

Request for Proposals

North Carolina's Northeast Commission Agricultural Biotechnology Consultant

9/1/09

Submissions due September 7, 2009

Send to:
Anita Johnson
NC's Northeast Commission
119 W Water St
Edenton, NC 27932
ajohnson@ncnortheast.com
252-482-4333
Fax 252-482-3366

Agricultural Biotechnology Consultant

Request for Proposals

The qualified consultant will work with Dr. Ron Heiniger and the NC's Northeast Commission to develop a proposal and summary of a biotechnology standards and certification program for growing biotech crops. This involves facilitating a task force that will be directly involved in the development of the program. The final product will include a summary of a proposed program to provide a training and certification program for growers for biotech crops. This includes a table of contents of the standard operating procedures as well as the introductory construction of the SOP's.

In addition to facilitating the task force, the consultant will coordinate with NCDA, USDA, industry, and other entities to communicate the purpose and scope of the project. Finally, the consultant will prepare a brochure to summary the project to help others quickly see the overview of the project.

Work is to commence in mid-September 2009 and to be completed within seven months.

1. Other items:

- The total amount available for this project is \$35,000. The consultant must demonstrate the ability to complete the work within budget and on time.
- Clerical support for the consultant is provided by Dr. Ron Heiniger's staff.
- An office with phone, internet, copier, and office supplies will be provided at the Vernon James Center in Plymouth (207 Research Station Rd). These services will not be reimbursed if housed at a different location. Telephone and internet service can also be arranged, if needed intermittently, in Edenton at the Northeast Commission office. Printing costs will be contracted separately using contacts provided by existing clerical support staff.
- Travel expenses for meetings, including meetings in Raleigh and Washington, DC will be paid separately from the contracted amount. This does not include commuting miles to and from the office.
- The consultant will receive a 1099 income statement.
- The consultant will supply insurance and will provide proof of liability and auto coverage.
- The work requires a high level of communication and negotiation skills to facilitate the task force and gain input and acceptance from various entities.
- The consultant must be trained and experienced in agricultural biotechnology and in writing standard operating procedures, and be ready to work on this project with no training deficits.
- Candidates will be evaluated based on educational and proven work experience related to the project.

2. Requirements for Proposal Preparation:

Any person interested in bidding on this project must turn in a resume complete with work and educational experience, a list of references with knowledge of your experience in the area of agricultural biotechnology (reference quality precedes quantity). Also include a cover letter explaining your interest in the project and an explanation of your ability to complete the project within seven months.

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Email submissions are preferred and must be received by September 7th to ajohnson@ncnortheast.com. Confirmation of our receipt of your proposal will be sent to you at the email address you provide.

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