REQUEST FOR PROPOSAL

SUBMISSION DEADLINE
May 11, 2020, 5:00PM CST

RFP TITLE: IMPROVING ACCESS TO INFORMATION ON THE NUTRITIONAL EVALUATION OF SOYBEAN MEALS AND SOY PRODUCTS

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INTRODUCTION:

Nutritionists have many different ingredients available and to choose from for animal feeding. However, ingredient selection and utilization depends on the availability and access to information of their nutritive value to meet specific specie requirements. Globally, one of the most widely respected reference source for nutrient tables of ingredient composition is found in the Spanish reference book, Tablas FEDNA, de composición y valor nutritivo de alimentos para la fabricacion de piensos compuestos, the “Spanish FEDNA Tables”, with a 4th edition recently published in Madrid in 2019. The main limit with increasing the use of the Tablas FEDNA (Spanish Foundation for the Development of Animal Nutrition) resource is that it is only available in Spanish, which restricts its wide use in many countries around the world.

In addition to the language limit, there is a need to update and improve information on the variability of the chemical composition, quality of the protein and lipid fractions, and nutritional value of the different soy products used in animal feeding. These differences, coupled with a large number of other factors, influence the economic value of soy products used in animal feeds. Hence, the opportunity for USSEC and FEDNA to work together towards improving access to information and translating available resources into English.

PURPOSE OF RFP:

This is Phase I of a two-phase study. This request for proposal seeks a firm or consultant to translate Tablas FEDNA, de composición y valor nutritivo de alimentos para la fabricacion de piensos compuestos, published in Madrid in 2019 into English and through the collection of additional information and updates produce a new reference book. This document (608 pages) includes over 250 feed ingredients.

Phase I will also set the stage for gathering more information on the chemical composition, protein and lipid fractions quality and nutritional value of the different soy products used in animal feed. Phase II will share and review the findings with FEDNA, with a goal of producing an updated version of the Tablas FEDNA in Spanish and English, expanding the ingredient knowledge base, matrices and best practice formulation tables with the compound animal feed industry.
BACKGROUND & PURPOSE OF PROJECT:

FEDNA has developed a comprehensive and respected reference source for nutrient tables of ingredients, but its use is limited because it is available only in Spanish. Likewise, the reference book could be improved with new information and cross-references with other published animal feed nutrient tables. New research has demonstrated that one of the main factors to be considered when preparing a matrix of the nutrient content of the soybean meal (SBM), full-fat soy processed (FFSB), and other soy products, is the country of origin of the beans. For example, on average, US beans have higher digestibility of the protein fraction, better essential amino acid profile, and more sucrose content, than beans from India or South America, but how this translates into recommended matrices and compound rations needs to be better articulated. Similarly, to increase understanding of US soy products and support better access to key information on their nutritional value, especially SBM and FFSB, four goals have been identified by USSEC:

1) Improve commercial information on the nutritive value of the soy meals according to bean origin;
2) Increase customer awareness of USSEC specialist research and nutritional findings into SBM, FFSB, and other soy products;
3) Educate customers on the differentiation and evaluation of attributes of the US SBM, FFSB, and other soy products; and
4) Based on the technical information available, increase overall sales of all types of products from beans of US origin.

The translation of FEDNA Tables on “Ingredients for the feed compound industry” represent an opportunity to improve the chapters dedicated to soy products evaluation [i.e., SBM (standard and high protein), expeller SBM, full fat soybeans (extruded and toasted), fermented SBM, soy protein concentrates and isolates, soy hulls, soy oil, soy oil soap-stocks, and lecithin, among others).

TARGET AUDIENCE: Animal nutritionists, scientists, purchasing managers, traders, and decision makers of the feed industry.

