



WASHINGTON RESOURCE

CONSERVATION & DEVELOPMENT COUNCIL

Request for Proposal: Coordinator

The Washington Resource Conservation & Development Council (WRC&D), a tax-exempt 501(c)(3) organization, is seeking qualified consultants with experience coordinating diverse stakeholders and natural resource project management to work with the Chumstick Wildfire Stewardship Coalition, a locally-led coalition based out of Leavenworth, Washington to facilitate and coordinate meetings, events, conduct outreach, and complete progress and accomplishments reports.

Proposal Due Date and Time

Proposals must be received by 5:00 PM (Pacific Time) on Monday, April 5, 2024.

Responses to this RFP in electronic format (PDF or WORD) and must be no more than 12 Mb.

Submit your response document as an e-mail attachment with “Chumstick Coalition Coordination” in the subject line to Hilary Lundgren at: hilary@washingtonrcd.org

The Washington RC&D is an equal opportunity organization.

Project Background

The Washington Resource Conservation & Development Council (WRC&D) empowers communities by equipping them with the tools, resources, capacity, and connections necessary to adapt to a changing world. To do this, we often support local working groups through facilitation, project management, and planning.

The WRC&D is the fiscal sponsor for the [Chumstick Wildfire Stewardship Coalition](#) (CWSC). The CWSC was formed in 2009 to build a community, culture, and landscape adapted to wildfire. The CWSC serves the greater Leavenworth area, including residents in the Chumstick and Icicle Creek watersheds.

The CWSC works with residents, landowners, Chelan County Fire District #3, and other agencies to coordinate vegetation removal, conduct wildfire risk home assessments on private property, and organizes wildfire preparedness community outreach and engagement events in the Leavenworth community.

The CWSC engages in bi-monthly meetings with residents and organizational partners to stay apprised of upcoming events and projects, identify opportunities for collaboration, and share information about forest restoration and fuel reduction work on state and federal lands. The group is seeking a skilled coordinator to assist select members of the CWSC to (1) plan and

Washington Resource Conservation & Development Council
109 S 3rd Street
Yakima, Washington 98901
washingtonrcd.org

organize the CWSC meetings and community events, (2) support the development and distribution of outreach materials to promote meeting and event attendance, and (3) report on the progress of the meeting and event planning and other administrative and marketing tasks as assigned.

Project Description

Project Term: Date of contract execution through June 15, 2025

Location: Leavenworth, WA

Services Requested: Working with and assisting key members of the CWSC to plan and coordinate regular CWSC meetings and community “town hall” events, secure presenters for meetings and public events, development and distribute outreach materials, reporting and other administrative tasks.

Description: The contractor will be expected to work with the CWSC Steering Committee to:

1. *Meeting Coordination.* Plan, coordinate, and host regular CWSC meetings, including securing guest speakers, developing agendas and notes, and completing of post-meeting follow-up action items.

Deliverable(s)

- Six meetings, including meeting agendas and notes

2. *Public Education Event Coordination and Outreach.* Work with the CWSC Steering Committee to plan and organize community public education or “Town Hall” events, provide the content for (date, time, location, event description) and distribute outreach materials to promote events, secure and organize expert speaker presenters or panel discussions, develop event agendas, and coordinate event logistics.

Support and assistance in creation of the following deliverable(s)

- Two community events. The first event will be held on May 2 and the second event will occur in the Fall of 2024.
- Community event advertising announcement/flyer
- CWSC newsletter content advertising the community event
- Two community event agendas
- Summary of event (description, number of attendees, photos, outcomes)

Desired Qualifications and Evaluation Criteria	Weight
General social media knowledge	10
Strong written and oral communication skills	70
Experience coordinating and planning meetings and events	10
Experience conducting outreach and developing outreach materials	10
Total	100 pts

Bid and Budget Considerations.

- *Maximum bid amount.* \$5,000 (Estimated time of 50-65 hours)
- *Proposal development costs.* All costs for developing proposals in response to this RFP are the obligation of the contractor and are not chargeable to WRC&D. All responses and accompanying documentation will become the property of the WRC&D and will not be returned. Proposals may be withdrawn at any time prior to the published close date.
- *Contracted costs should include the following:* time, supplies, and travel
The contractor must provide supplies necessary to complete the required work. Travel is not anticipated outside of the greater Leavenworth area to perform the duties of this position.
- *The following costs should not be considered in the bid:* Printing and copying, and venue rental for events and meetings

Response Requirements & Format

- *Project Understanding.* Summarize your understanding of the project, its scope and how you plan to address the challenges of the project, and the unique qualities of your background as it relates to the project.
- *Relevant Project Experience.*
 - 1) Provide examples of similar projects.
 - 2) At least one example of a report developed for the purpose of communicating accomplishments or progress of another group.
- *Budget.* Proposed project budget that aligns with the project scope.
- *Business Name or Individual Name.* Proposals must be in the official name of the firm or individual under which business is conducted (showing official business address) and must be signed by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.

Initial Proposed Timeline for Contracted Services

Release of RFP	March 20, 2024
Optional Informational Virtual (Zoom) Meeting. Please email hilary@washingtonrcd.org to schedule a time and for a Zoom link to access the meeting.	March 25 or 26, 2024
Proposal Due Date	April 5, 2024, at 5:00 pm PST
Proposal Review/Evaluation by WRC&D and CWSC	April 8-10, 2024
Phone/Zoom interviews with top three applicants with WRC&D and CWSC	April 11-12, 2024
Final Candidate Selected	April 15, 2024
Contract Negotiations Begin	April 15, 2024