



Request for Quote (RFQ) Policy Consultant

Objective

The goal of this consultancy is to help guide development of several key policy recommendations relevant to the neuroscience field, and produce written documentation of the outcomes. The project is being undertaken by a committee of leading neuroscientists from top research institutions who are in the process of making recommendations to the Society on establishing public policy positions. The topics to be considered include:

- Identifying the most promising scientific opportunities and key challenges in the field of neuroscience in the short, medium and long-term;
- Key needs to support a robust, interdisciplinary neuroscience workforce and possible policy changes to help ensure that achievement of scientific opportunities is being optimized;
- Innovations or changes to structures, methods, policies or practices used for decision-making or prioritization at the institutional or federal level that could more effectively serve both the field and the public.

One component of this project will be the facilitation of dialogue among scientists, including, but not limited to a day-long meeting with a small group of committee members (fewer than 10). The goal will be to surface key themes and policy prescriptions, with clear direction for development of written documentation.

The ideal candidate will have familiarity with the scientific research process, but particularly outside the field of neuroscience; have science policy knowledge based on experience in the administration and/or Capitol Hill; have produced similar reports for foundations or other nonprofit organizations; and have established convening and facilitation skills.

Milestones

- Start date of project April 18, 2012
- In-house Meeting Mid to Late May
- Draft report submitted by June 15, 2012
- Final report submitted by July 20, 2012
- These dates are set to accommodate internal processes; there will be little to no flexibility on deadlines.

Key Dates

This RFQ is governed by the following schedule and milestones:

Invitation to respond to RFQ goes out selected vendors	Monday March 12, 2012
Vendor Answer & Question Period	March 13 – March 23, 2012
RFQ responses due at 5:00pm	Friday March 30, 2012
Vendor Selection	Early April

Registration

All Bidders that will submit an offer in response to this RFP are required to register with SfN. To register, the bidder must send an e-mail containing a point of contact, statement of intent to file a proposal, and the bidder's e-mail address to ptroxell@sfn.org by 5 pm EDT March 23, 2012.

Supplier Questions

Questions may be e-mailed to ptroxell@sfn.org until 12:00 PM EDT on March 23, 2012. Written questions should be directly tied to the RFP by the writer. Questions should be asked in constructive order, from beginning to end, following the organization of the RFP.

NOTE: Registered bidders are NOT to contact any SfN associate directly without first clearing it with the Procurement Manager. You can contact the Procurement Manager at 202-962-4028. Anyone caught violating this rule risks being eliminated from the RFP process.

Deliverables

Documentation may include a single narrative report (not to exceed 7500 words, plus charts and graphs), or two smaller reports (not to exceed 3750 words, plus charts and graphs). These will capture the topics discussed and provide options for policy adoption and approaches to content and messaging for the committee to consider. Development of this content may involve working serially with committee members to secure relevant field-specific material within their areas of expertise. Editorial support of the resulting document(s) will include two rounds of revisions to the full reports(s) based on input from SfN leadership and staff.

General Information

- Neither SfN nor its representatives shall be liable for any expenses a bidder incurs in connection with preparation of a response to this RFP. Applicants should prepare their proposals simply and economically, providing a straightforward and concise description of the bidder's ability to meet the requirements of this RFP.
 - The issuance of this RFP does not commit SfN to award a contract, to pay any costs incurred in the preparation of a proposal in response to this request or to actually procure the requested services.
 - SfN reserves the right to reject any or all the RFP applications submitted in response to this solicitation, due to the lack of responsiveness, changes in SfN's operating objectives, lack of funding, or for any reason determined by SfN and at the sole discretion of SfN.
 - Time Extension: SfN may for good and sufficient reason extend the response deadline, in which case all potential bidders will receive an addendum setting forth the new time and date.
 - Request for Additional Information: Prior to the final selection, bidders may be required to submit additional information that SfN deems necessary to further evaluate the bidder's qualifications. As part of the evaluation process, bidders shall furnish such additional information as SfN may reasonably require.
 - Denial of Reimbursement: SfN will not reimburse bidders for any costs associated with the preparation and submission of a proposal or for any travel or other costs that are incurred.
 - SfN will not be liable for any costs incurred by the bidder in connection with interviews (i.e., travel, accommodations, etc.) conducted as part of the evaluation or negotiation process.
 - Gratuity Prohibition: Bidders shall not offer any gratuities, favors, or anything of monetary value to any associate at SfN for the purpose of influencing consideration of this proposal. If an SfN associate solicits a gratuity, the bidder is obligated to inform SfN's Deputy Executive Director.
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- **Right of Withdrawal:** A proposal may not be withdrawn before the expiration of one hundred and eighty (180) days from the proposal due date.
- **Right of Negotiation:** SfN reserves the right to negotiate with the selected bidder the exact terms and conditions for a contract.
- **Liability and Insurance:** The selected bidder shall purchase and maintain insurance in the amounts and types as needed for the protection from claims caused by the contractor's personnel or work, or by any subcontractor performing work for the contractor.
- **Legal Compliance:** In connection with the furnishing of supplies of performance of work under the contract, the contractor agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal and State laws, regulations and executive orders to the extent that the same may be applicable.
- **Disqualification:** No award will be made to any bidder, person or party, parent or subsidiary that is de-barred from providing services to the federal or state government, or with which SfN has an outstanding claim against or a financial dispute.
- **Performance and Approval of Sub-Consultants:** The bidder will perform the project as an independent contractor and not as an agent or employee of SfN. The bidder shall secure written permission from SfN before subcontracting any part of the project. Such permission should be obtained during the proposal evaluation stage.
- **Licenses, Permits & Taxes:** The price or prices for the work shall include full compensation for all taxes, permits, etc. that the bidder is or may be required to pay. SfN is a tax exempt entity.
- **Minority/Women Business Enterprise (MWBE) Policy:** It is the policy of SfN to provide minority and women owned business enterprises with equal opportunity for participating in the selling of goods and services to SfN. In cases where a bidder plans to sub-contract a portion of the work, it is required to make "A Good Faith Effort" to engage qualified MWBEs for such work. Bidders shall keep records of such efforts, when applicable, that are adequate to permit a determination of compliance with this requirement. If subcontracting is involved in the proposal, a Proposed Schedule of Minority/Women Business Enterprise Participation shall also be submitted.
- **Revisions to this RFP:** In the event it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum. Any RFP addendum will be distributed to all registered bidders via the e-mail provided.

Bidder Responsibility: The bidder assumes sole responsibility for the complete effort required in the RFP. No special consideration shall be given after bids are opened because bidder's failure to be knowledgeable of all the requirements of the RFP. By submitting a proposal in response to this RFP, the bidder represents that it has satisfied itself, from its own investigation, of all the requirements of this RFP