Cover Page

**Oregon Processed Vegetable Commission (OPVC)**

aDministrative services

Request for Proposal (RFP)

Date of Issue: May 8, 2020

Closing Date and Time: Monday, June 8, at 4 p.m.

Single Point of Contact (SPC): Kris Anderson, ODA Commodity

 Commission Oversight Program Manager

Send Proposals to: Kris Anderson, ODA Commodity Commission Oversight Program Manager

Address: 1207 NW Naito Pkwy, St. 104

City, State, Zip Portland, OR 97209

Phone (cell) 503-970-3260

**Proposal requirements, format and delivery details are in Section 3.**

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1. GENERAL INFORMATION
	1. INTRODUCTION

The Oregon Processed Vegetable Commission (OPVC or the Commission) is issuing this request for a proposal (RFP) for administrative services to be provided from July 1, 2020 to June 30, 2021. Depending upon the Successful Proposer’s availability, the OPVC may begin the contract earlier for purposes of transition.

Commission’s intent for this RFP is to award a Personal Services Contract. Additional details on the scope of the goods or services or both are included in the Scope of Work/Specifications section below.

The Commission must approve all contracts, including the administrative services contract, annually.

* 1. BACKGROUND

The OPVC, a commodity commission created under ORS 576.062, is currently directed by an 11-member board appointed by the Director of the Oregon Department of Agriculture (ODA). Committed to improving economic conditions in Oregon’s vegetables-grown-for-processing industry, the Commissioners are volunteers with full-time jobs.

Beginning July 1, 2020, the Commission will consist of a nine-member board of six growers, two handlers (processors that are first purchasers of the vegetables listed in Oregon Administrative Rule Chapter 647, Division 10), and a public member. Earlier this year, the Commission approved an administrative rule change to remove one grower and one handler position. The ODA Director and the Dean of Agricultural Sciences of Oregon State University (OSU), or their representatives, serve as ex officio non-voting members of the Commission. All voting Commissioners must meet qualifications set in ORS 576.225 and OAR Chapter 647, Division 10.

The Commission meets an average of five times a fiscal year, usually from November to April. In addition to meetings of the full commission, the OPVC holds a Growers Meeting most years in January. The administrator works with the Commission and Oregon State University researchers to plan, publicize and manage the Growers Meeting. Currently, there are 112 farmers growing vegetables for processing.

As an Oregon commodity commission, the OPVC is authorized under ORS 576.325 to collect a mandatory assessment (tax) on beans *(phaseolus vulgaris)* including green and wax but not dried, sweet corn, table beets, carrots, broccoli, cauliflower grown in Oregon for commercial uses. Five processing companies that are the first purchasers of these vegetables deduct the assessment from the growers’ checks, then those companies fill out a Commission-supplied report and send it and the assessment to the Commission administrative office.

Each year, the OPVC determines the amount of the assessment and the type of vegetables assessed in Oregon Administrative Rule (OAR) Chapter 611, Division 10. A legally required tax, the mandatory assessment is the OPVC’s annual income source. For fiscal year 2018-19, the OPVC assessment income was $136,986. For 2019-20, the total assessment income was $74,218; no assessments were received from Norpac due to the cooperative’s bankruptcy.

In addition to mandatory assessments, commodity commissions are authorized to receive funds from other sources. The Commission has been awarded competitive grant funding through the USDA Specialty Crop Block Grant (SCBG) program, which reimburses the Commission for expenses related to specific projects. The grant income in 2016 totaled $165,105; from 2018 through June 30, 2020, the grant income totaled $76,577. The OPVC administrative services contractor is responsible for preparing, or coordinating with researchers to submit SCBG proposals, working with researchers and others to administer any funded projects, and preparing the required reporting.

The OPVC website is [www.opvc.org](http://www.oregon-berries.com).

All commodity commissions are public agencies established by the Oregon legislature. All commodity commissions comply with Oregon’s public meeting and public records law, ORS chapter 192; Oregon government ethics law, ORS chapter 244; and other applicable state laws, rules and required financial reporting. All commodity commissions adopt budgets each year in a public hearing process set forth in ORS 576.416, and are subject to audit; see OAR Chapter 603, Division 42.

ODA conducts oversight of the commissions pursuant to ORS 576.066. The ODA Commodity Commission Oversight Program reviews the Commission’s annual operational plan, all contracts and other agreements; provides resources and technical advice.

* 1. AUTHORITY AND METHOD

The Commission is authorized to enter into a contract for personal services pursuant to ORS 576.304(4) and ORS 576.306(1), consistent with OAR Chapter 122, Division 50 and OAR Chapter 603, Division 42, as applicable. ODA reviews all contracts pursuant to ORS 576.306(9) and OAR 603-042-0010(10), and, depending on the anticipated amount of the procurement, the contracts must be approved by the Oregon Department of Justice (DOJ), prior to execution. Contracts do not take effect until approved by ODA and DOJ, if required.

A commodity commission is authorized pursuant to ORS 576.306 to contract with an independent contractor for administrative services but may not contract to perform the discretionary functions of the commission. Discretionary functions do not include collecting assessments, scheduling meetings, processing payments or other administrative duties assigned by the commission.

Commodity commission contractors are independent contractors and not employees, eligible employees, public employees or employees of the state for purposes of Oregon law. A contractor may not be considered a public official, public officer, state officer or executive official for purposes of Oregon law.

