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# REQUEST FOR PROPOSAL PROGRAM EVALUATION OF USRSB SUSTAINABILITY FRAMEWORK

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## Introduction

The U.S. Roundtable for Sustainable Beef (USRSB) is sending out this Request for Proposals (RFP) to qualified firms to provide expertise in reviewing the USRSB Sustainability Framework and establish a process to evaluate existing standards, guidelines and/or frameworks that include or intend to include sustainability parameters in-line and equivalent to the USRSB Sustainability Framework ([www.USRSBFramework.org](http://www.USRSBFramework.org)). The goal is to develop an unbiased process to evaluate existing and/or new programs that are aligned with the USRSB Sustainability Framework. Therefore, the USRSB is seeking third-party organizations to provide proposals outlining their capabilities, deliverables, and budget in addressing the goals of this initiative.

## Project Deliverables

The USRSB is requesting separate bids for each of the items listed below. \*

1. Develop an evaluation process to compare existing and new programs against the USRSB's Sustainability Framework to determine if a program meets the USRSB's Sustainability Framework requirements and if it does not, the gaps that must be addressed to be viewed as compliant.
2. Manage the implementation of the evaluation and feedback process and the subsequent recognition of programs that are deemed to be compliant.

\*Your firm may include in their proposal one or both of these deliverables. (please indicate which deliverable your firm can achieve).

## Project Requirements

1. Provide a description regarding how you intend to meet the deliverable and the cost for each deliverable. If you are providing a bid for #2 above, then please make sure your cost estimate includes ongoing program evaluation and the oversight process involved with ongoing management of the evaluation process.
2. Project timeline must demonstrate that deliverable(s) can be completed by February 2019.
3. Program(s) to be developed must be capable of evolving as the USRSB framework evolves over time.
4. Work with USRSB staff for supporting functions of program.
5. Be available to attend at least one in-person meeting with USRSB leadership.
6. Be available for several conference calls/webinars for updates during the program development.

## Instruction for Submission of Proposal

1. Prepare a proposal no more than five (5) pages long with a timeline and budget detailing the firm's plan to achieve the specific deliverables outlined above (five pages includes both deliverables).
2. List of individuals involved, including titles and CVs (separate from the five pages).
3. List principal contact at the firm that USRSB should use as the contact.
4. Return completed package to USRSB administrator at [amcdonald@beef.org](mailto:amcdonald@beef.org) by Aug. 10, 2018.