

November 1, 2017

Request for Proposal

Organization: California Fig Advisory Board (CFAB)
Solicitation: Contractor for Trade Visit, Japan
Activity: Agency review and trade meetings in Tokyo, Japan

The California Fig Advisory Board (CFAB) seeks proposals from qualified contractor(s) to plan for and conduct agency reviews and meetings with CEO of CFAB in Tokyo, Japan. Selected contractor(s) will work with CFAB to plan and implement all aspects of the program. Activities should include:

- Scheduling and meeting coordination
- Evaluate agencies based on experience of CA Fig Industry to meet long term objectives
- Traveling internationally
- Conduct trade meetings
- Trip report and agency recap recommendations

Qualifications:

Contractor must have:

- Experience in international food and ag marketing.
- Excellent knowledge of California Fig industry objectives for long term sustainability and growth
- Knowledge of Japanese market.
- Excellent written and oral communication skills.

Funding:

- \$7,000 plus travel expenses to Tokyo, Japan

Submissions:

Contractor will provide a statement of qualifications, a detailed proposal of implementation of this activity and proposed costs. Contractors are encouraged to provide recommendations for strategies and implementation. Contractors will be expected to source outside costs at a best quality and lowest cost basis. Travel must be booked through a United States owned airline.

Hotel should be booked a US government rate whenever possible and should be at a lower than US Department of State per diem rates for the region. Award will be made in a manner covering all time and expenses.

Proposals should be submitted electronically to the California Fig Advisory Board: kstockli@californiafigs.com. Open date for this solicitation is: November 1, 2017 and submissions must be received by November 15, 2017. The successful contractor(s) will be notified of selection within one week after submission the closing date.

This solicitation is open to all individuals without regard to race, color, national origin, gender, religion, age, disability, sexual orientation, marital or family status, political beliefs, parental status, or protected genetic information.