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| --- | --- | --- |
| **EVENT** | **DATE** | **TIME/LOCATION** |
| Request for Proposals Advertised and Posted | Friday, May 8, 2020 | See RFP Section 4.1 |
| Pre-Proposal Conference | Friday, May 15, 2020 at 11:30 a.m. | Via GoToMeeting; the meeting link will be posted on opvc.org  |
| Questions / Requests for Clarification Due to Single Point of Contact | May 22, 2020 | 4:00 pm to Single Point of Contact via email to kanderson@oda.state.or.us |
| Answers Provided to Questions / Requests for Clarification  | Tuesday, May 26, 2020 | Posted by 5:00 pm on opvc.org |
| Closing (Proposal Due) to Single Point of Contact | Monday, June 8, 2020  | 4:00 pm to Single Point of Contact  |
| Interviews  | Thursday, June 18, 2020 | Beginning at noon.  |
| OPVC meets to approve contract offer | June 18, 2020 | After interviews conclude. |
| Issuance of Notice of Intent to Award (approximate date) | By June 24, 2020  | Phone and email notice to highest scoring proposer. Notice via email to all but highest scoring. |

* 1. RFP SCHEDULE

The following table represents a tentative schedule of events for this RFP. All times are listed in Pacific Time. All dates listed are subject to change. N/A denotes that event is not applicable to this RFP.

1. SCOPE of WORK
	1. SCOPE OF WORK/SPECIFICATIONS

The OPVC needs an administrative services contractor to carry out the daily business affairs of the Commission. The OPVC commissioners are public officials volunteering their time to the industry. Each commissioner has a full-time job in addition to their Commission duties. The producer commissioners are farmers or work for a farm, the handler commissioners work for a processor that is a first purchaser of beans *(phaseolus vulgaris)*, sweet corn, table beets, carrots, broccoli, cauliflower. The OPVC public member is interested in the positive economic development of the commodity.

The administrative services contractor carries out the policies, procedures and directives previously approved by the Commission during a public meeting. The OPVC Chairperson administers the contract between the OPVC and the administrative services contractor. The administrative services contractor frequently consults with the Commission chairperson, vice chairperson, secretary/treasurer; the ODA Commodity Commission Oversight Program manager; Oregon State University researchers; and the Agricultural Research Foundation executive and staff.

The administrative services contractor’s performance is evaluated by the commissioners on an annual basis. The Commission must approve the administrative services contract on an annual basis.

ORS 576.304 authorizes all commodity commissions to collect mandatory assessments. During OPVC public meetings, the commissioners discuss and approve motions to direct funds toward production-related research and administrative costs.

The Commission’s administrative services needs include:

**2.1.1 Office Facility & Equipment**

1. Providing the office equipment, computer and compatible software, data back-up system, phone, and personnel the OPVC considers necessary;
2. Providing office space for OPVC records (6 banker-style boxes) ;
3. Performing maintenance of OPVC public records in a timely manner pursuant to OAR Chapter 166, Divisions 350, 030, and 300;
4. As required by ORS 576.385, obtaining and filing with Commission a fidelity bond of $50,000. OPVC pays the cost of this bond;
5. Paying, and holding the Commission harmless from, all of the Contractor's normal operational expenses, including but not limited to salaries, rents, utilities, taxes and fees (such as income, employment, license or others) and other similar expenses;
6. Establishing and maintaining an email account for the Commission;
7. Maintaining compliance with all governmental (local, state, or federal) laws and rules applicable to the operation of Contractor's business.

**2.1.2 Bookkeeping and Financial Management**

1. Managing the Commission’s assessment program in accordance with OAR Chapter 647, Division 10, which includes providing reporting forms, receiving and depositing assessments, recordkeeping, collecting late assessments, and reporting to the Commission on delinquencies, among other duties;
2. Receiving and depositing other funds;
3. Preparing payment of Commission-approved expenses for signature by commissioners;
4. Preparing periodic quarterly reports on revenue and providing them to ODA on a timely basis;
5. Maintaining and updating information related to the production of beans *(phaseolus vulgaris)* including green and wax but not dried, sweet corn, table beets, carrots, broccoli, cauliflower to forecast the Commission’s future assessment income for budgeting and planning purposes.
6. Assisting the chairperson and commissioners with all functions necessary to prepare an annual draft budget pursuant to ORS 576.416, conduct the budget hearing, and submit required adopted budget materials to ODA for authorization;
7. Preparing financial reports, state-required year-end financial statements, other reports and related financial records pursuant to ORS 576.395;
8. Monitoring Commission finances monthly and providing both written and verbal reports on monthly Commission finances (balance sheet, monthly check activity, monthly transactions, revenue & expenditure statement, reconciliations for a checking account, bank and other financial accounts) at each Commission meeting;
9. Alerting Commission leadership to critical financial occurrences, for example: revenues are less than forecasted in the annual budget or expenses in a budget category will or are being exceeded;
10. Preparing requests to ODA for emergency fund transfer;
11. Ensuring receipt of commissioner expense reports and preparing reimbursements and their recordkeeping;
12. Acting in compliance with applicable laws, OARs, generally accepted accounting principles, and the OPVC Policies and Procedures Manual.

**2.1.3 Communication & Meeting Planning**

1. Assisting the chairperson with scheduling meetings;
2. Providing legally required notices of meetings and hearings pursuant to ORS chapter 192 and ORS 576.416;
3. Scheduling and setting up ADA-accessible meeting rooms;
4. Preparing and providing copies of packets for commission meetings;
5. Working with researchers and commission members to prepare for research proposal and research report meetings;
6. Taking notes and preparing draft minutes of Commission meetings;
7. Providing information to growers, processors, agencies, industries, news media and others that is consistent with approved Commission positions; however, Contractor must obtain approval of informational content from Commission before its dissemination, as provided by OAR 603-042-0015(6);
8. Gathering information about additional funding sources for research and education, and if directed by the Commission, prepare grant applications for Commission review and approval;
9. If requested, representing Commission at hearings or meetings on proposed legislation, rules, or issues affecting Commission and its growers at request of Commission; however, Contractor must obtain prior approval from Commission of all positions that may be taken on behalf of Commission;
10. If approved in advance by Commission, traveling to assist Commission to fulfill its research purposes. Contractor will submit request for reimbursement of allowable travel expenses in accordance with Exhibit A, the Sample Administrative Services contract , Section 3 and Section II;
11. If requested by the Commission, researching and providing information on social media campaigns or other outreach to promote processed vegetable sales;
12. Preparing and disseminating at least one communication a year that includes information the Commission considers pertinent. The Commission must approve key messages prior to preparation.
13. Updating the Commission’s website.

