

Request for Quotes
NoCo Places Lead Facilitator/Manager
Arapaho and Roosevelt National Forests, Colorado

Background and Statement of Work:

The National Forest Foundation (NFF), in partnership with the Arapaho and Roosevelt National Forests and Pawnee National Grassland (ARP), is seeking contract services for a Lead Facilitator/Manager for NoCo Places (NoCo), a collaborative of eight county, state and federal land management agencies in the Northern Colorado region that are collaborating on ways to manage the increased demand for outdoor recreation and visitation in the NoCo region (www.nocoplaces.com).

The Lead Facilitator/Manager's duties include facilitation and management of NoCo's Executive Committee, Partners Group, and work groups/subcommittees, and implementing NoCo's overall strategy, budget, and work plan, in alignment with the collaborative's overall strategy and vision. Current NoCo projects include implementing a Conservation and Recreation vision and action plan for the NoCo region, an Unauthorized Trails mapping project, NoCo's common messaging campaigns and communications efforts, and addressing Equity, Diversity, and Inclusion (EDI) in accessing public lands as part of NoCo's strategic plan. Other projects are likely to be identified in the coming months.

The Lead Facilitator/Manager will enter into a 12-month Services Agreement with NFF, the contracting agency and fiscal agent for NoCo. The services to be performed by the Contractor are those of an independent contractor and not an employee of NFF. The Lead Facilitator/Manager will coordinate with the NoCo Executive Committee for project management and facilitation services related to overall management of the NoCo Collaborative.

Information Requested

If interested in submitting a bid for this project, please provide a quote for the above statement of work by providing:

- Project approach, including capacity to carry out the scope of work described for this project
- Past work experience/experience in similar projects and references
- Cost (see pricing table)

Specific requirements are detailed below.

I. PROJECT OVERVIEW AND REQUIREMENTS

General Specifications

- (a) Description of Work – This Request for Quotes is for project management and facilitation services related to overall management of the NoCo Collaborative, including the following:

1. Facilitation of Executive Committee and Overall Strategy

- Routine coordination with the Executive Committee and its designated Co-Chairs, as well as the current NoCo Places contracted Facilitator during the transition to the new Lead Facilitator/Manager.
- Development and oversight of NoCo's strategy and budget, in partnership with and subject to the approval of NoCo's Executive Committee.
- Development of the NoCo work plan, for approval by the Executive Committee.
- Ongoing analysis and evaluation of the effectiveness of NoCo's structure and the identification of suggested changes, if any, to recommend to the Executive Committee for consideration.
- Implementation of NoCo's vision, principles, goals, and work plan. This includes convening and oversight of relevant committees and working groups and providing assistance as needed with the applications to the State of Colorado and the U.S. Internal Revenue Service for 501c3 status.
- Oversight of NoCo external communications activities.
- Oversight of NoCo meetings, including meeting agendas and invitations to guest participants.
- Actively represent NoCo as a member of Colorado Parks and Wildlife's Regional Partner Initiative and at relevant forums and meetings such as the Colorado Partners in the Outdoors Conference, the Colorado Open Space Alliance, and others.

2. Coordination of NoCo Consultants

- Oversight of NoCo consultants, including delegation, as applicable, of operational activities to consultants, consistent with strategy and budget.

3. Partner Coordination

- Maintain communications and relationships with the Executive Committee and NoCo Partners, an advisory body to NoCo consisting of approximately 70 individuals and organizations.
- Maintain membership in the NoCo Partners group and ensure that the group is effectively engaged as an advisory body to the Executive Committee.

4. Financial and Grant Coordination

- Assist NFF with overall collaborative budget, grant applications and related budget and reporting items.

The Contractor shall identify what they can supply in terms of materials, labor, equipment, supplies, supervision, quality control, and incidentals required to complete the work described. The Contractor shall perform all work in a safe and conscientious manner.

- (b) Project Location – Projects may span the geography of the NoCo geography, including Larimer, Boulder, Clear Creek, Gilpin, and Jefferson Counties, the Arapaho and Roosevelt National Forests, and Rocky Mountain National Park, Colorado.
- (c) Work Schedule – NoCo’s project management is ongoing, and the anticipated contract start date for these services is November 2024. NFF estimates a total contract duration of up to 12 months.

Insurance Requirements

Upon selection of the winning bid, the Contractor agrees that it has and shall maintain the following insurance coverage indicated below. The effective date of all coverage shall precede the start of any work.

- a. State minimum workers’ compensation insurance coverage for its employees, if any.
- b. Broad form general liability, property damage, and automotive liability insurance in the minimum amount of \$1,000,000 for bodily injury, death, or damage to property of any person and \$2,000,000 for bodily injury, death, or damage to property of more than one person. The Contractor shall name NFF an Additional Named Insured and provide NFF with a certificate of insurance evidencing such coverages, prior to the initiation of the Scope of Services.

Prohibited Telecommunications Services and Equipment

If applicable, Contractor is responsible for compliance with the prohibition on certain telecommunications and video surveillance services or equipment identified in 2 CFR 200.216.

Federal Exclusion Verification

The selected Contractor will be required to affirm that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Federal Flowdown Provisions

Flowdown Requirements: Any Agreement associated with this RFQ may be subject to flowdown requirements under associated federal or state funding agreements, which are included and made part of by this reference.

Competitive Range

The expected competitive range for bids on this solicitation is \$130,000 to \$145,000.

