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Request for Proposals RBFF-21-C-460

The Recreational Boating & Fishing Foundation (RBFF) is soliciting proposals from qualified companies to provide executive search services.

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Attachment:

1. Proposal Cover Page

**Recreational Boating and Fishing Foundation
Request for Proposals #RBFF-21-C-460**

I. REQUEST FOR PROPOSALS RBFF-21-C-460

The Recreational Boating & Fishing Foundation (RBFF) is soliciting proposals from qualified companies to provide executive search services.

II. SOLICITATION

Name/Address of Issuer:

Name: James Hemenway
Title: SVP, Finance & Administration
Recreational Boating and Fishing Foundation
500 Montgomery Street, Suite 300
Alexandria, VA 22314
Phone: 703/778-5154
Fax: 703/519-9565
Email: jhemenway@rbff.org

Please contact James Hemenway with any questions you may have regarding this RFP.

Date of Issuance: April 1, 2021

Closing Date and Time: April 30, 2021 @ 5:00 pm Eastern Time

III. BACKGROUND

RBFF is an independent, not-for-profit 501(c)(3) organization. Our organizational mission is to implement an informed, consensus-based national marketing and communications outreach campaign that will increase participation in recreational fishing and boating and thereby increase public awareness and appreciation of the need for protecting, conserving, and restoring this nation's aquatic resources.

In recent years, a shared concern emerged in the fishing, boating and conservation communities. Participation in recreational fishing and boating was on a downward trajectory and demographic trends indicated that in the next 25 years significant population growth would occur among groups who have not traditionally been as involved with boating and fishing. Reduced angler and boating participation would mean less funding for state and federal wildlife agencies, adverse economic impacts on the fishing and boating industry, and a public that is not as informed, engaged and supportive of critical efforts to conserve and protect our nation's rich and diverse aquatic resources.

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To increase participation in recreational angling and boating throughout the United States, RBFF works closely with states, the fishing and boating industry, non-profit organizations, and federal agencies to implement national outreach and communication campaigns. This includes the award-winning Take Me Fishing campaign to help boaters and anglers of all ages and experience levels plan and enjoy a day on the water and the Vamos a Pescar campaign, launched in 2014, to reach a quickly growing U.S. Hispanic audience. In 2016, RBFF announced a new goal to increase the number of anglers from 49 to 60 million in 60 months, through improved angler and boater recruitment, retention, and reactivation. Thanks to these and other ongoing initiatives by RBFF, and its many partners, millions of Americans have taken up fishing or boating for the first time with their families.

RBFF's funding is administered through the U.S. Fish and Wildlife Service (USFWS) pursuant to a cooperative agreement between the USFWS and RBFF. The original source of the funds, the Sport Fish Restoration and Boating Trust Fund, is comprised of excise taxes paid by manufacturers of fishing tackle and a consumer tax on motorboat fuel. RBFF's annual revenue is approximately \$12 million.

Stakeholders are vital to the success of RBFF. RBFF's mission can best - and arguably only - be accomplished through successful collaborating and partnering among stakeholders. In so doing RBFF intends to build ownership of its efforts, and outcomes, among a broad array of key stakeholder groups.

Stakeholder groups include:

- Fishing and boating industry, including manufacturers, distributors, wholesalers and retailers as well as service providers such as marinas.
- State and federal natural resources agency personnel, including those involved with aquatic education, license sales and marketing, fisheries management, law enforcement, safety, parks/access site management, communications and information management.
- Non-governmental advocacy or public interest groups such as:
 - Conservation organizations
 - Fishing and boating organizations
 - Safety organizations
 - Media and outdoor communications groups

RBFF employs a full-time staff of 17 and is governed by a 26-member Board of Directors representing the various stakeholder groups listed above. We actively involve stakeholders in the development and implementation of our programs via several volunteer task forces and strategic planning sessions every three years.

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RBFF works directly with state fish and wildlife agencies to implement marketing programs to increase national participation in recreational fishing and boating, as well as increase fishing license sales and boat registrations in each state. For more details on fishing participation, please see the [National Survey of Fishing, Hunting and Wildlife-Associated Recreation](#) conducted by the U.S. Fish & Wildlife Service and the [2020 Special Report on Fishing and Boating](#).

For more information about RBFF, please visit our organizational web site at <http://takemefishing.org/general/about-rbff/>.

IV. PROJECT NEED

The incumbent President/CEO of RBFF is scheduled to retire in February 2022. RBFF is seeking an outside contractor (the Contractor) to conduct an executive search to identify qualified internal and external candidates for the President/CEO position, including conducting appropriate background checks.

V. PROJECT SCOPE

The selected Contractor will work closely with a Search Committee made up of RBFF board members, staff and a representative of the USFWS. It is anticipated that the search process will begin in June 2021 and conclude with the selection of the successful candidate before November 30, 2021. The new President/CEO should be on board not later than January 1, 2022 in order to provide a transition/interface period with the outgoing President/CEO.

VI. CONTRACTOR QUALIFICATIONS

The Contractor must demonstrate extensive expertise and experience in conducting national searches for C-level executives on behalf of not-for-profit organizations.

