



**Pacific Northwest
Canned Pears**
Always ripe. Always ready.

REQUEST FOR PROPOSAL

RFP NO. 2023 - TSC

The Pacific Northwest Canned Pear Service, hereafter “PNCPS”, is initiating this Request for Proposals (RFP) to solicit proposals from firms interested in participating on the project titled “PNCPS – Trade Show Coordinator”.

PROPOSAL GUIDELINES:

This RFP represents the requirement for an open and competitive process. Proposals will be accepted until 11:59 p.m. PST **6/2/2023**. Any proposals received after this date and time will be rejected. **Proposals must be submitted electronically** with “Reply to RFP – 2023 TSC” in the subject.

Please include the following specific items when submitting your proposal:

- What sets you apart
- Experience managing all details of trade shows and conferences
- Work history, including samples
- Current clients with scope of work
- Financial: hourly rate, travel rate, expense policy
- Any conflict of interest
- Two references

The PNCPS will conduct a fair and extensive evaluation based on criteria listed herein; and select the candidate who best fits the requirements. All proposals must be signed by an official agent or representative of the company submitting the proposal.

Costs included in proposals must be all-inclusive to include any outsourced or contracted work. All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the PNCPS and will include scope, budget, schedule, and other necessary items pertaining to the project.

RFP PROJECT COORDINATOR:

The RFP Coordinator is the sole point of contact at the PNCPS for this procurement. All communication between the bidder and the PNCPS upon release of this RFP shall be with the RFP Coordinator, as follows:

Name	Susan Renke
E-mail Address	susan@eatcannedpears.com
Mailing Address	105 S. 18 th St., Suite 205, Yakima, WA 98901
Phone	(707) 346-5056 <i>**no phone calls please**</i>

PROJECT PURPOSE AND DESCRIPTION:

The purpose of the project is as follows:

PNCPS seeks a Trade Show Coordinator to support the PNCPS marketing program and work closely with the Promotion Director.

TARGET AUDIENCE AND OBJECTIVE:

The target audience for PNCPS marketing and promotion activities is K-12 schools, healthcare, college/university, military, and contract management companies, and registered dieticians working in these segments.

Our marketing program objective is to raise awareness and create demand for Pacific Northwest canned pears in targeted foodservice segments.

PROJECT SCOPE:

The Trade Show Coordinator will:

- Work with Promotion Director to plan yearly show calendar
- Track deadlines and budgets for PNCPS trade shows and conferences
- Recommend booth giveaways, contests, and other strategies to draw attendees to booth
- Order booth furnishings and arrange shipments for each show
- Attend conferences and shows, setup and staff booth, interact with attendees
- Organize show orders and follow-up email contact

BUDGET:

Approximately \$30,000 in fees per year, plus expenses.

EVALUATION:

Procedure

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team(s), to be designated by the PNCPS, which will determine the ranking of the proposals.

Weighting and Scoring

The following weighting and points will be assigned to the proposal for evaluation purposes:

1. Experience coordinating and staffing trade shows and conferences 30 Points
2. Experience working with PNCPS target audiences 30 Points
3. Proven success working with small budgets 30 Points

COMPLAINT PROCESS Prior to RFP Response Deadline:

A vendor may submit a complaint to the PNCPS at any time prior to five (5) business days before the proposal response deadline. The complaint must meet the following requirements:

1. The complaint must be in writing;
2. The complaint must be sent to the RFP Coordinator;
3. The complaint must clearly articulate the basis for the complaint; and,
4. The complaint should include a proposed remedy.

A vendor may submit a complaint regarding this RFP to PNCPS based on any of the following:

1. The solicitation unnecessarily restricts competition;
2. The solicitation evaluation or scoring process is unfair; or,
3. The solicitation requirements are inadequate or insufficient to prepare a response.