**2.1.4 Administrative and Time Management**

1. Preparing an annual operation plan for commission approval, and submitting it to ODA pursuant to OAR 603-042-0015;
2. Maintaining the domain name opvc.org;
3. Maintaining and updating the Commission’s website in a timely manner;
4. Maintaining records of Commission and committee minutes, actions and other records pursuant to ORS chapter 192 and ORS chapter 576;
5. Maintaining databases in a timely manner, including grower mailing and email lists, meeting mailing lists, and handler lists;
6. Maintaining and updating a list of interested parties;
7. After Commission approval, preparing contracts and similar documents in a timely manner according to procedures which include but may not be limited to:
8. completing templates prepared by the Oregon Department of Justice;
9. writing a statement of work;
10. emailing completed document to ODA for review;
11. providing additional information on a timely basis when requested;
12. after ODA completes review, obtaining contractor and chairperson signatures;
13. providing one fully signed document to ODA;
14. maintaining one fully signed document in OPVC records;
15. providing contractor with one fully signed document;
16. When delegated by the Commission, monitoring a contractor’s work to ensure that services are performed and deliverables delivered according to the schedule in the contract.
17. Preparing and filing administrative rules in a timely manner;
18. Participating in training on applicable state laws, policies and other administrative training.

**2.1.5 Interpersonal Skills**

1. Establishing and maintaining communications and good working relationships with all OPVC commissioners;
2. Staying current on state, regional and national matters that affect Oregon vegetable growers and processors, then informing the chairperson in a timely fashion;
3. Informing the chairperson in a timely manner of matters that need to be brought to the Commission’s attention for discussion and action, which may include delayed assessments, food safety, grower or handler concerns and other subjects requiring the Commission’s immediate attention;
4. Establishing and maintaining good communications and working relationships with Oregon State University researchers and extension offices that work with vegetable growers, with the Agricultural Research Foundation, USDA National Agricultural Statistics Service, Oregon Department of Agriculture, and other organizations with interests in common with the Commission;
5. Establishing and maintaining good communications and working relationships and acting as liaison with other industry organizations in the state, region and nation; however, Contractor must obtain prior approval from Commission of all positions that may be taken on behalf of Commission;
6. To the extent that the OPVC chooses, collaborating with other commodity commissions;
7. Establishing and maintaining good working relationships with, collaborating with, and consulting with the ODA Commodity Commission Oversight Program;
8. Assisting ODA with recruitment of applicants for commissioner positions;
9. Working with ODA to ensure that commissioners successfully complete mandatory trainings;
10. Assisting ODA Commodity Commission Oversight Program with orientation of commissioners.
	1. ADDITIONAL INFORMATION RELATED TO THE WORK
		1. The successful submitted proposal will be incorporated into a final contract between the Commission and the successful Proposer, which will include the terms and conditions as set forth in the attached Sample Contract (Exhibit A).

2.2.2 Currently, the OPVC’s administrative services are provided by the Oregon Potato Commission through an interagency agreement that expires on June 30, 2020.

1. PROCUREMENT REQUIREMENTS
	1. MINIMUM QUALIFICATIONS
2. Available to begin providing administrative services to OPVC July 1, 2020 through June 30, 2021. Depending upon the Successful Proposer’s availability, the OPVC may begin the contract earlier for purposes of transition.
3. Experience in administrative work including financial reporting, arranging for meetings, writing reports or minutes, record-keeping, preparing and distributing communications, and monitoring timely and quality delivery of contracted services.
4. Experience administering volunteer organization(s), working with board members, carrying out direction and priorities set by a board, drafting meeting agendas and other meeting materials, delivering verbal and written reports.
5. Experience in organizing meetings or in event planning.
6. Knowledge or experience of budget processes, financial reporting, accounts receivable and bookkeeping processes.
7. Experience or familiarity with working with technical subjects such as bylaws, laws, , government regulations, or research projects.
8. Excellent written and verbal communication skills including public speaking and reporting during meetings.
9. Proven success in prioritizing multiple time-sensitive tasks and meeting deadlines.
10. Ability to provide staff, office equipment, computer software compatible with OPVC’s existing software, high-speed internet, data storage space and back-up system, file storage space, and phone with reliable voicemail system.
	1. PREFERRED EXPERIENCE
11. Food industry and/or Agriculture experience.
12. Experience with grant writing and reporting, specifically government grants.
	1. ADDITIONAL CERTIFICATION REQUIREMENT

To submit a Proposal, Proposer must meet the Independent Contractor Certification, shown following. The certification is part of Exhibit A, Sample Contract. 

* 1. MINIMUM SUBMISSION REQUIREMENTS
		1. Overview of Proposal Submission

As used in this RFP, “Proposal” refers to the complete package of required materials submitted to the SPC, including Attachments A – F as described below. “Proposal for Services” refers to Attachment B only.

To be considered for evaluation, Proposal must contain each of the following elements (further detailed in Proposal Requirements, Section 3.5 below):

1. Executive Summary of Proposed Services (Label as Attachment A);
2. Proposal for Services (Label as Attachment B);
3. Proposer Information and Certification Sheet (Exhibit D of RFP; label as Attachment C);
4. Cost Proposal stated as a flat fee for administrative services and any costs for materials. OPVC pays directly for meeting space and catering for the OPVC Growers Meeting, printing and postage related to Commission business, and the required bond. OPVC will reimburse for commission business-related mileage. Place your Cost Proposal in a sealed envelope. (Label as Attachment D and mark with Proposer Name and RFP Title); and
5. Key Person(s), tasks each will do, and resumes for each (Label as Attachment E).
	* 1. Proposal Format and Quantity

Proposer shall send its Proposal to the Single Point of Contact (SPC) listed on the first page by the Closing Date and Time. The Proposal, including all attachments, must be in a sealed package with the Proposer’s name and the RFP Title clearly visible on the outside of the package. Inside the package, the Cost Proposal needs to be in a separate sealed envelope, labeled with the RFP Title and the Proposer’s name.

