



Request for Quote (RFQ) Science Researcher/Interviewer for Podcasts

Summary

The Society for Neuroscience is seeking quotes for a freelance **Science Researcher/Interviewer** for two new SfN podcasts.

Organizational Information

The Society for Neuroscience (SfN) is the world's largest organization of scientists and physicians devoted to advancing the understanding of the brain and nervous system. A membership society founded in 1969, SfN has grown to serve nearly 40,000 members in 87 countries. SfN promotes scientific exchange through its annual meeting, which attracts more than 30,000 attendees from around the globe, its two journals, *The Journal of Neuroscience* and *eNeuro*. SfN also supports the neuroscience community through professional development programming and is dedicated to sharing the excitement and progress of scientific discovery through public information and outreach. SfN advocates strongly for policies that advance science and improve health, such as robust federal research investments and the responsible use of animals in research.

Key Dates

Activity	Date
RFP Release Date	June 14, 2019
Vendors to Submit Questions / RFQ Clarifications	June 4 – July 26, 2019
RFP Response Deadline	July 29, 2019
Selection Committee Review	July 29 – Aug 2, 2019
Contract Award	~ Aug 5, 2019
Contract Signing	~ Aug 12, 2019
1 st Podcast Launch	August 2019

Scope of Services

Podcast 1: Science Journalism (Hot Topics in SfN's Scientific Journals)

Summary

This monthly podcast will feature hot topics published in SfN's two scientific journals, the *Journal of Neuroscience* and *eNeuro*. This role will work with the Digital Learning & Multimedia and the Digital Strategy teams to book, interview and record on an ongoing freelance basis. A background in science is a must. Additional background in journalism or science communications is ideal.

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Basic Format of Podcast:

Each episode should be 10-15 minutes total.

- Introduction to episode
- Introduce guest
- Discussion of the scientific paper
- Summary
- Outro

Science Researcher/Interviewer Production Responsibilities:

- Compile background information on guest(s) and their scientific research as identified by SfN.
- Create interview outlines for review and approval by SfN staff.
- Schedule and conduct pre-interviews, working in conjunction with SfN staff.
- Schedule, conduct, and record interview with guests, working in conjunction with SfN staff.
- Submit finished audio including along with any other necessary background, written transcripts, references and show notes.
- Submit the audio file for staff to review for quality.
- Develop and submit a summary paragraph of the interview to be used in the episode description.

Podcast 2: Nonfiction Storytelling (BrainFacts.org's Inner Cosmos)

Summary:

The human brain is the most complex biological structure in the known universe. The process of scientific discovery has given us what we know as fact today while driving us to seek answers to the unknowns of what will be fact tomorrow. Inner Cosmos, a limited podcast series produced by *BrainFacts.org* at the Society for Neuroscience, will explore the cases that shape our understanding of the brain and ourselves. We're looking for a podcaster that can take an idea and build a story from intro to outro. The podcaster will produce 11 episodes, 15-20mins in duration, for a science curious, lay-friendly audience.

Organizational Information:

BrainFacts.org is a public information initiative of The Kavli Foundation, the Gatsby Charitable Foundation, and the Society for Neuroscience – global nonprofit organizations dedicated to advancing brain research.

Powered by the global neuroscience community and overseen by an editorial board of leading neuroscientists from around the world, *BrainFacts.org* shares the stories of scientific discovery and the knowledge they reveal. Unraveling the mysteries of the brain has the potential to impact every aspect of human experience and civilization.

Basic Format of Podcast:

Each episode should be 15-20 minutes and include the following segments:

- Intro to episode
- Introduction to subject (Host and Podcaster)
- Story Introduction
- Brain Fact
- Interview with Neuroscientist
- Summary
- Outro

Science Researcher/Interviewer Production Responsibilities:

- Research and outline a story arc and narrative based on topics and submitted by the BrainFacts.org staff.
 - Staff reviews and approves outline and suggested experts for interviews.
- Book experts for interviews and schedule pre-interviews as necessary, and record and conduct all interviews.
- Draft a script to include lines for narrator and host and excerpts from expert interviews.
 - Staff will review and edit script; the podcaster will agree to go through two to three rounds of editing as needed.
- Review final script with the experts interviewed for scientific accuracy.
- After incorporating feedback from experts, mix the podcast according to the script, incorporating intro, outro, and sound palette provided by staff and any other necessary background and environmental sounds.
- Submit the mp3 file for staff to review for quality.
- Deliver final mp3 file with corrections applied as indicated.

Minimum Requirements**Education and Experience:**

- Bachelor's Degree in Science, Media & Communications, Journalism and/or related disciplines
- Minimum two years of science communications experience is preferred.
- Experience with associations is a plus

Preferred Qualifications:

- Excellent analytical and conceptual thinking skills - to cut through large bodies of research and information to analyze summarize and develop arguments
- Understand the relationships between theory and practice, data and trends, and can think in an inter-disciplinary way
- Ability to read and assess academic research from various applications of neuroscience
- Excellent organizational skills - to work independently and productively in a fast-paced environment and the ability to see projects through from start to finish
- Excellent interpersonal and communication skills - to successfully and effectively liaise with a variety of stakeholders
- Ability to make complex information relevant to a scientific community at a minimum undergraduate level

Quote Requirements

Please include the following:

- Rates
- Portfolio
- References

Supplier Questions

Questions may be e-mailed to SfN Procurement Manager Matthew Monthei: mmonthei@sfn.org. Written questions should be directly tied to the RFP by the supplier. Questions should be asked in constructive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page and section number to which it relates.

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 202-962-4011. Anyone caught violating this rule risks being eliminated from the RFP process.

Submission

Interested candidates should provide a proposal to mmonthei@sfn.org by noon EST Aug 29.

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.
- Gratuity Prohibition: Vendors 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 a SfN associate solicits a gratuity, the vendor is obligated to inform SfN's CFO.