

February 28, 2020

## Request for Proposal

Organization: [California Fig Advisory Board](#) (CFAB)  
Solicitation: Accounting Services  
Activity: Management of accounts for grant-funded activities to drive awareness and demand for California Grown Figs and Fig Ingredients

The California Fig Industry is seeking proposals from qualified partners (consultant or agency) to assist with development and execution of the grant-funded campaign – California Grown Figs FIT the Needs of Product Developers. The goal of the campaign is to raise awareness and drive sales of California grown figs and fig ingredients among food manufacturers, technologists, and chefs who influence the development of thousands of new food products each year.

Selected consultant or agency will work closely with the California Fig Advisory Board staff and management on overall process. Potential consultant or agency should provide budget proposal for executing the following:

TACTIC	DESCRIPTION / TIMING
Accounting	Accountant will financially manage the grant to ensure accurate and timely reporting and transparency to stakeholders and CDFA. Activities include the set up of actual vs budget tracking tools and related grant chart of accounts. Immediate – Apr 2022

### Qualifications:

- Expertise in financial management.
- CPA credentials.
- Ability to work quickly and efficiently.
- Previous experience with commodity or ag organization.
- Familiarity with Federal and State funding grants, including Specialty Crop Block Grant policies and procedures.

### Funding:

- \$12,600 - \$14,000 USD Estimated (excluding travel and expenses)

### Submissions:

Proposals should be submitted electronically to the California Fig Advisory Board: [kstockli@californiafigs.com](mailto:kstockli@californiafigs.com) Open date for this solicitation is: February 28, 2020 and submissions must be received by March 16, 2020. The successful contractor(s) will be notified of selection within five days of 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.