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## **Request for Proposal**

Production Manager for the  
Italian Catholic Federation

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**Proposals Due:** September 21, 2018

**To:** Italian Catholic Federation  
c/o Leonard Zasoski, Jr. @ [lzasoski@icf.org](mailto:lzasoski@icf.org)

## **SECTION 1      INTRODUCTION**

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### **A.      General**

This Request for Proposals (RFP) is being issued by the Italian Catholic Federation (ICF) to engage a professional individual or firm with expertise and experience to assist the ICF in the capacity of a Production Manager. Typical work for a qualified Production Manager will be to manage various aspects of the ICF's monthly publication process including but not limited to:

- Organizing content and providing layout and structure for the ICF's monthly Bollettino newspaper
- Writing various articles related to the ICF as needed
- Proofreading all submitted articles, letters, and other written materials prior to publishing to correct grammatical errors and ensure tone is consistent with the ICF's mission
- Lightly editing images and vector drawings to prepare them for publication
- Working in conjunction with the printer for timely publication of the Bollettino
- Working with the ICF web designer to publish an online version of the Bollettino to the ICF website each month
- Managing and promoting the ICF's business advertisement program
- Summarizing and submitting key news from each month in the form of press releases to external publications, online social media articles, etc., to help promote the activities of the ICF to existing members as well as potential new members and advertisers
- Attend the Italian Catholic Federation Annual Convention over Labor Day weekend
- Possible attendance at board meetings held during the months of October, February and June or special events as determined

### **B.      Purpose of the RFP**

The selected Production Manager will be required to enter into a Professional Services Agreement with the ICF and will be expected to work closely with designated members. This close cooperation will be necessary to ensure the timely delivery of the Bollettino publication for print and online.

It is the intent of the ICF to engage a Production Manager that will provide professional services as described herein. However, the ICF reserves the right, at its sole discretion, to terminate the RFP process or negotiation with a selected individual or firm and either perform the work with its staff or begin a new selection process.

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## **SECTION 2      BACKGROUND**

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The Italian Catholic Federation (ICF) is a family-oriented, non-profit (California 501C (8)) fraternal organization for practicing Catholics of all ages and cultures. Founded in 1924, the ICF's mission is to uphold and develop the religious spirit among its members and to spread that spirit throughout the community. The ICF assists parishes, pastors and local communities. For example, we often help local pastors with various parish projects and fundraisers. Our members are often active in parish councils, finance committees, and other Catholic organizations. The ICF is an example of the laity's participation in the apostolic mission of the Catholic Church. In summary, our Mission Statement says it all:

*Through families and fellowship, the Italian Catholic Federation promotes and supports the Catholic faith and its values, encourages apostolic and charitable works, and celebrates our Italian American heritage and all the heritages of our communities.*

Information about the ICF can be found at <http://www.icf.org>. Previous online Bollettino publications are available for your review.

The organization is composed of branches which are located in parishes. Each branch is an entity that operates according to the By-Laws of the ICF. The organization has a Board of Directors, known as the Central Council, which guides the direction of the ICF. The structure of the Italian Catholic Federation follows the common lines of other fraternal non-profits with one important exception. The governing body, or Central Council, has independent authority in certain specific matters, but above all, it serves as a guarantee that no deviation from Catholic principles occur.

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## **SECTION 3      MINIMUM KNOWLEDGE / EXPERTISE REQUIREMENTS**

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An individual or firm with expertise in working with non-profit organizations and or with religious-based organizations would be a benefit but is not mandatory for the position.

## **SECTION 4      PROPOSAL SUBMITTAL INSTRUCTIONS**

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### **Minimum Submittal Requirements**

**Submit all documents including a list of references by e-mail to the address listed below.**

The Proposal should be limited to specific discussion of and response to the elements outlined in this RFP. The intent of this process is to encourage a response, which allows the ICF to evaluate the professional's understanding of the scope of the proposed project and experience/qualifications applicable to providing the services required for the Production Manager.

### **Cost Proposal**

The cost proposal should indicate the total cost of required services with subtotal provided, at a minimum, for each major activity group as well as an hourly rate sheet for additional services if required.

