution (5 points);
- (2) Applicant's background of Nebraska agriculture and/or the grape and wine industry (10 points);
- (3) Applicant's training or education in Nebraska agriculture and/or the grape and wine industry (10 points);

- (4) Applicant's knowledge in Nebraska agriculture or the grape and/or the wine industry (10 points);
- (5) Applicant's oral and written communication skills (10 points);
- (6) Ability to perform the general duties of the position, as outlined in the scope of work, for approximately ten hours per week, with a yearly value not to exceed \$5,000 (50 points); and
- (7) Applicant's ability to obtain transportation to attend all Board meetings and some industry-related events (5 points).

Selection Criteria

The applicants with the highest combined scores will be interviewed by NDA and the Board and scored again using the same seven criteria listed above. The applicant selected for this position must have satisfactorily completed the required duties of this position by June 30, 2012. The Agreement between NDA and the Contractor will serve a term that will expire on this date, with five successive one-year options to renew.

Questions regarding this position should be directed to the Nebraska Department of Agriculture at 800-422-6692 or casey.foster@nebraska.gov.

S:\AGD_WP\Grape & Wine Intern\2011-12 RFP\2011-2012BoardAssistantRFP_110411.doc