II. REQUIRED COMPONENTS

Project Approach

Please provide a narrative describing your detailed approach to managing NoCo and its body of work, considering the following:

- Ability to lead a collaborative team and dynamically achieve, inspire, and support the NoCo's strategies to balance conservation and recreation in Colorado's north-central foothills and mountains.
- Ability to manage multiple work streams and evaluate their outcomes against quantifiable measures of success.
- Ability to effectively set priorities, while directing the management of a variety of projects and tasks to successful completion.
- Commitment to supporting the growth, development, and success of the collaborative.
- Ability to represent the Collaborative in a variety of settings in a clear and professional manner and to articulate the collaborative's strategy and mission, through excellent interpersonal, written, and oral communication skills.
- Ability to work effectively, flexibly, and cross-functionally, in a team-oriented environment.
- Proven ability to write effectively and speak persuasively.
- Willingness to work and travel frequently, including on weekends and evenings as needed.
- Note your current capacity for this project and how any other outside commitments will be balanced with the description of work included above.

Contractor Qualifications

- (a) Past Experience – Please provide a brief explanation of previous work experience with the following:
- Experience managing/facilitating coalitions or organizations comprised of executive-level decision-makers and elected officials.
 - Experience in setting strategy and managing the operations of complex, multi-sector coalition efforts that span nonprofit, government, and for-profit actors. In particular, the ability to work in an interdisciplinary way that accounts for the various strengths and constraints of nonprofit, government, and for-profit actors in driving toward action will be heavily weighted.
 - A history of successfully working with, and having established positive working relationships with, leading civic, community, business, environmental and/or land management organizations across Colorado.
 - Knowledge of, or ability to quickly learn, content expertise that spans conservation programs, forest or natural resource management, conservation, and public land management.
- (b) References – Please provide three professional references that can speak to past performance.

Pricing Schedule

The contractor shall price work according to the schedule below.

	Task/Item	Units	Unit Cost	Extended Cost
	Facilitation of Executive Committee and Overall Strategy	Hours		
	Coordination of NoCo Consultants	Hours		
	Partner Coordination	Hours		
	Financial and Grant Coordination	Hours		
	Per Diem Travel Costs			
	Other (printing costs, supplies, etc.)			
			Total Bid	

Note that it is estimated that performing these duties as detailed in the “Description of Work” section will require ~40 hours per week.

III. SUBMISSION, EVALUATION, AND CONTACTS

Contractor Selection Process

The NFF will use the Evaluation Factors below to review each submitted bid. Based on the outcomes of that selection process, the NFF will notify successful and unsuccessful bidders by October 15th and will prepare a separate contract document.

- Project Approach and overall qualifications
- Price
- Previous Work History
- References
- Contractor availability / Project timeline

Point of Contact

Please submit any questions about the project in writing to the Point of Contact.

Shayna Jones
National Forest Foundation Rocky Mountain Region Program Manager
sjones@nationalforests.org

Responses will be shared with known interested parties by email or otherwise posted at <https://www.nationalforests.org/rfp>.

Bid Submission

Submit bids via email to sjones@nationalforests.org by Monday, September 23, 2024

Equal Opportunity Provider

In accordance with Federal law and U.S. Department of Agriculture policy, the National Forest Foundation is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs, or disability.

Appendix B Flowdown Provisions

NFF Funding Code: 1596027

NFF Funding Name: PA CO ARP Site Support

Funder Agreement ID: 22-PA-11021000-043

U.S. FOREST SERVICE ACKNOWLEDGED IN PUBLICATIONS, AUDIOVISUALS AND ELECTRONIC MEDIA.

Award Recipient or Contractor shall acknowledge U.S. Forest Service support in any publications, audiovisuals, and electronic media developed as a result of this agreement.

COPYRIGHTING.

Award Recipient or Contractor is/are granted sole and exclusive right to copyright any publications developed as a result of this agreement. This includes the right to publish and vend throughout the world in any language and in all media and forms, in whole or in part, for the full term of copyright and all renewals thereof in accordance with this agreement. No original text or graphics produced and submitted by the U.S. Forest Service must be copyrighted. The U.S. Forest Service reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for Federal Government purposes. This right must be transferred to any sub-agreements or subcontracts.

This provision includes:

- The copyright in any work developed by Award Recipient or Contractor under this agreement.
- Any right of copyright to which Award Recipient or Contractor purchase(s) ownership with any Federal contributions.

PROHIBITION AGAINST INTERNAL CONFIDENTIAL AGREEMENTS.

All non federal government entities working on this agreement will adhere to the below provisions found in the Consolidated Appropriations Act, 2016, Pub. L. 114-113, relating to reporting fraud, waste and abuse to authorities:

1. The recipient may not require its employees, contractors, or subrecipients seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting them from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.
2. The recipient must notify its employees, contractors, or subrecipients that the prohibitions and restrictions of any internal confidentiality agreements inconsistent with paragraph (a) of this award provision are no longer in effect.

3. The prohibition in paragraph (a) of this award provision does not contravene requirements applicable to any other form issued by a Federal department or agency governing the nondisclosure of classified information.
4. If the Government determines that the recipient is not in compliance with this award provision, it:
 - a. Will prohibit the recipient's use of funds under this award, in accordance with sections 743, 744 of Division E of the Consolidated Appropriations Act, 2016, (Pub. L. 114-113) or any successor provision of law; and
 - b. May pursue other remedies available for the recipient's material failure to comply with award terms and conditions.