Proposal shall be submitted to the SPC in two (2) formats:

1. Three (3) printed copies of Attachments A – C and E on 8 ½” x 11” paper, and one (1) printed copy of Cost Proposal (Attachment D) in a separate sealed envelope labeled with Proposer Name and RFP title; and
2. One (1) electronic copy of Attachments A – C and E on a USB Drive, with a separate file for the Cost Proposal (Attachment D). Proposer’s electronic copy must be formatted using Adobe Acrobat (pdf), Microsoft Word (docx), or Microsoft Excel (xlsx). The total combined size of Attachments A – E should be compressed so it does not exceed 10 megabytes.

No emailed Proposals will be accepted.

The Proposal for Services (Attachment B) should follow the format and reference the sections listed in Section 3.5.2. Responses to each section and subsection should be labeled with the corresponding number to indicate the item being addressed.

The Proposer Information and Certification Sheet (Attachment C) must bear the Proposer’s authorized representative’s signature. Failure of the authorized representative to sign the Proposal may subject the Proposal to rejection by the Commission.

* 1. PROPOSAL REQUIREMENTS

The Proposal must address each of the items listed in this section *and* all other requirements set forth in this RFP. Proposer shall describe the Goods to be provided or the Services to be performed or both. A Proposal that merely offers to provide the goods or services as stated in this RFP may be considered non-responsive to this RFP and will not be considered further.

Proposal should not include materials not essential to the utility and clarity of the Proposal. Proposal should be straightforward and address the requests of the RFP. Proposals containing excess marketing or advertising material not addressing the RFP requirements may receive a lower evaluation score if specific information addressing RFP requirements is difficult to locate.

Provide the following information as it relates to the Scope of Work/Specifications listed in Section 2.1, pages 5-8. Answer all questions by addressing both the company and the person assigned to specific tasks, if applicable.

* + 1. Executive Summary (label as Attachment A)

Provide a brief overview of your Proposal.

* + 1. Proposal for Services (label as Attachment B)
			1. Evaluation Item 1 – Office Facility and Equipment

Describe your office facility, equipment and those who will provide administrative services:

1. Location,
2. Office equipment including types of software,
3. Phone and voicemail system,
4. Internet speed,
5. Electronic storage system and capacity,
6. Electronic back-up system,
7. Storage capability for paper records of both a confidential and public nature (at least six banker-style storage boxes, and
8. Personnel support structure, if any.
9. Identify portions of the required administrative services that you may want to subcontract, if any.
	* + 1. Evaluation Item 2 – Bookkeeping and Financial Management

Identifying which computer software you use, describe your experience preparing. Presenting verbal and written reports on, as well as maintaining records of:

1. Accounts payable and receivable, identifying who will handle which;
2. Monthly financial reports;
3. Bank reconciliations;
4. Annual financial reports; and
5. Describe your experience with preparing for and responding to audits;
	* + 1. Evaluation Item 3 – Communication and Meeting Planning

Describe your experience in:

1. Writing and preparing reports, minutes, correspondence, websites, newsletters or other forms of communication: identify which computer software you used and describe your skill level with each;
2. Verbal communication as it relates to public speaking, presenting reports, managing meetings or assisting someone who is managing a meeting;
3. Organizing meetings and events for groups ranging from 12 to over 100; and
4. Establishing and maintaining communication with board members, researchers, government agencies, and stakeholders.
	* + 1. Evaluation Item 4 – Administrative and Time Management
5. Referring to the table of OPVC’s major administrative work, describe your time commitments and requirements to other clients and/or work, if any. Include both current clients/work and any clients you anticipate adding during July 1, 2020 through June 30, 2021;
6. Give an example of how you adjust your work-flow when a client has an unanticipated need that requires immediate attention;
7. Explain your experience and provide an example that illustrates how you manage your time to complete tasks within specified deadlines; and
8. Give an example of previous experience complying with rules, regulations, bylaws, policies and/or procedures.
	* + 1. Evaluation Item 5 – Interpersonal Skills

Describe your experience working with a variety of personalities and different sizes of groups including:

1. Boards of directors as a whole and individual volunteer board members;
2. The public;
3. Professional researchers;
4. Government staff and elected officials; and
5. Members of an organization or business that you provide administrative services to.

3.5.2.6 Evaluation Item 6 – Preferred Experience

1. Describe your experience, if any, in the food industry and/or agriculture.
2. Include name of entity, titles or occupations of people you worked with, type of work performed, dates of experience.
3. Describe your experience, if any, in grant writing and grant reporting.
4. Include type of grant(s) written, whether a grant resulted and, if so describe the grant reporting that was required; dates of experience.

3.5.2.7 References

Provide names, emails and phone numbers for up to three (3) current or former clients or employers. References must be able to verify the quality of related work.

* + 1. Proposed Timeline for Provision of Services

To assist Proposers with responding to 3.5.2.4 Evaluation Item 4, the following table highlights the Commission’s major administrative services work. It does so with estimated dates for major work elements. *The following table DOES NOT present a complete calendar of work for the OPVC’s administrative services contractor*.