### **Submittal Location**

All documents are to be submitted by e-mail only and clearly marked **Production Manager**, **no later than 5:00 p.m. on September 21, 2018**, to:

Italian Catholic Federation  
Public Relations Chair  
[lzasoski@icf.org](mailto:lzasoski@icf.org)

A Proposer may withdraw its final proposal at any time **prior** to the September 21, 2018 deadline by submitting an email request for its withdrawal from consideration. Proposers may thereafter submit a new or modified proposal **prior** to the opening deadline date and time.

It is the responsibility of the Proposer to assure that the proposal is received by e-mail prior to the proposal opening deadline date and time. Proposals received beyond the proposal opening deadline may not be accepted.

### **Proposer's Questions**

**For questions regarding the Request for Proposal process, contact Leonard Zasoski, Jr. by email at [lzasoski@icf.org](mailto:lzasoski@icf.org).** Questions regarding this RFP must be submitted in writing by e-mail to [lzasoski@icf.org](mailto:lzasoski@icf.org) and must be received no later than **5:00 p.m. on September 18, 2018**.

## **SECTION 5    GENERAL TERMS AND CONDITIONS**

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### **Term of Agreement**

The contract term will be on a year by year basis. The term may, with mutual agreement by the Production Manager and the ICF, be extended as best meets the needs of the ICF. Work will be authorized on an annual basis, at the sole discretion of the ICF.

### **Ownership of Deliverables**

The ICF will own all products delivered through this RFP process. In so doing, the ICF reserves the right to distribute these products within its organization and to the public as it sees fit.

### **Right to Negotiate Proposals**

The ICF reserves the right to negotiate any price or any provision, accept any part, or all parts of any and all proposals, whichever is in the best interest of the ICF. Respondents are encouraged to submit their best prices in their proposal. The ICF intends to negotiate only with individuals or firm(s) whose proposal meets the requirements of the ICF.

### **Personnel Requirements**

No change in the assignment of the individual designated as the Production Manager and other key staff will be permitted during the term of the Agreement without prior written acceptance by the ICF.

### **Equipment Requirements**

The Production Manager shall have and maintain adequate equipment necessary to complete the required work.

- Industry-standard software for publishing and reporting  
(The ICF prefers use of the following software tools, but will entertain discussions regarding use of equivalents: Microsoft Word, Excel, and PowerPoint; Adobe Photoshop and Illustrator; Adobe InDesign or Microsoft Publisher)
- Mobile phone

The Production Manager may be supplied with licensed copies of applicable software as needed for the production of the paper if determined necessary by the ICF, in which case all purchased software licenses will be owned by the ICF.

The Production Manager will not be reimbursed for providing any necessary equipment and supplies for performing work on this contract, unless specifically agreed to by the ICF.

## **SECTION 6 PROPOSAL EVALUATION AND SELECTION OF CONSULTANT**

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A review and selection panel through the Public Relations Committee will evaluate the Proposals. Firms may be contacted and asked for further information or clarification, if necessary. Upon receipt of each Proposal, the Selection Committee will perform a technical evaluation. Each of the major sections of the submittal will be reviewed and evaluated with criteria designed to help judge the qualifications of the consultant. Evaluation criteria will include such considerations as:

- Understanding of the background, technical requirements, and timelines of the services to be provided.
- Project understanding regarding the techniques and coordination necessary for this type of work.
- Experience of the firm in performing similar work in the recent past or on an ongoing basis.
- Qualifications, education, experience and references of the key individuals being proposed, see below:

EVALUATION CRITERIA AND WEIGHTS	
CRITERIA	WEIGHT
Understanding of the work to be done	20
Experience with similar kinds of work	15
Cost Proposal	15
Quality of staff for work to be done	10
Capability of developing innovative or advanced techniques	10
Familiarity with organizations similar to ICF	10
Financial responsibility	10
Demonstrated technical ability	10
<b>Total</b>	<b>100</b>

The Selection Committee will make recommendations to the Executive Committee based on the Proposal and supplemental information submitted, and the oral interview, if one is required.

Once the selection has been determined, the ICF will start contract negotiations with the person or firm. If contract negotiations are not successful, the second ranked individual or firm may be asked to negotiate a contract with ICF, etc.