The RFP Coordinator will respond to the complaint in writing before the bid response deadline. The response to the complaint and any changes to the solicitation will be sent to vendor. The complaint may not be raised again during the protest period. PNCPS's action or inaction in response to the complaint will be final. There will be no appeal process.

DEBRIEFING / PROTEST PROCESS After Announcement:

Debriefing

After the announcement of an Apparent Successful Bidder (ASB), a debriefing may be requested by a bidder by submitting in writing to the PNCPS RFP Coordinator within three (3) business days of announcement. The RFP Coordinator will acknowledge receipt of a debriefing request and then provide a written response to the debriefing request within three (3) business days.

Protest

If the bidder is not satisfied with the debriefing response, within three (3) business days they may submit a protest to the PNCPS, but only if they have followed the debriefing process above. The protest must meet the following requirements:

1. The protest must be in writing;
2. The protest must be sent to the RFP Coordinator; and,
3. The protest must clearly articulate the basis for the protest.

The PNCPS RFP Coordinator will acknowledge receipt of the protest in writing and provide the protest to a neutral party "Protest Officer" (PT) who had no involvement in the evaluation and award process. The PT will review the protest and issue a written response no more than (10) business days after receipt of the protest, unless additional time is needed. Protesting bidder will be notified in writing if PT requires additional time. The PT's decision may include, but is not limited to, PNCPS canceling the procurement, PNCPS standing by its ASB decision, etc. The PT's decision is final and no appeal process will be offered.

Withdrawal of ASB

After the announcement of an Apparent Successful Bidder (ASB) and the debriefing and/or protest periods above expire, in the event the PNCPS determines for any reason, with good cause, the ASB should not be awarded the contract (eg. inadequate references, work product,

qualifications, etc.), the PNCPS may withdraw their initial award and reissue the award to a new bidder provided the second choice has the qualifications necessary to complete the scope of work set out in the proposed contract. The original ASB and all potential bidders will be notified. The PNCPS's decision will be final and there will be no appeal process.

TIMELINE:

Request for Proposal Timeline

- All proposals in response to the RFP are due no later than 11:59 p.m. PST **6/2/23**.
- Evaluations of proposals will be conducted from **6/3/23** to **6/16/23**.
- If additional information or discussions are needed with any bidders during this evaluation period, the bidder(s) will be notified.
- An Apparent Successful Bidder will be chosen no later than **6/16/23**. If no protest is received or change is made, the ASB decision will be considered final after four (4) business days.
- Upon notification, the contract negotiation with the winning bidder will begin immediately.
- Notification to bidders who were not selected will be completed by **6/23/23**.

Project Timeline

Estimated project start date is **7/01/23**.

Estimated project completion date is **6/30/24**, to coincide with the PNCPS fiscal year.

SPECIAL NOTES:

NO phone calls ... please email all questions to RFP Project Coordinator above.

NO confidential information should be shared. Any and all materials submitted in response to this RFP may be requested through a public records request.

About Pacific Northwest Canned Pears Service

In 1954, Bartlett pear growers and processors in Oregon, Washington, and California created the Pacific Coast Canned Pear Service for the purpose of promoting market development for the consumption of canned Bartlett pears in the U.S. The commitment to fund marketing programs continued and, in 1996, the Pacific Northwest Canned Pear Service (PNCPS) was formed to promote Bartlett pears grown and processed in Oregon and Washington.

After generations of nurturing their orchards, today more than 1,400 family farms across Washington and Oregon provide pears to local processors and fund the PNCPS marketing programs.

The administrative operations of PNCPS are managed by the Washington State Fruit Commission <https://www.wastatefruit.com/>

PNCPS is one of many USDA Agricultural Marketing Service (AMS) research and promotion oversight programs funded through assessments per ton on fruit delivered to local processors. AMS programs establish a framework for farmers to pool resources to develop new markets, strengthen existing markets, and conduct research and promotion activities.

For more information visit eatcannedpears.com

<5/11/22>