

REQUEST FOR PROPOSAL for AMERICAN PECAN PROMOTION BOARD and the AMERICAN PECAN COUNCIL

PROJECT: CONDUCTING AN EXECUTIVE SEARCH

To ensure the Pecan industry is nationally led by effective executive leadership, we are seeking the assistance of an Executive Search firm to help us identify the next Executive Director of the American Pecan Promotion Board (APPB) and the American Pecan Council (APC) (together the “Boards”). Specifically, the Boards requests proposals from qualified companies to demonstrate their capabilities in conducting a search for executive leadership of a national agricultural organization, Federal marketing order or Federal research and promotion program.

The Boards are currently seeking applicants with proven abilities in securing effective executive leadership for Federal agricultural programs. We anticipate the executive search to take no more than 120 days.

The APPB was established in 2021 under the Commodity Promotion Research, and Information Act of 1996. The APPB is dedicated to strengthening the position of pecans in the marketplace, maintaining and expanding markets for pecans and developing new uses for pecans.

The APC was established in 2016 under the Agricultural Marketing Agreement Act of 1937, as amended. The marketing order authorizes data collection; research and promotion activities; and regulation of grade, size, quality, pack and containers for pecans.

The APPB and APC, though operating under different Federal authorizations, with different objectives and different Boards, have contracted with the same staff to lead both organizations, all under the oversight of the US Department of Agriculture.

The prospective Executive Search firm should have a clear understanding of Federally regulated marketing programs.

The APPB’s website: <https://eatpecans.com/> the APC’s website: <https://americanpecan.com>

Process for Request for Proposals (RFP)

Companies or individuals wishing to apply for the Boards’ Executive Search firm must complete the Request for Proposal (RFP) application, set out below. Once the application is completed, please return the application to the Boards via email or traditional mail program operations will gather all applications and present the proposals to the respective Search Committee for review. **ALL APPLICATIONS ARE TO BE POSTMARKED ON OR BEFORE APRIL 17, 2023. APPLICATIONS RECEIVED AFTER APRIL 18, 2023, WILL NOT BE ACCEPTED OR CONSIDERED.** The Boards will evaluate the written applications and materials submitted. It is possible an applicant may be selected from a review of these materials, however it is more likely that the Search Committee of the Boards may reduce the proposals to several candidates. Finalists would be contacted by May 1st, 2023, and then be asked to make a presentation before the Search Committee of the Boards for selection as soon as possible, but the target is before the end of April.

Some of the Executive Search Firm interviews may take place via Zoom or conference call. Please note that compensation or reimbursement will not be provided for any efforts pertaining to the proposal process.

Background of the American Pecan Promotion Board [and the American Pecan Council]

Please visit the websites shown above for more information on the APPB and the APC.

Proposal Requirements

Proposals should include the scope of work, direction, and person(s) responsible for execution of the project. Please fill out the **APPLICATION FOR REQUEST FOR PROPOSAL (RFP) FOR THE AMERICAN PECAN PROMOTION BOARD [BOARDS]**. Under the FEES section, please list your total anticipated project cost to the Boards for you to complete the project and provide a fee schedule. The prospective firm should provide a list of other Federal agricultural programs that demonstrates their specific expertise with Federal Marketing Order and Federal Research and Promotion programs.

Terms and Conditions

The Boards reserves the right at its sole discretion: (1) to amend the RFP; (2) to extend the deadline for submitting proposals; (3) to decide whether a proposal does or does not substantially comply with the requirements of this RFP; (4) to waive any minor irregularity, informality, or nonconformance with this RFP; (5) to provide references to other public agencies, upon request, regarding the applicant's contract performance; and (6) at any time prior to contract execution (including after announcement of the tentative appointment: (a) to reject any proposal that fails to substantially comply with all prescribed RFP procedures and requirements; and (b) to reject all proposals received and cancel this RFP upon a finding by the Boards that there is good cause; therefore, and that such cancellation would be in the public interest to do so.

All applicants who submit a response to the RFP understand and agree the Boards are not obligated thereby to award a contract to any applicant and further, has absolutely no financial obligation to any applicant. In addition, each applicant understands and agrees that the Boards shall, under no circumstances, be responsible for any costs and expenses incurred in submitting a response to this RFP; each applicant who responds to the RFP does so solely at the applicant's cost and expense.

The Boards reserves the right to investigate the references and the past performance of any applicant with respect to such applicant's successful performance of similar projects, compliance with specifications and contractual obligations; completion or delivery of a project on schedule; and lawful and timely payment of suppliers, subcontractors, and workers. The Boards may postpone the appointment or execution of the contract after the announcement of the apparent successful applicant in order to complete its investigation. The Boards reserve the right to reject any proposal or to reject all proposals at any time prior to the execution of a contract.

Questions

For questions regarding the RFP Process or application, please do not hesitate to contact:
Deborah E. Walden-Ralls at (602) 882-5807 or email at dewralls@greenvalleypecan.com.

Additionally, applications should be addressed to:

The American Pecan Promotion Board & American Pecan Council
RFP for Executive Search
2116 E Champagne Pl
Chandler, AZ 85249

Or can be emailed to

Paul A. Quiros paulquiros07@gmail.com

Deborah E. Walden-Ralls dewralls@greenvalleypecan.com

Steve Zaffarano szaffarano@diamondfoods.com

All applications must be postmarked or received by email by April 17_, 2022. Applications dated after April 18_, 2022, will not be accepted, or considered.

APPLICATION FOR REQUEST FOR PROPOSAL (RFP) FOR THE BOARDS

COMPANY BACKGROUND

Name of Company: _____

Applicant Contact: _____ E-Mail: _____

Address: _____

Phone: () - _____ Phone2: () - _____

How long has your company been in existence?

Please describe your company's services (Attach additional information, if you think that would be helpful):

Staff Background: Please list your staff and/or sub-contractors that will be assisting you on this project, and their experience and backgrounds (Attach additional information if necessary).

Company Background: What sets your company apart from other similar consulting companies? (Attach additional information if necessary).

CLIENT LISTS

Please list some of your clients that may be relevant to you experience and you proposal?

- 1.
- 2.
- 3.
- 4.
- 5.

FEES

Please list your fee schedule for this project. (Attach additional pages if necessary.)

PROPOSAL

Please describe your proposal in 1000 words or less. Please include your scope of work and timeline to complete the project and costs.

ACKNOWLEDGEMENT

I acknowledge that the Boards are an equal opportunity employer and that the proposal submitted to the Boards are to the best of my ability factual and accurate. I understand that I am the appropriate and authorized person of this company to submit a proposal to the Boards. Furthermore, I also understand

that the proposal may be modified before final approval of the Boards. Lastly, I understand that if approved, I will be required to sign an engagement contract and submit the necessary reports and documentation needed and or requested by USDA and/or the Boards to fulfill the reporting requirements.

Name of Authorized Applicant (Print)

Signature of Authorized Applicant