|  |  |  |
| --- | --- | --- |
| **Date** | **Major Work Elements** | **Notes** |
| Periodically between November and April (no meetings during the summer months). | Regular meetings of the full Commission. | With OPVC, determine five dates for meetings. Schedule meeting location and catering, draft agenda with chairperson, provide public notice, prepare and make copies of meeting packets which include financial reports and other materials, take notes, prepare draft minutes and follow-up on meeting actions and requests. |
| Sender must postmark by December 31Sender must postmark by within 15 days of December 31 for purchases after December 31. | Assessment Process Prior to the dates listed, OPVC administrator updates assessment forms, sends due-date reminders, and performs other administrative duties.  Receiving assessments involves record-keeping and bank deposits.  | December 31 is the deadline for 5 first handlers to send the Commission the assessments on beans *(phaseolus vulgaris)*, sweet corn, table beets, carrots, broccoli, cauliflower purchased for processing.Later deadline is for purchases of late harvested carrots and/or cauliflower. |
| January | OPVC Annual Growers Meeting | Coordinate with OSU researchers and commissioners on speakers, solicit sponsors, arrange for facility, catering, and notifying growers for half-day meeting. |
| Approximately January 15, April 15, July 15 and October 15. | Quarterly Income Reports to ODA for compiling and sending to other state agency. | Report total assessments and other funds received for the quarter. Email Excel form to ODA. Report required even when -0-. |
| Work occurs intermittently from November through February. | Research Proposals and Selection | RFP in December; deadline for research proposals in January; Commission review in February. |
| Work occurs intermittently from February through April. The mandatory public hearing notice requires publication 14 days before the budget hearing.  | Budget Preparation and Adoption Process | Process includes Commissioners determining which research projects to fund, drafting a budget that applies the projected amount of assessment per vegetable to research on that vegetable, notification, public hearing, adoption of budget, notarizing budget affidavit, submitting required documents to ODA for director’s authorization. |
| This work takes place approximately July 1 through July 18 and continues sporadically through September. | Year-end Financial Statement and other state-required financial and risk reports. | State of Oregon requirement. Some forms provided by ODA about three weeks before due date. |
| Intermittently January through March | Assist ODA with process of recruiting candidates for commissioner. | Verify which commissioner positions expire June 30 of that year. Outreach to growers and handlers who qualify to apply. |
| June | Add newly appointed commissioner(s) to commission records. | ODA provides a copy of commissioner appointment letter(s) and application(s). |
| Prior to or during first Commission meeting of the new fiscal year | With ODA, provide an hour-long orientation to new commissioners. | Orientation covers commission budgeting, selection process for research projects. Also covers Oregon public records and meeting law, Oregon ethics law.  |
| Approximately June to late September. | Assist newly appointed and reappointed commissioners to ensure successful completion of mandatory iLearnOregon training. | Governor requires all commissioners and public employees to complete training on specific state policies. |

* + 1. Proposer Information and Certification Sheet (label as Attachment C)

Complete the Proposer Information and Certification Sheet, attached to this RFP as Exhibit D. Label your completed Proposer Information and Certification Sheet as Attachment C. As provided in the Proposer Information and Certification Sheet, Proposers must certify that their Proposal constitutes a firm offer for 180 days following Closing of this RFP.

* + 1. Cost Proposal (label as Attachment D)

In a separate sealed envelope labeled with the Proposer’s name and the RFP Title, provide one hard copy of the Cost Proposal expressed as a flat fee for administrative services and materials. The Cost Proposal should not exceed the $23,400 that the Commission has budgeted as a maximum cost for administrative services. OPVC will reimburse for commission business-related mileage. Do not include reimbursable items as part of the flat fee. (OPVC pays directly for meeting space and catering for the OPVC Growers Meeting, printing costs and postage related to Commission business, and the required bond.)

* + 1. Key Person(s), tasks each will do, and their resumes (label as Attachment E)

Provide one page listing key persons to be assigned to this project, their name and title, area(s) of expertise, and which administrative services each would provide.

In addition, include a current resume for each individual who would provide administrative services. The resume, not to exceed two pages per person, needs to demonstrate qualifications and experience for the Work described. Include education and employment history as it pertains to administrative services to the commission.

3.6 Reference Check Procedure

References will be checked for the Proposals that received the top three scores subtotaled after evaluation of Evaluation Items 1 – 6 and Cost Proposal. SPC or OPVC Commissioner will make three attempts to contact each of the references provided by the Proposer. If these attempts are unsuccessful, the Proposer will receive a score of zero for that reference.

SPC or OPVC Commissioner may also check to determine if references support Proposer’s ability to comply with the requirements of this RFP. Commission may use references to obtain additional information, or verify any information needed. Commission may contact any reference (submitted or not) to verify Proposer’s qualifications.

1. RFP SOLICITATION PROCESS
	1. PUBLIC NOTICE

Notification of the availability of this RFP was mailed to the entities on the Oregon Agricultural Commodity Commission RFP Mailing List, advertised in appropriate periodicals including the Daily Journal of Commerce, and listed on opvc.org.

Addenda, if any, to this RFP will be posted to the OPVC website, opvc.org. Prospective Proposers are solely responsible for checking with the Single Point of Contact prior to the RFP Closing Date to determine whether any Addenda have been issued. Addenda are incorporated into the RFP by this reference.

* 1. PRE-PROPOSAL CONFERENCE

A pre-Proposal conference will be held at the date and time listed in the Schedule. Prospective Proposers’ participation in this conference is highly encouraged but not mandatory.

The purpose of the pre-Proposal conference is to:

* + Provide additional description of the project;
	+ Explain the RFP process; and
	+ Answer any questions Proposers may have related to the project or the process.

Statements made at the pre-Proposal conference are not binding upon Commission. Proposers may be asked to submit questions in writing.

Interested parties may attend the pre-Proposal Conference:

**Friday, May 15, 2020** at 11:30 a.m.

via GoToMeeting; meeting access information will be posted on opvc.org

* 1. QUESTIONS / REQUESTS FOR CLARIFICATION

All inquiries, whether relating to the RFP process, administration, deadline or method of award, or to the intent or technical aspects of the RFP, or relating to the potential Contract terms and conditions, or both, must:

1. Be emailed to the SPC at kanderson@oda.state.or.us;
2. Reference the RFP Title;
3. List Proposer’s name, phone and email information;
4. Refer to the specific area of the RFP being questioned (i.e., page, section and paragraph number) or Contract term or condition, as applicable; and
5. Be received by the due date and time for Questions/Requests for Clarification identified in Section 1.4, the RFP Schedule.
	1. PROPOSAL DELIVERY

Proposer is solely responsible for ensuring its Proposal, including any modifications or withdrawals, is received by the SPC before Closing deadline of 4 p.m. on June 8, 2020.

