

**“Nature Connects Us” Campaign Project Manager
Request for Quote
Remote, USA**

Background and Statement of Work: The National Forest Foundation (NFF) is issuing a request for quotes to seek a qualified contractor to lead the project management and integration for Phase II of the "Nature Connects Us" awareness campaign in partnership with the U.S. Forest Service. As an organization dedicated to supporting the vital work of the U.S. Forest Service and promoting the importance of connecting people with nature, the NFF is committed to identifying a contractor with a strong track record of successfully managing similar awareness campaigns and projects. We are seeking a contractor with expertise in project management and a demonstrated dedication to environmental conservation. The selected contractor will play a pivotal role in effectively leading Phase II of the "Nature Connects Us" campaign, understanding the significance of this initiative, and contributing to its overall success.

We invite potential contractors to submit detailed quotes outlining their approach, strategies, and capabilities, and we welcome the opportunity to collaborate with the U.S. Forest Service to achieve the campaign's objectives. Our primary goal is to ensure the seamless integration and high-quality delivery of the "Nature Connects Us" campaign, and we are committed to partnering with a contractor who shares our vision and dedication to this cause.

Information Requested

If interested in this project, please provide a quote for the above statement of work by providing approach, work experience, and cost. Please also include your capacity for this project and efficiency in managing awareness campaigns and projects in the past, if any.

This is a request for quotes only and quotations furnished are not offers. This request does not commit the National Forest Foundation to pay any costs incurred in the preparation of submission of the quotation or to contract for supplies or services.

General Specifications

(a) Description of Work – This Request for Quotes is for consulting services related to the “Nature Connects Us” campaign, including the following:

1. Develop and execute a comprehensive project management plan for Phase II of the "Nature Connects Us" awareness campaign.
2. Coordinate and integrate all aspects of the campaign, including marketing, communication, partnerships, and outreach efforts.

3. Oversee the implementation of campaign strategies and initiatives to ensure alignment with the overall objectives.
4. Collaborate with the National Forest Foundation and the U.S. Forest Service to support the campaign's goals and initiatives.
5. Manage project timelines, budgets, and resources efficiently and effectively.
6. Monitor and evaluate the campaign's progress and provide regular reports on key performance indicators and milestones.
7. Facilitate strong communication and collaboration among all stakeholders involved in the campaign.
8. Ensure compliance with all relevant regulations and standards throughout the project implementation.
9. Conduct all work in accordance with NFF and U.S. Forest Service branding.
10. Demonstrate a commitment to environmental conservation and the core values of the "Nature Connects Us" campaign.

The Contractor shall identify which efforts and materials 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 - Remote within the U.S.A.

(c) Work Schedule – Beginning August, 2024 through November 30, 2024

Pricing Schedule

Contractor shall price work according to the schedule below. Prevailing wages are required per conditions of funding sources.

Description	Unit	Quantity	Total Cost
Project Management Plan	LS	1	
Integrate all aspects of the campaign	LS	1	
Implementation of campaign strategies	LS	1	
Manage project timelines	LS	1	
Monitor and evaluate the campaign's progress and reporting	LS	1	
Facilitate strong communication	LS	1	
Ensure compliance	LS	1	
Demonstrate a commitment to environmental conservation	LS	1	
Total Bid			

Contractor Qualifications

- (a) Past Experience – Please provide a brief explanation of previous work experience with managing awareness campaigns.

Insurance Requirements

Upon selection of the winning bid, chosen contractor will be asked to affirm that it has and shall maintain State minimum workers' compensation insurance coverage for its employees, if any. The selected contractor shall also maintain 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 documentation evidencing such coverages.

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 is subject to flowdown requirements under associated federal or state funding agreements, which are included and attached as Appendix A.

Quote Submission

Submit bids via email to ccoleman@nationalforests.org by July 31, 2024.

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 August 7, 2024 and will prepare a separate contract document.

- Price
- Previous Work History with the U.S.F.S.
- References

Point of Contact

For questions about the details of producing the bid, please contact:

Colleen Coleman
National Forest Foundation, Marketing and Communications Director
Ccoleman@nationalforests.org

Appendix A

NFF Funding Code: 1593136

NFF Funding Name: CCS Nature Connects

Funder Agreement ID: 23-CS-11132420-509

Flowdown Provisions

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.

NONDISCRIMINATION STATEMENT – PRINTED, ELECTRONIC, OR AUDIOVISUAL MATERIAL.

NFF shall include the following statement, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding.

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)"

To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call toll free voice (866) 632-9992, TDD (800)877-8339, or voice relay (866) 377- 8642. USDA is an equal opportunity provider and employer."

If the material is too small to permit the full statement to be included, the material must, at minimum, include the following statement, in print size no smaller than the text:

"This institution is an equal opportunity provider."

COPYRIGHTING.

Award Recipient or Contractor is 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 nonfederal 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:

- a. 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.
- b. 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.
- c. 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.
- d. If the Government determines that the recipient is not in compliance with this award provision, it:
 - 1) 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
 - 2) May pursue other remedies available for the recipient's material failure to comply with award terms and conditions.

TEXT MESSAGING WHILE DRIVING.

In accordance with Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messaging While Driving," any and all text messaging by Federal employees is banned: a) while driving a Government owned vehicle (GOV) or driving a privately owned vehicle (POV) while on official Government business; or b) using any electronic equipment supplied by the Government when driving any vehicle at any time. All Cooperators, their Employees, Volunteers, and Contractors are encouraged to adopt and enforce policies that ban text messaging when driving company owned, leased or rented vehicles, POVs or GOVs when driving while on official Government business or when performing any work for or on behalf of the Government.