



Western United States Agricultural Trade Association  
California Department of Food and Agriculture  
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## **Request For Proposal**

The Western United States Agricultural Trade Association (WUSATA) in collaboration with the California Department of Food and Agriculture is seeking proposals from qualified contractors to conduct preliminary research related to phytosanitary pest issues. Specifically, the selected contractor will be tasked with developing and updating pest lists related to California export commodities in partnership with the California Department of Food and Agriculture.

### **Scope of Work:**

The selected contractor will be responsible for:

- Preliminary commodity pest list development
- Phytosanitary Issue Management
- Maintaining/updating pest lists/trade database
- Full time assistance (30-40hrs/week) to the Agricultural Export Program/Pest Exclusion Branch, California Department of Food and Agriculture.

Individuals performing the above services must meet the following requirements:

- Education/training (or currently enrolled in upper level college courses) within one or more of the following disciplines: entomology, plant pathology, nematology, virology, plant protection, integrated pest management, or other closely related fields.
- Be located at the California Department of Food and Agriculture, Sacramento headquarters for duration of the contract. Reasonable working accommodations will be provided.

Successful candidates will demonstrate an understanding of the following:

- Phytosanitary Issue Management
- Commodity pest/disease association
- Plant pest/disease research
- Agricultural trade

The contract will be in effect from the final approval date to Sept. 30, 2005. Pending additional or continued funding, contract may be extended beyond September 2005.

The Agricultural Export Program and Pest Exclusion Branch of the California Department of Food and Agriculture will provide management and training of selected contractor.

Candidates will need to provide the following, in addition to the above requirements:

- Detailed project budget/monthly basis
- Resume(s) of individual(s) performing work

Responses need to follow the format listed below:

- Scope of work (understanding and description of techniques, approaches, and methods used to perform services)
- Qualifications/Education (organization/ individual(s) to complete work – include resumes, past performance, and experience to perform services being sought)
- Deliverables – (overview, understanding, and anticipated end results)
- Total cost of the project (detailed breakdown showing salary rate/ranges, percentage of time devoted to work, fringe benefits)

**Budget/Deadlines:**

The overall budget for this project is not to exceed \$26,000 including any miscellaneous fees relating to communication, management and taxes. Bid proposals for this project are due by 5:00pm Pacific Standard Time, Friday, January 14, 2005. Proposals will be accepted via e-mail at [Jeddy@cdfa.ca.gov](mailto:Jeddy@cdfa.ca.gov)