Commission and SPC are not responsible for any delays in mail or by common carriers or by transmission errors or delays, or for any mis-delivery for any reason. A Proposal submitted by any means not authorized below will be rejected:

A Proposal must be submitted through the mail or via parcel carrier, and must be clearly labeled and submitted in a sealed envelope or package. The outside of the sealed submission must clearly identify the Proposer’s name and the RFP title. It must be sent to the attention of the SPC at the address listed on the cover page of this RFP.

* 1. PROPOSAL REJECTION

Commission may reject a Proposal for any of the following reasons:

1. Proposer fails to substantially comply with all prescribed RFP procedures and requirements, including but not limited to the requirement that Proposer’s authorized representative sign the Proposal.
2. Proposer makes any contact regarding this RFP with State representatives such as but not limited to Commission contractors, Commissioners, or officials other than the SPC or those the SPC authorizes, or inappropriate contact with the SPC.
3. Proposer attempts to inappropriately influence a Commissioner.
4. Proposal is conditioned on Commission’s acceptance of any other terms and conditions or rights to negotiate any alternative terms and conditions that are not reasonably related to those expressly authorized for negotiation in the RFP or Addenda.
	1. EVALUATION PROCESS
		1. Responsiveness Determination

The SPC will review each Proposal to determine if it meets all RFP requirements. If an aspect of the Proposal is unclear, the SPC may request clarification from Proposer. If the SPC finds the Proposal does not meet any one or more requirements of the RFP, including but not limited to compliance with requirement for submission by Closing, the Proposal may be rejected; however, the Commission may waive mistakes in its sole discretion.

* + 1. Evaluation Criteria

Each Proposal that the Commission finds meets RFP requirements will be independently evaluated by the Commissioners. Evaluators will assign a score for each evaluation criterion listed below in this section up to the maximum points available.

SPC may request further clarification to assist the Commissioners in gaining additional understanding of a Proposal. A response to a clarification request must be to clarify or explain portions of the already submitted Proposal and may not contain new information not included in the original Proposal.

The Commission reserves the right to investigate references and past performance of any Proposer with respect to the Proposer’s (a) successful performance of similar projects; (b) compliance with specifications and contractual obligations; (c) completion or delivery of a project on schedule, and (d) lawful payment of suppliers, subcontractors, and workers. The Commission reserves the right to postpone the award in order to complete its investigation.

Proposals considered responsive and complete will be evaluated using a point scale on the evaluation criteria listed below:

|  |  |
| --- | --- |
| **Maximum****PossiblePoints** | **Qualifications-Based Evaluation Criteria** |
|  5 | Evaluation Item 1 – Office Facility and Equipment |
| 20 | Evaluation Item 2 – Bookkeeping and Financial Management  |
| 20 | Evaluation Item 3 – Communications & Meeting Planning |
| 15 | Evaluation Item 4 – Administration & Time Management  |
| 15 | Evaluation Item 5 – Interpersonal Skills |
| 25 | Evaluation Item 6 – Preferred Experience |
| 100 | SUBTOTAL of Qualifications-Based Evaluation Score |
| 15 | Cost Proposal Score Added  |
| 115 | SUBTOTAL of Qualifications-Based Evaluation Score and Cost Proposal Score |
| 30 | Top two (2) scoring Proposals may be invited to interview. If interviews take place, the interview score will be added to the SUBTOTAL of the Qualifications-Based Evaluation Score and Cost Proposal Score.  |
|  5 | References scored for Proposals invited to interview.  |
| 150 | TOTAL POSSIBLE POINTS |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EVALUATOR USE THIS COLUMN WHEN 30 POINTS IS MAXIMUMSCORE | EVALUATOR USE THIS COLUMN WHEN 25 POINTS IS MAXIMUMSCORE | EVALUATOR USE THIS COLUMN WHEN 20 POINTS IS MAXIMUMSCORE | EVALUATORUSE THIS COLUMN WHEN 15 POINTS IS MAXIMUMSCORE | EVALUATOR USE THIS COLUMN WHEN 5 POINTS IS MAXIMUM SCORE | EXPLANATION of POINT VALUES |
| 30 | 25 | 20 | 15 | 5 | OUTSTANDING - Response meets all the requirements and has demonstrated in a clear and concise manner a thorough knowledge and understanding of the subject matter and project. The Proposer provides insight into its expertise, knowledge, and understanding of the subject matter. |
| 29 - 19 | 24 - 16 | 19-12 | 14 - 9 | 4 - 3 | VERY GOOD – Response provides useful information, while showing experience and knowledge within the category. Response demonstrates above average knowledge and ability with no apparent deficiencies noted. |
| 18 - 7 | 15 - 6 | 11 - 5  | 8 - 4 | 2 | ADEQUATE – Response meets all requirements in an adequate manner. Response demonstrates an ability to comply with guidelines, parameters, and requirements with no additional information put forth by the Proposer. |
| 6 - 1 | 5 -1 | 4 - 1 | 3 - 1 | 1 | FAIR – Proposer meets minimum requirements, but does not demonstrate sufficient knowledge of the subject matter. |
| 0 | 0 | 0 | 0 | 0 | RESPONSE OF NO VALUE – An unacceptable response that does not meet the requirements set forth in the RFP. Proposer has not demonstrated knowledge of the subject matter. |

