



# Council of Western State Foresters Climate Synthesis Project

## Request for Proposals

**Issue Date:** May 18, 2016  
**Submission Deadline:** June 16, 2016, 4:00 p.m. MDT  
**Email Request To:** Grace Mirzeler, Member Services Associate  
[gmirzeler@westernforesters.org](mailto:gmirzeler@westernforesters.org)

# Table of Contents

<b>Overview.....</b>	<b>3</b>
<b>Scope of Work.....</b>	<b>3</b>
<b>Anticipated Terms and Conditions Applicable to the Contract .....</b>	<b>4</b>
<b>Evaluation Process.....</b>	<b>4</b>
<b>RFP Submission Requirements and Process.....</b>	<b>5</b>
<b>Restrictions and Rights.....</b>	<b>5</b>
<b>Appendix A.....</b>	<b>7</b>

## Overview

The [Council of Western State Foresters](#) (CWSF) is a 501(c)(3) membership association that is seeking assistance with the creation of a synthesis document highlighting the current work/status of our member states and islands on climate change.

Established in 1967, the CWSF is a nonpartisan organization of state, territorial, and commonwealth foresters of the Western United States and Pacific Islands. State Foresters are charged with providing forest management assistance to landowners, managing state trust lands, and supplying wildfire and forest health protection services.

CWSF cultivates partnerships, raises awareness and takes action on the most important issues affecting forests in the Western United States and Pacific Islands. State forestry agencies have a crucial role in the continually evolving topic of climate variability and shaping the decisions that will augment the resiliency of our forested landscapes – including forests as an economic, social and environmental asset. An assessment of Western State and Territorial Forest Action Plans, as required by the 2008 Farm Bill and that provide the first-ever strategic plan of our nation's forests (private, state and federal lands), indicate climate change as a high priority in the West.

CWSF will lead a climate synthesis project to detail the ways in which Western state foresters and their agencies are engaging in the broader issue of climate change and why forests are fundamental to the discussion. This includes, but is not limited to, risk factors associated with climate variability and summarized state efforts concluded or underway to address those risks; dialogue on forest mitigation and adaption strategies within their state boundaries; biomass and carbon sequestration efforts; and engagement and/or response to state and federal climate policies.

Engagement of forestry expertise is often fragmented and inconsistent because of the lack of awareness, understanding and consensus on the specific role forests can play in the broader climate discussion. State forestry agencies have played a significant role in shaping climate policy at the state level and their expertise, experiences and strategic advancements can provide helpful insight to raise the importance of forests. Providing information on CWSF member states that are taking action(s) specific to this important issue will be beneficial for our members and our partners. The CWSF acts as 'the voice' on key forestry issues of priority to our collective membership and the changing climate is one of the issues we are often asked to weigh in on.

All inquiries related to this RFP are to be directed, in writing, to the contact person at the email address on the front cover. Information obtained from any other source is not official and should not be relied upon.

## Scope of Work

CWSF is seeking proposals from qualified parties to analyze and synthesize the work that the Western states and Pacific islands are currently undertaking on issues related to the changing climate. This project should include:

1. Create a detailed questionnaire on behalf of the CWSF to send to our membership using information from CWSF staff and members to frame the relevant and timely questions;
2. Phone interviews will be held with up to six states and at least one Pacific-affiliated island in order to obtain more detailed information and build 'stories';
3. A synthesis and dictionary document will be created for internal audiences;
4. A document (or online story) will be created for external audiences using the detailed 'stories'; and
5. Create content for one-pagers for education and outreach purposes from the phone interviews and survey results.

This end result of this project will be a report that the CWSF members can use to find out about other states' work on this important issue and that the CWSF staff can use to inform policy and programmatic work.

Upon completion of the Scope of Work, CWSF may produce related documents for external consumption including design, printing and outreach.

## Anticipated Terms and Conditions Applicable to the Contract

Sample contract provisions will be available upon request.

