**Virginia Wine Board**

**Request for Proposal**

**#VWB-FY17-ENOEXT**

The Virginia Wine Board is seeking qualified applicants to submit a proposal to:

Provide enology extension services to Virginia wineries

The qualified candidate will possess strong knowledge of all phases of winemaking, including but not limited to, fermentation kinetics, wine microbiology, wine chemistry, wine stability, sanitation, cellar safety and food safety. This position requires extensive travel within the state, including some overnight travel. In addition to visiting wineries, the applicant will conduct 4 regional wine making workshops (1 per quarter) in different areas within the state to provide wine making education and address wine making issues, as identified by winemakers. There are no research requirements, but a quarterly report will be due to the Wine Board 1 week prior to Board meetings and be available to attend Wine Board meetings if needed.

**Terms**

The performance period is from June 1, 2016 through May 31, 2017. Within 60 days after the end of the contract period, a complete report must be submitted to the Wine Board. The Wine Board will withhold 10% of the contract amount until the final report is received.

**Proposal Requirements**

Title of the project, including the RFP number

All relevant contact information

Detailed description of proposal

Itemized budget request (Mileage and travel reimbursement must follow and meet Commonwealth of Virginia guidelines)

**Student Funding**

Requests for tuition and /or stipends may be requested. Institutions must certify on the invoice that any amount charged for student tuition or stipends are a percent of effort directly associated with the project.

In addition, the institution must have supporting documentation available for audit upon request.

**Indirect Costs**

Indirect costs are not allowable in this program. Examples include but are not limited to: support services such as Human Resources, accounting, information technology support not program specific

**Submission Requirements**

All proposals must be submitted by 5 PM on May 13, 2016

Proposals must be submitted electronically to:

david.robishaw@vdacs.virginia.gov