* + - * 1. Evaluation Item 1 – Office Facility and Equipment – 5 pts. maximum
1. Is Proposer’s computer software compatible with the software used by the Commission?
2. Is the highest internet speed at Proposer’s office adequate for OPVC needs?
3. For both electronic and paper records, will the Proposer’s storage system and capacity meet the Commission’s needs?
4. Is the Proposer’s office located conveniently for Commissioners who sign checks and other documents?
5. What, if any, personnel support structure does the Proposer have? How well will the Proposer’s personnel structure meet the Commission’s needs?
	* + - 1. Evaluation Item 2 – Bookkeeping and Financial Management – 20 pts. maximum
6. What software does Proposer use for bookkeeping and financial management; will OPVC needs be met by their experience in:
7. Preparing accounts payable and receivable;
8. Preparing monthly financial reports and presenting a verbal summary of those reports;
9. Reconciling bank statements;
10. Preparing annual financial reports and completing report forms;
11. Preparing for and responding to an independent audit.
	* + - 1. Evaluation Item 3 – Communication and Meeting Planning – 20 pts. maximum
12. Score the Proposal’s information about their ability to write and prepare reports, minutes, correspondence, newsletters. Does the computer software used and skill level with each software work well for the Commission?
13. Does the Proposal’s description of their experience with public speaking, presenting reports, managing meetings, or assisting someone who is managing a meeting suit the Commission’s needs?
14. How well does the Proposal explain their skills and experience for organizing meetings of boards and meetings for larger groups?
15. How well does Proposer’s experience communicating with clients, both individuals and boards, fit the Commission’s needs? Does the Proposer’s example of how well they have established and maintained communication with board members, researchers, government agencies, and stakeholders fit the Commission’s needs?
	* + - 1. Evaluation Item 4 – Administration and Time Management – 15 pts. maximum
16. How well does Proposal respond to the table showing the Commission’s major administrative work and the Proposer’s ability to balance competing priorities and multiple deadlines on work for other clients?
17. How well does Proposal communicate their ability to perform well in delivering projects within specified deadlines?
18. Does Proposal assure the evaluator that Proposer has performed well in completing tasks on time with minimal involvement of the OPVC contract administrator/chairperson?
19. Does Proposal illustrate previous professional experience complying with rules, regulations, bylaws, policies and/or procedures?
	* + - 1. Evaluation Item 5 – Interpersonal Skills – 15 pts. maximum
20. How well has Proposal illustrated the ability to address a client’s specified needs while also going above and beyond requirements to provide value-added assistance?
21. Does Proposer’s experience indicate they work well with a wide variety of personality types and different sizes of groups – from 12 to over 100?
22. How well has Proposer worked with boards? Review examples of the type of boards Proposer worked with. Were the boards non-profit, corporate, association, governmental, etc.?
	* + - 1. Evaluation Item 6 – Preferred Experience – 25 pts. maximum
23. Does Proposal indicate that the Proposer has any prior experience in the food industry and/or agriculture?
24. How many years in the food industry and/or agriculture?
25. Does Proposal include name of who Proposer worked for? Is the experience relevant to the OPVC’s administrative services work needs?
26. Does Proposal include the Proposer’s role? Is the previous role relevant to the OPVC’s administrative services needs?
27. Does Proposal indicate that the Proposer has any prior experience in grant writing and grant reporting?

What type of grants are mentioned in the Proposal?

In the Proposal how many grants were awarded?

Does Proposal indicate the Proposer prepared grant reports?

Does Proposal describe the nature of the grant reports?

* + 1. Cost Proposal Evaluation

Following scoring and ranking of Proposals based on the qualifications-based criteria (Evaluation Items 1 – 6), the Cost Proposals (labeled as Attachment D) will be scored by the SPC as follows:

1. Proposer with the lowest price proposal will receive 15 points.
2. Proposer with the second-lowest price proposal will receive 10 points.
3. Proposer with the third-lowest price proposal will receive 5 points.
4. All other Proposers will receive 0 points.

4.6.4 Interview Process Evaluation

The Proposals that received the top two scores subtotaled after the qualifications-based evaluation and Cost Proposal evaluation may be invited to interview.

If interviews are scheduled, the Commission will ask questions based upon the Evaluation Items. The total maximum points for the Interview Process is 30.

If interviews are scheduled, the SPC will provide the top two scoring Proposers with further details about the time of day for the June 8 interviews and other specifics. Commission may conduct interviews via teleconference, video conference or in person depending upon COVID-19 guidelines.

4.6.5 Reference Check Evaluation

The Proposers that are invited to participate in the Interview Process will also have their references checked by the SPC or OPVC Commissioners. References will be asked to comment on Proposer’s track record in performing the work identified in Section 2: Scope of Work and on Proposer’s ability to perform the tasks identified in Evaluation Items 1 – 6.

* 1. POINT AND SCORE CALCULATIONS

Scores are the points assigned by each evaluator.

The maximum possible points that each evaluator may award for each evaluation item are listed in the table below.

To determine a score for an individual Proposal, the SPC will calculate the average of each Commissioner’s scores for each separate evaluation criterion.

Cost points are calculated as stated in Section 4.6.3: Cost Proposal Evaluation.

The Qualifications-Based Evaluation Score and Cost Proposal Score will be subtotaled for each Proposal. The Proposers that receive the top two scores (Qualifications-Based Evaluation and Cost Proposal combined) may be invited to interview. If interviews are scheduled, the Interview score will be combined with the subtotal of Qualifications-Based Evaluation Score and Cost Proposal Score. References will be checked for those interviewed. Reference points will be added to the subtotal for each Proposal to arrive at a final score.

|  |  |
| --- | --- |
| **Maximum****Possible Points** | **Qualifications-Based Evaluation Criteria** |
|  5 | Evaluation Item 1 – Office Facility and Equipment |
| 20 | Evaluation Item 2 – Bookkeeping and Financial Management  |
| 20 | Evaluation Item 3 – Communications and Meeting Planning |
| 15 | Evaluation Item 4 – Administration and Time Management  |
| 15 | Evaluation Item 5 – Interpersonal Skills |
| 25 | Evaluation Item 6 – Preferred Experience |
| 100 | SUBTOTAL of Qualifications-Based Evaluation Score |
| 15 | Cost Proposal Score Added  |
| 115 | SUBTOTAL of Qualifications-Based Evaluation Score and Cost Proposal Score |
| 30 | Top two scoring Proposals may be invited to interview. If interviews take place, the interview score will be added to the SUBTOTAL of the Qualifications-Based Evaluation Score and Cost Proposal Score.  |
|  5 | References scored for Proposals invited to interview.  |
| 150 | TOTAL POSSIBLE POINTS |

4.8  RANKING OF PROPOSERS

The SPC will average the scores for each Proposal (calculated by totaling the points awarded by each Commissioner and dividing by the number of Commissioners).