SCOPE (SERVICES) OF WORK:

- Provide updated information to readers covering the comparative nutritive value of main protein sources available in the different markets.
- Provide technical help to USSEC representatives and consultants on how Tables are prepared, organized and updated to modify current tables with information provided by USSEC technical team.
- Improve current FEDNA tables by adding new published information to the chapters dedicated to soy products, including SBM, FFSB, and soy oil and derivatives.
- Include in the new edition information on the main factors influencing the chemical composition of SBM and FFSB.
- Ensure the document provides key information and quantitative justification, supporting the use of soy products in the nutrition of the different animal species.
- Organize meetings with customers from all over the world to present a comparative analysis of the chemical composition and nutritive value of the different ingredients (including soy products) from the FEDNA Tables vs. Tables from other Institutions.
- Key Tables elements for update and completion:
a) Bases of the Tables in the evaluation of the nutritive value for poultry, pigs, rabbits, and ruminants of the ingredient

b) Text and matrix values for all soy products available in the market, including SBM (standard and hypro), FFSB (toasted, extruded, dehulled), expeller SBM, soy hulls, added value products (fermented SBM, soy protein concentrate, and soy protein isolate), and soy oil and derivatives (soy soap-stocks, lecithin)

**DELIBERABLES:**

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<th>Completion Schedule Requirements</th>
<th>Description of Deliverables</th>
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| Weekly and Biweekly           | -Submit an inception report within 1 week of contract award, outlining planned study understanding and strategy, and a proposed timeline of meetings, milestones and goals.  
-Submit biweekly progress reports  
-Establish weekly coordination and collaboration with USSEC Technical and Marketing teams. |

| Specific Deadlines            | -Identify and describe FEDNA tables and related chapters to be improved and reviewed to include new information on soybean products nutritional value differentiations, along with a Phase 1 Midterm report by July 1, 2020.  
-Deliver a Phase I draft for USSEC review with complete information on a) the Bases of the Tables in the evaluation of the nutritive value for poultry, pigs, rabbits, and ruminants of the ingredient and b) text and matrix values for all soy products available in the market, including SBM (standard and hypro), FFSB (toasted, extruded, dehulled), expeller SBM, soy hulls, added value products (fermented SBM, soy protein concentrate, and soy protein isolate), and soy oil and derivatives (soy soap-stocks, lecithin) by September 1, 2020.  
-Incorporate USSEC review comments and submit Phase I final reports and a publish-ready final draft within fourteen days after reviews, and no later than September 30, 2020 at 5:00PMCS.  
-Deliver the Phase II draft final presentation including USSEC comments of the new edition of the book (over 600 pages expected) before July 1, 2021  
-After USSEC review and validation, publish full and final translation into English of the 4th edition of the FEDNA Tables of ingredients no later than September 30, 2021 at 5:00PM CST.  
-The present RFP will require a period of approximately 18 months to fully complete, and will be broken into two funding phases, Phase I ending September 30, 2020 and Phase II ending September 30, 2021. The objectives described in the scope of work. The project will take place in FY 2020 and FY 2021. |
RFP and PROJECT TIMELINE: April 20, 2020 - December 30, 2021
RFP Distribution: April 28, 2020
Q&A Timeframe: Last day to submit questions May 5, 2020 by 5:00PM CST
Project Proposals Due: May 11, 2020 by 5:00PM CST
Prospective Contractors Notified: May 18, 2020
Project Inception Report: May 25, 2020
Project Mid-term Presentation and Report: July 1, 2020
Phase I - Draft Project Deliverables: September 1, 2020
Phase I - Final Project Deliverables: September 30, 2020
Phase II - Draft Final Project Report: May 2, 2021
Phase II - Final Project Delivered: September 30, 2021
INSTRUCTIONS:
Proposals must contain at a minimum the specific criteria listed below:

1. Please email the proposal to RFP@USSEC.ORG by **5:00PM Central Time on May 11, 2020**
2. A description of Prospective Contractor’s capabilities, resources and experience. Emphasis should be placed on experience related to this RFP.
3. A thorough proposal outlining Prospective Contractors planned work, deliverables and timeline to complete the work.
4. Resumes for each of the Prospective Contractor’s personnel assigned to work directly on the implementation of the contract.
5. Provide a minimum of two names and contact information for other similarly sized clients for reference purposes.
6. Detailed Fee and Expense Breakdown
   a. All bids for services must provide a breakout of how the fee was derived including but not limited to a breakdown of hourly rate and the amount of effort they anticipate to do the work.
7. Proposals should be no longer than **10 pages** (8½” x 11”).

