

US Department of Agriculture (USDA)



Statement of Work

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## **Project**

### **Scientific Writing Support Services**

#### **General Information**

##### **1.0 Scope of Work**

##### **Support for public affairs, scientific writing, and outreach material development at the USDA RWUD**

**4151:** Strengthening the USDA FS IITF R&D communication and outreach capacities to better serve the public, forest managers, USDA Agencies and their clients in Puerto Rico and the U.S. Virgin Islands.

The purpose of this work is to provide services in all aspects of scientific writing support services to support the development of outreach and educational material for the USDA FS IITF R&D unit. The contractor will work on: 1) Developing concepts, and text for product reports, brochures, blogs and general outreach products, 2) Providing advice with regards to communication strategies of scientific concepts with the general public, and 3) Delivering text that translate scientific findings to a general audience.

##### **Period of Performance:**

Base- 10/01/2021 to 09/30/2022

Option 1 – 10/01/2022 to 09/30/2023

Option 2 – 10/01/2023 to 09/30/2024

Option 3 – 10/01/2024 to 09/30/2025

##### **2.0 Background**

The Institute is a unit of the Forest Service within the US Department of Agriculture. The Institute includes representation and functions within the Forest Service Deputy Areas of Research and Development, State and Private Forestry, International Cooperation and Administration. Institute personnel include scientists, technicians, program managers, and administrative personnel. Members of the broader Institute community span a wide range of knowledge and skills, including natural and social scientists, natural resource managers, education outreach and technology transfer specialists, technicians, as well as contracted professionals, students, and volunteers. Together these people engage with an equally diverse network of external collaborators from the public, private, and non-profit sectors, in order to implement programs and carry out the Institute mission.

The influence of the Institute stretches throughout Puerto Rico and the Caribbean, to people and organizations across the United States, and internationally to people and organizations in Latin America and around the globe. Institute science integrates long-term scientific studies with applied investigation, quantitative modeling, and landscape analysis to better understand tropical forest systems and the effects of human-induced pressures, predict future scenarios, devise effective management and governance strategies, and promote sustainable natural resources stewardship.

The Institute Headquarters has 50,000 square feet of modern, state-of-the-art facilities that are secure, functional, accessible, and that service the scientific community of the Institute and its collaborators. The Headquarters complex houses the Institute's Headquarters building, a Forest Service National Library, a chemistry laboratory, a Geographic Information Systems and Remote Sensing Laboratory, a technology transfer conference center, and a multipurpose building that houses a dormitory, a gym, general storage area, office space, and lunch area.

## Contractor Requirements

### 3.0 Technical Requirements / Tasks

1. Develop monthly press releases on relevant scientific findings for the research work unit.
2. Provide text for annual accomplishment report highlighting scientific findings and capacity of the research unit.
3. Providing text for a brochure to describe current research being developed by the IITF R&D work unit description.
4. Development science translation blogs, articles, research highlights, and communications for USDA and Forest Service outlets.
5. Regular meeting to discuss progress and editions of the tasks

### 4.0 Government Furnished

The *Contractor* will work directly with the Institute staff headquartered at the US Forest Service International Institute of Tropical Forestry. Products and information generated will be products of the USFS International Institute of Tropical Forestry and recognize the support of all partners that contribute to the tasks. Products will be developed by the contractor working in collaboration with Dr. Grizelle González (US Forest Service) and the research team in the IITF R&D Unit. All products will be delivered to Dr. González at IITF. The Institute will provide the contractor as needed office space, technical training, access to drive (with appropriate training), official Forest Service vehicles, and any supplies needed to complete the project. The contractor will provide quarterly progress reports.

Lincpass is not required, the contractor will use his own equipment. The Institute will provide the contractor as needed office space but the contractor will also be able to work remotely if necessary.

### 5.0 Deliverables / Schedule

All written deliverables shall be phrased in layperson language.

- **Quarterly progress report:** The contractor is required to provide written progress reports quarterly for the period 10/01/2021 through 9/30/2022. The progress report shall cover all work completed during the specified period and shall present the work to be accomplished during the subsequent period. This report shall also identify any problems that arose and a statement explaining how the problem was resolved. This report shall also identify any problems that have arisen but have not been completely resolved and provide an explanation.

#### Key Deliverables

Item No.	Deliverable / Item Title	Description	Frequency	Reference	Delivery Format	Due By
1	Quarterly progress report	Quarterly report documenting tasks and issues identified	Every 3 months	Contractor requirements	Via email to COR	The 5 <sup>th</sup> day of each quarter after contract award

## 6.0 Travel

There is no authorized travel for the execution of this contract.

## 7.0 Contractor's Key Personnel

The contractor will have specialized skills in scientific writing, communications, and branding. The contractor will have fluency in English and Spanish, excellent writing skills, and at least 5 years of experience working with public affairs knowledge, science writing, and advertising. The contractor will have experience working successfully in a team environment. The contractor will have at least 2 years' experience with public relations and outreach campaigns. The contractor will have a Masters' degree or equivalent educational experience.

## 8.0 Security Requirements

None

## 9.0 Data Rights

Products and information generated will be products of the USFS International Institute of Tropical Forestry and recognize the support of all partners that contribute to the tasks. Products will be developed by the contractor working in collaboration with Dr. Grizelle González (US Forest Service) and the research team in the IITF R&D Unit. All products will be delivered to Dr. González at IITF.