If Commission receives only one Proposal, Commission may dispense with the evaluation process and proceed with Contract award, as Commission deems in its best interest.

1. AWARD
	1. AWARD NOTIFICATION PROCESS
		1. Award

Commission, if it awards a Contract, shall award a Contract to the highest-ranking Proposer(s) based upon the scoring methodology and process described in Section 4.

* + 1. Intent to Award Notice

Commission will notify all Proposers in Writing that Commission intends to award a Contract to the selected Proposer(s) subject to successful negotiation of any negotiable provisions, if any.

Notwithstanding the foregoing, the Commission reserves the right at its sole discretion and without any liability: (1) to amend this RFP, among other reasons, to revise the scope of work or to extend the resulting Contract; (2) to extend the deadline for proposal submission; (3) to determine whether a proposal does or does not substantially comply with the requirements of this RFP; (4) to waive any minor irregularity, informality, or nonconformance with this RFP’s requirements; (5) to request references from other public agencies or private businesses regarding the Offeror’s previous contract performance; and (6) at any time prior to contract execution (including after announcement of the tentative award): (a) to reject any proposal that fails to substantially comply with all prescribed RFP procedures and requirements; and (b) to reject all proposals received and cancel this RFP upon a finding by Commission that there is good cause and that such cancellation would be in the best interest of the Commission.

* 1. APPARENT SUCCESSFUL PROPOSER SUBMISSION REQUIREMENTS

Proposers who are selected for a Contract award under this RFP will be required to submit additional information and comply with the following:

* + 1. Insurance

Prior to award, the apparent successful Proposer shall secure and demonstrate to Commission proof of insurance as required in the Sample Contract (Exhibit A, page 12), if any.

* + 1. Taxpayer Identification Number

The apparent successful Proposer shall provide its Taxpayer Identification Number (TIN) and backup withholding status on a completed W-9 form when requested by Commission or when the backup withholding status or any other relevant information of Proposer has changed since the last submitted W-9 form, if any.

* + 1. Business Registry

If selected for award, Proposer shall be duly authorized by the State of Oregon to transact business in the State of Oregon before executing the Contract. Information about these requirements may be found at <http://sos.oregon.gov/business/pages/register.aspx>.

* + 1. Independent Contractor Certification

When submitting a Proposal, the Proposer must certify that they are an Independent Contractor (see Section 3.3).

1. ADDITIONAL INFORMATION
	1. GOVERNING LAWS AND REGULATIONS

This RFP is governed by the laws of the State of Oregon. Venue for any administrative or judicial action relating to this RFP, evaluation and award is the Circuit Court of Marion County for the State of Oregon; provided, however, if a proceeding must be brought in a federal forum, then it must be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this Section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, to or from any Claim or from the jurisdiction of any court.

* 1. OWNERSHIP/PERMISSION TO USE MATERIALS

All Proposals are public record and are subject to public inspection after Commission issues the Notice of the Intent to Award. Application of the Oregon Public Records Law will determine whether any information is exempt from disclosure.

All Proposals submitted in response to this RFP become the Property of Commission. By submitting a Proposal in response to this RFP, Proposer grants the State a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display, prepare derivative works of and transmit the Proposal solely for the purpose of evaluating the Proposal, negotiating an Agreement, if awarded to Proposer, or as otherwise needed to administer the RFP process, and to fulfill obligations under Oregon Public Records Law (ORS 192.410 through 192.505). Proposals, including supporting materials, will not be returned to Proposer.

* 1. CANCELLATION OF RFP; REJECTION OF PROPOSAL; NO DAMAGES.

Commission may reject any or all Proposals in-whole or in-part, or may cancel this RFP at any time when the rejection or cancellation is in the best interest of the State, as determined by Commission. Neither the State nor Commission is liable to any Proposer for any loss or expense caused by or resulting from the delay, suspension, or cancellation of the RFP, award, or rejection of any Proposal.

* 1. COST OF SUBMITTING A PROPOSAL

Proposer shall pay all the costs in submitting its Proposal, including, but not limited to, the costs to prepare and submit the Proposal, costs of samples and other supporting materials, costs to participate in demonstrations, or costs associated with protests.

* 1. SAMPLE CONTRACT – (Exhibit A)

The successful submitted Proposal will be incorporated into a final contract between the Commission and the successful Proposer, which will include the terms and conditions as set forth in the attached Sample Contract (Exhibit A), which is incorporated into this RFP by this reference.

* 1. OPVC BUDGETS FOR 2015-20 – (Exhibit B, incorporated into this RFP by this reference)
	2. OPVC ADMINISTRATIVE RULES ON ASSESSMENTS – (Exhibit C, incorporated into this RFP by this reference)
	3. PROPOSER INFORMATION AND CERTIFICATION SHEET – (Exhibit D, incorporated into this RFP by this reference)
	4. LINKS

OPVC Website: [www.opvc.org](http://www.oregon-berries.com).

Oregon Administrative Rules Website: <https://secure.sos.state.or.us/oard/displayChapterRules.action> Search for Chapter 647

Oregon Revised Statutes Chapter 576 Website: <https://www.oregonlegislature.gov/bills_laws/ors/ors576.html>

Oregon Public Records and Meetings Manual: <https://www.doj.state.or.us/wp-content/uploads/2019/07/public_records_and_meetings_manual.pdf>

ODA Commodity Commission Program Website: oda.direct/commissions