NOTES:
- Prospective Contractors are hereby notified that proposals will be duplicated for internal review only. Every effort will be made to maintain confidentiality of all information presented. The appropriate representatives from staff and legal counsel will review proposals. Proposals will not be returned.
- USSEC reserves the right to retain all proposals submitted. Submission of a proposal indicates acceptance by the submitter of the conditions contained in the request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between USSEC and the contractor selected.
- Confidentiality - Without USSEC’s prior written consent, Prospective Contractors and its officers, employees, agents, representatives, affiliates, and subcontractors shall not disclose to any third party any documents, materials or information that the Prospective Contractors learn from or is provided in relation to the RFP request.
- During the evaluation process, USSEC reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors and omissions.
- USSEC reserves the right to reject any proposal that is in any way inconsistent or irregular. USSEC also reserves the right to waive proposal defects or deficiencies, to request additional information, and/or to negotiate with the Prospective Contractor regarding the proposal.
- Prospective Contractor agrees that Fees are in lieu of any and all other benefits, including, but not limited to, repayment of any and all taxes related to contractor service fees, health and life insurance, administrative costs and vacation.
- Prospective Contractor agrees that any income taxes, value added taxes or any other form of direct or indirect taxes on compensation paid under the contract shall be paid by Contractor and not by USSEC or Funding Sources. Prior to any payment to a Contractor, a contractor must provide a W-9, W-8, or W-8BEN upon agreement signature
- Non-Competition. Contractor shall not act as agent or representative for any product or service directly or indirectly competitive with U.S. soybeans or soybean products for the length of the contract.
• USSEC and Prospective Contractor agrees to comply with the provisions of Equal Employment Opportunity (EEO). USSEC provides EEO to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.
SUPPLEMENTAL INFORMATION AND BACKGROUND

BUILDING A PREFERENCE FOR U.S. SOY

USSEC’s strategy can be found here: http://ussec.org/about-ussec/vision-mission/

USB’s Long Range Strategic Plan can be found here: http://unitedsoybean.org/about-usb/strategic-planning/

We are a dynamic partnership of key stakeholders representing soybean producers, commodity shippers, merchandisers, allied agribusiness and agricultural organizations.

Through a global network of international offices and strong support in the U.S., we help build a preference for U.S. soybeans and soybean products, advocate for the use of soy in feed, aquaculture and human consumption, promote the benefits of soy use through education and connect industry leaders through a robust membership program.

Our 15-member board of directors is comprised of four members from the American Soybean Association (ASA), four members from the United Soybean Board (USB), and seven members representing trade, allied industry, and state organizations.

New board members are seated annually. We are receiving funding from a variety of sources including soy producer checkoff dollars invested by the USB and various state soybean councils; cooperating industry; and the American Soybean Association’s investment of cost-share funding provided by the United States Department of Agriculture’s (USDA) Foreign Agriculture Service.

The United Soybean Board, created by the 1990 Farm Bill to manage and direct the National Soybean Checkoff, is dedicated to marketing and research for the soybean industry. USB is comprised of 73 volunteer soybean farmers representing the interests of fellow growers nationwide. Each board member is nominated by Qualified State Soybean Boards (QSSBs) and appointed by the U.S. Secretary of Agriculture.

Because of the limitations on administrative and salary costs established in the Act, USB outsources the majority of its program management responsibilities to USB’s three primary contractors:

- SmithBucklin-St. Louis for domestic marketing, new uses, production research and Board initiative activities;
- Osborn & Barr Communications for communications/public relations activities and;
- U.S. Soybean Export Council (USSEC), Inc. for international marketing and global opportunities activities.

As one of these three primary contractors USSEC may also undertake initiative activities on behalf of USB. USB considers primary contractor staff (approximately 60 people) as core USB staff. These three primary contractors use a number of subcontractors and, together, these entities carry out approximately 450 projects each year for USB. USB also manages approximately 10 subcontractors.
Non-Discrimination Statement
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.
**Civil Rights Clause**

Contractor agrees that during the performance of this Agreement it will not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, political beliefs, sexual orientation, marital or family status, parental status or protected genetic information. Contractor further agrees that it will fully comply with any and all applicable Federal, State and local equal employment opportunity statutes, ordinances and regulations, including, without limitation, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, and the Equal Pay Act of 1963. Nothing in this section shall require Contractor to comply with or become liable under any law, ordinance, regulation or rule that does not otherwise apply to Contractor.