VII. DELIVERABLES AND TIMELINE

The following deadlines apply to this request for proposals:

Issue RFP:	April 1, 2021
Proposal Due Date:	April 30, 2021 @ 5:00 p.m. Eastern Time
Final decision and vendor notification:	June 1, 2021
Contractor begins work:	July 1, 2021

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VIII. PROPOSAL REQUIREMENTS

At a minimum, the proposal should include the following elements:

1. Completed Proposal Cover Page.
2. Description of how your organization fulfills the “Contractors Qualifications” outlined in Section VI, including a statement as to why your organization is best positioned to perform this specific search.
3. Description of your organization’s executive search process, including any use of assessment tools and your proposed timeline for this search.
4. List of clients for whom you have performed similar work within the last two years. Please provide 3 client references that RBFF may contact.
5. Background on your corporation/organization/team, including history, staff size and experience, and other relevant information. Provide names and biographies for all members of your team that will participate in this search and identify the specific role each individual will perform.
6. A copy of your standard contract and proposed fees.

Applicants must submit a proposal in the form of an electronic copy. Proposals should be prepared simply, providing a straightforward, concise description of the Contractor’s ability to meet the requirements of the RFP.

The proposal must be received by **April 30, 2021 at 5:00 p.m. Eastern Time** for consideration. Late proposals will not be accepted.

IX. EVALUATION FACTORS FOR AWARD

Basis for Award

The Search Committee will conduct Zoom interviews on May 24, 2021 between 11:00 a.m. and 1:00 p.m. Eastern Time with those respondents that submit proposals that appear most advantageous to RBFF. The award will be made to the applicant that conforms to the RFP’s requirements and is judged to represent the best value to RBFF. Best value is defined as the proposal that presents the best overall value to RBFF, cost and other factors considered, and which presents the most advantageous offer. Such offer may not necessarily be the proposal offering the lowest cost or receiving the highest technical rating.

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Evaluation Criteria

Applicants are cautioned that this is a best-value procurement and that best-value concepts apply to this solicitation. In making its best-value determination, RBFF may award a contract resulting from this solicitation to the responsible applicant whose offer conforming to the solicitation will be the most advantageous to RBFF, price and other factors considered. RBFF shall give due consideration, as appropriate, to the overall merits of the proposal (including the relative advantages and disadvantages to RBFF), the experience of the Contractor, the cost of the proposal, and the needs of RBFF.

X. SPECIAL REQUIREMENTS

Federally Imposed Obligations

RBFF has entered into a cooperative agreement with the U.S. Fish & Wildlife Service, the general provisions of which are the Administrative and Audit Requirements and Cost Principles for Assistance Programs cited in the “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” set forth in CFR Title 2, Subtitle A, Chapter II, Part 200 (2 CFR § 200.0 *et seq.*), including the appendices thereto. Inspection, acceptance and procurement are governed by these requirements and principles. The successful applicant will be required to assume all applicable pass-through obligations imposed by the cooperative agreement, such as compliance with federal equal employment opportunity requirements and debarment and suspension certifications.

Accounting Records

All accounting records of the successful applicant relating to its performance under this award shall be kept in a manner that is consistent with generally accepted accounting principles as well as and all applicable provisions of the “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” set forth in CFR Title 2, Subtitle A, Chapter II, Part 200 (2 CFR § 200.0 *et seq.*), including the appendices thereto. Upon reasonable notice to Contractor, RBFF, the U.S. Fish & Wildlife Service, the Comptroller General of the United States, and any of their duly authorized representatives shall have access to any books, documents, papers and records of Contractor that are pertinent to this award and have the right to audit and copy such materials during the term of this award and for a period of three (3) years after its termination or expiration.

Applicant Reimbursement and Compensation Policy

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RBFF will not reimburse or compensate applicants for any time, fees and costs incurred while developing their proposals. Additionally, if an applicant is asked to present its proposal in person, RBFF will not reimburse or compensate the applicant for any fees related to the presentation, including but not limited to staff time, travel and out-of-pocket costs. RBFF will not compensate any applicant for time or fees incurred while negotiating a contract.

Ownership of Work Product

- A) The successful applicant will be required to acknowledge that it has been ordered or commissioned to create or prepare a work consisting of the work effort and work product set forth herein and agree that this work is a “work made for hire,” and that the applicant shall have no rights to title or interest in and to the work, including the entire copyright in the work or all rights associated with the copyright. The applicant will further be required to agree that to the extent the work is not a “work made for hire,” the applicant will assign to RBFF ownership of all right, title and interest in and to work, including ownership of the entire copyright in the work and all rights associated with the copyright, and will execute all papers necessary for RBFF to perfect its ownership of the entire copyright in the work. The applicant will not have rights to or permission to use the work without the prior written permission of RBFF.

- B) By responding to this RFP, the applicant acknowledges and agrees that all deliverable documentation under this RFP (and subsequent contract) will be transferred to the U.S. Government in accordance with RBFF’s government contract. If the applicant intends to submit a notice of limited rights in technical data regarding any delivered technical data to RBFF, the notice shall include sufficient information to enable RBFF to identify and evaluate the applicant’s assertions.

Original Work

The successful applicant will be required to represent and warrant that the work the applicant creates or prepares for RBFF will be original, will not infringe upon the rights of any third party, and will not have been previously assigned, licensed or otherwise encumbered.

Public Releases

Except as required by law or regulation, no news release, public announcement or advertising material concerning any subsequent contract awarded pursuant to this RFP shall be issued by any applicant without the prior written consent of RBFF; such consent shall not be unreasonably withheld.

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PROPOSAL COVER PAGE
(All applicants must submit this completed form with their proposal.)

RFP Number	RBFF-21-C-460
Company Name	
EIN or Social Security Number	
Contact Name & Title	
Mailing Address	
Telephone	
Facsimile	
E-mail address	
Website address	
Proposed cost	