



RECREATIONAL BOATING & FISHING FOUNDATION

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Request for Proposals RBFF-10-C-216

The Recreational Boating & Fishing Foundation (RBFF) is soliciting price proposals from companies that provide television Public Service Announcement (PSA) distribution services.

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Attachments:

1. Proposal Cover Page

**Recreational Boating and Fishing Foundation
Request for Proposals**

I. REQUEST FOR PROPOSALS

The Recreational Boating & Fishing Foundation (RBFF) is soliciting price proposals from companies that provide television Public Service Announcement (PSA) distribution services.

II. SOLICITATION

Name/Address of Issuer:

Jessica Karazsia
Project Manager
Recreational Boating and Fishing Foundation
500 Montgomery Street, Suite 300
Alexandria, VA 22314
Phone: 703/778-5155
Fax: 703/519-9565
Email: jkarazsia@rbff.org

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

Date of Issuance: Wednesday, June 9, 2010

Closing Date and Time: **Friday, June 25, 2010**

III. BACKGROUND

RBFF is an independent, not-for-profit 501(c)(3) organization. Our organizational mission is to implement an informed, consensus-based national outreach strategy 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.

RBFF's funding is administered through the U.S. Fish and Wildlife Service (the "Agency") pursuant to a cooperative agreement between the Agency 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.

For more information about RBFF, please visit our organizational web site at RBFF.org.

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IV. PROJECT NEED

Recent events in the Gulf Coast have highlighted the importance of protecting the nation's waterways. As many Americans feel compelled to support clean-up efforts, RBFF wants to encourage people to take part in conserving all U.S. aquatic resources. RBFF encourages media interested in supporting this message to run the television Take Me Fishing PSA on "Conservation through Participation."

Link to PSA: <http://www.takemefishing.org/general/conservation/overview>

Some of the most simple and even enjoyable activities can make a difference in local conservation efforts. For example, when an angler buys fishing tackle or a boater buys fuel, a portion of those funds are distributed to states by the U.S. Fish & Wildlife Service through the Sport Fish Restoration Program. This year, nearly \$400 million will be distributed to states through the Sport Fish Restoration apportionment.

Projects supported by these sales include:

- Acquiring and improving fish habitats
- Stocking fish
- Providing aquatic resource education opportunities
- Conducting fisheries research
- Maintaining public access
- Constructing boat ramps, fishing piers and other facilities

Since 2005, RBFF has played a critical role in helping generate nearly \$20 million for state conservation efforts and introducing more than one million youth and newcomers to boating and fishing.

Take Me Fishing, the boating and fishing communities' award-winning national campaign, helps boaters and anglers of all ages and experience levels learn, plan and equip for a day on the water. The campaign website, TakeMeFishing.org, features tips and how-to's that can be used all over the country, tools to compare different styles of boats, information on how to get a fishing license, and an interactive state-by-state map that allows visitors to find the perfect boating and fishing spot by interest. The site also explains the importance of water conservation and ways to practice responsible fishing and boating.

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V. PROJECT SCOPE

The television PSA distribution services may include, but are not limited to:

- 1) Station Selection
- 2) Custom Design Packaging
- 3) Distribution Fulfillment
- 4) Nielsen Sigma Electronic Tracking
- 5) Analysis of confirmed telecasts
- 6) Reporting including ad values - Monthly and Final

VI. CONTRACTOR QUALIFICATIONS

Contractor must demonstrate high levels of expertise in:

- 1) Prior Experience: The successful PSA distribution services partner will have demonstrable expertise in placing successful television PSAs with superior results. Please provide a brief summary that details your experiences.
- 2) In House Capability: Please describe any in house capabilities that would have a direct impact on quality. Indicate in your proposal if any portion of the project will be subcontracted and describe the subcontractor relationship.
- 3) Industry Experience: Describe experience in the recreational boating or fishing industry or similar industries such as outdoor sports, recreation, etc.
- 4) Other Experience: Describe other experiences that may be relevant such as experiences in the area of cause marketing or in the nonprofit sector.

VII. DELIVERABLES AND TIMELINE

The following deadlines apply to this request for proposals:

Issue RFP:	June 9, 2010
Proposal Due Date:	June 25, 2010 at 5:00 pm ET
Final decision and vendor notification:	July 2, 2010
Contractor begins work:	July 6, 2010

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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 corporation/organization/team fulfills the “Contractors Qualifications” outlined in Section VI. Examples of previous work that is similar to the work required here are requested.
3. Include a list of clients for whom you have performed similar work within the last two years. Please provide 3 client references that RBFF may contact.
4. Background on your corporation/organization/team, including history, staff size and experience, and other relevant information. If subcontracting is required, indicate whether you intend to subcontract with small businesses, minority-owned firms, and women’s business enterprises.

Applicants must submit proposals in hard copy (**five copies**) and 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 electronic copy must be received by **Friday, June 25, 2010 at 5:00 pm ET** for consideration. Late proposals will not be accepted.

IX. EVALUATION FACTORS FOR AWARD

Basis for Award

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.

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. Preference,

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to the extent practicable and economically feasible, shall be given for products and services that conserve natural resources and protect the environment and are energy efficient.

Applicants are cautioned that discussions may not be held and that RBFF may award the contract solely on the initial proposals. Accordingly, applicants should put forth their best efforts in their initial submission. However, RBFF reserves the right to conduct discussions if later determined by RBFF to be necessary. RBFF may reject any or all offers if such action is in the best interest of RBFF; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

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 43 CFR, part 12, which incorporate OMB Circulars A-110, A-122 and A-133 by reference. 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 any applicable provisions of OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" and OMB Circular A-122, "Cost Principles for Nonprofit Organizations," and 48 CFR part 31, "Contract Cost Principles and Procedures." 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.

Use of Metric System

To the extent practicable and economically feasible, all accepted products and services shall be dimensioned in the metric system of measurement.

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.

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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.

Applicants are also directed to OMB Circular No. A-133, Audits of Non-Profits, in particular the Government's potential right to audit the Contractor's records under §§ .200 and .210 (OMB Circular No. A-133 is hereby incorporated by reference). A copy of OMB Circular A-133 is available from RBFF upon request, or can be downloaded from <http://www.whitehouse.gov/omb/circulars/a133/a133.html>.

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PROPOSAL COVER PAGE

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

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