

REQUEST FOR PROPOSALS

COMPREHENSIVE LITERATURE REVIEW: Deadline November 18, 2016

SECTION I PROGRAM SUMMARY, BACKGROUND, AND PURPOSE OF THE REQUEST FOR PROPOSALS (RFP)

A. PROGRAM SUMMARY AND BACKGROUND

The International Society of Arboriculture (ISA) was founded, in part, as a means of supporting research in the care and management of trees, and as a means of facilitating dissemination of the research-based knowledge.

One of the primary initiatives of ISA's strategic plan is to promote and facilitate worldwide technology transfer. ISA's Science and Research Committee has chosen to initiate a series of literature reviews with the goal of identifying the frontiers of particular fields of arboriculture and disseminating this knowledge to the profession worldwide.

B. PURPOSE OF THE REQUEST FOR PROPOSALS

The arboriculture and urban forestry professions require a comprehensive review of the research related to tree care and management. This literature review must fall within one of these four areas of research:

1. Tree Benefits and Public Awareness (e.g., quantifying tree benefits, public awareness of trees and their benefits, public perception of arborists and urban foresters)
2. Plant Health Care (e.g., tree diagnostic practices, application of integrated pest management, abiotic disorder management)
3. Urban and Community Forestry (e.g., tree species diversity, climate change effects on the urban forest, inventories and management plans, strategic management, planning and design of resilient urban forests)
4. Mature Tree Care and Preservation (e.g., pruning techniques, preservation ordinances, balancing tree risk and tree benefits)

The first step in researching this topic is to perform a literature review to ascertain what is already known and what research has already been conducted. This Request for Proposals is for the performance of a comprehensive literature review of all research relevant to the proposed subject.

SECTION II MINIMUM QUALIFICATIONS REQUIREMENTS

All proposals received on or before the proposal due date and time and at the location specified in the Request for Proposals will be evaluated to determine whether they meet the minimum qualification requirements set forth in this Request for Proposals as follows:

A. Organizational Access

The successful bidder must have a means of accessing the relevant research and technical publications from appropriate sources that include and emphasize, but are not necessarily restricted to, refereed journals.

B. Researcher Qualifications

The successful bidder must have the educational background, knowledge, and skills necessary to discern the difference between primary and secondary sources in research. In addition, the successful bidder must be able to judge the rigor and scientific merit of research publications by evaluating the experimental design, data collection procedures, statistical procedures and analysis, and validity/appropriateness of conclusions drawn. Technical articles in refereed and non-refereed journals may contain appropriate literature; the successful bidder must be able to understand such articles and assess their value to include in the review.

C. Communication Skills

The successful bidder must be able to communicate the results of this study in a well-written manuscript with comprehensive bibliographic citations, suitable for publishing (in English). The successful bidder may also be asked to present a summary of the results at the International Society of Arboriculture conference in the year following completion of the study.

D. Budget

The successful bidder must submit a proposal for all specified requirements within a budget cap of \$5,000 USD.

SECTION III SCOPE OF SERVICES

The successful bidder will be required to perform the following services:

- A. Submit a study plan and outline to the Science and Research Committee (SRC) (no more than 3 months after the contract is implemented) for review and feedback. This will contain:
 1. A clear description of the research problem(s)
 2. The scope of studies to be included in the analysis
 3. A format for coding literature into the database
 4. Anticipated results
- B. Submit a final Summary Report to the SRC containing:
 1. Introduction
 2. Description of how you collected your studies
 3. Description of how you formatted the database and coded data above and beyond ISA guidelines
 4. Description of findings
 5. Interpretation of synthesized findings and their implications
 6. Appendix
- C. Prepare a literature review paper for publication in *Arboriculture & Urban Forestry* listing all research published (preferably primary sources in refereed journals) and summarizing previous work, trends that have emerged, research possibilities that have been overlooked, approaches that show promise or have proven sterile, and recommendations for further research. The summary should discuss the quality, merit, and scope of the research studies.
- D. Prepare a summary article suitable for *Arborist News* magazine, summarizing the work and its relevance and applicability to practitioners in the profession.
- E. Prepare to take an active part in organizing a workshop or educational symposium on the topic of the review.

SECTION IV PROPOSAL SUBMISSION REQUIREMENTS

All proposals must be received by the close of business CST November, 18, 2016.
PROPOSALS RECEIVED AFTER THE SPECIFIED DATE WILL NOT BE CONSIDERED.

Responses must address all of the program components and include the following four sections:

Program Plan/Narrative

The narrative must be a clear and concise program description that addresses the bidder's overall program content, methodology, program design, scope of services, ability to perform all required services, and comprehensive service plan. Each proposal should show a clear understanding of the needs noted in this RFP and demonstrate how your plan will meet the goals and objectives of this particular RFP. Bidders must provide a detailed description of the methods to be employed to accomplish the tasks as noted in this RFP, including methodologies for reviewing non-English citations. Proposals must contain a work plan and include but not be limited to:

1. Proposed time line or schedule
2. Key personnel involved in implementation

Organizational Capacity

The organizational capacity should show evidence of adequate human, organizational, and technical resources and professional ability to meet the needs of this RFP. The organizational description must include but need not be limited to the following:

1. Resumes or curriculum vitae of key personnel.
2. A description of how the provider's internal monitoring system adheres to Generally Accepted Accounting Principles (GAAP).

Demonstrated Effectiveness

Proposal must include a description of all prior experience in the provision of these or similar services. At a minimum, this description should include the background and experience of the bidder in providing these services.

Budget

Proposal must include a detailed budget that stipulates how funds will be spent, including direct costs, salaries, wages and benefits, administration and overhead (if applicable), contractor costs, materials and supplies, and travel (if applicable).

SECTION V PROPOSAL EVALUATION PROCEDURES

All proposals accepted by ISA will be reviewed to determine that bidders meet all of the submission and minimum qualifications requirements prescribed in the RFP. An evaluation committee will evaluate and rate all proposals under consideration, applying the evaluation criteria described below.

EVALUATION CRITERIA

The following ratings will be used to evaluate the quality of each submitted proposal:

<u>Characteristics</u>	<u>Response Category</u>	<u>Points</u>
Program Plan	Methodology, program design, scope of services, ability to perform all required services, and innovative elements	50 Points
Organizational Capacity	Evidence of adequate organization staff, resources (human, organizational, and technical), and professional ability to meet requested services	20 Points
Demonstrated Effectiveness	Evidence of prior successful experiences in the provision of services	20 Points
Budget	Budget Plan, reasonableness of total cost, and comparison with other proposals	10 Points

SECTION VI PROPOSAL PACKAGE FORMAT

1. The bidder shall submit a cover letter transmitting the proposal package to ISA. The cover letter shall be signed and dated by an authorized individual representing the bidder's organization.
2. Bidders shall include in their proposals a table of contents and page numbers. (Although there is no specific limit on the number of pages that applications may contain, applicants are encouraged to be as concise and succinct as possible, while adequately conveying their ability to undertake the proposed request.)
3. The entire proposal package shall be submitted in one email to: wkocher@isa-arbor.com.