Selected Respondent must be able to provide proof of insurance and eligibility to work.

The term of the contract is anticipated to begin in late June 2016. As the work progresses, regular check in meetings will be established to ensure milestones are hit along the way.

Furnished equipment including computer and workspace will not be provided by CWSF and is expected to be provided by Respondent.

All work products and deliverables will become the sole property of the CWSF.

## Evaluation Process

The CWSF RFP Review Committee is comprised of the CWSF Executive Director, CWSF Communications Director and a CWSF Executive Committee member. The committee will review the RFP responses and Respondents will be notified on or before June 30, 2016.

The Review Committee will check responses against the mandatory criteria outlined below. Responses not meeting all mandatory criteria will not be considered for review. Qualified Respondents will be contacted if selected based on this RFP.

Proposers shall have the following experience:

- Five (5) years experience in a related field;
- Experience with creating documents such as specified in the Scope of Work;
- Experience working with membership associations, creating and executing; surveys and synthesizing large amounts of detailed material; and
- Proven capacity to deliver project requirements on time and on budget.

The CWSF Review Committee will take into consideration originality, proposed project timeline as well as the probability of success when reviewing and selecting the successful response. Proposal costs will also be part of the evaluation process.

## RFP Submission Requirements and Process

Information required to be included in the Respondent's proposal includes:

- Completed Respondent Information Form (see Appendix A)
- Statement of interest that references the solicitation and Scope of Work, a brief description of the individual or organization, and contact information
- Resume outlining the Respondent's experience, the experience of key team members and a response to the experience criteria
- Fee proposal for this project
- Sample work (completed within the last two years) directly created by your organization for another organization
- List of at least three (3) professional references for whom you have provided or are providing communications services or related work (For each reference, include: client's name, organization, telephone number, and email address, duration of the relationship and types of services provided.)

The principal of the company or organization must sign the RFP submittal prior to electronic submittal. An electronic signature is acceptable.

Two (2) paper copies and one (1) electronic version of the proposal shall be submitted to CWSF in a sealed envelope, addressed to:

Council of Western State Foresters  
Attn: Grace Mirzeler  
110 16th Street, Suite 603  
Denver, CO 80202

Proposals must be received before 4:00 p.m. Mountain Daylight Time on June 16, 2016. Late responses will not be accepted.

## Restrictions and Rights

The Respondent should disclose conflicts of interest, in writing, to the Review Committee who will consider the nature of the Respondent's responsibilities and the degree of potential or apparent conflict in deciding the course of action that the Respondent needs to take to remedy the conflict of interest.

All RFPs and supporting documents, evaluation notes, and other information created during the process are confidential and will not be shared publicly.

Neither issuing this RFP nor receiving a response constitutes any form of contract with respect to the project.

The CWSF retains the right to cancel or amend the RFP its contents, or the selection process.



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### Appendix A

RFP APPENDIX A

**Respondent Information Form**

Provide the following information regarding the Respondent.

*(NOTE: If Respondent is proposing as a team or joint venture with each entity signing the Contract, if awarded, each should complete this information. Subcontractor(s) are not co-Respondents and should not be identified here.)*

Question	Response
<b>Respondent Information</b>	
Respondent Name: <i>(NOTE: Give exact legal name as it will appear on the contract, if awarded.)</i>	
Principal Address, City, State and Zip Code:	
Telephone number:	
Fax number:	
Website address:	
Year established:	
Provide the number of years in business under present name:	
Social Security number or Federal Employer Identification number:	
DUNS Number:	
<b>Business Structure</b>	
Indicate the business structure of the Respondent: Individual or Sole Proprietorship (List assumed name if any); Partnership; Limited Liability Company; For Profit Corporation; Nonprofit Corporation; Domestic; Foreign or Other (list business structure)	
Annual revenue:	
Total number of employees:	



Total number of current clients/customers:	
Briefly describe other lines of business that the company is directly or indirectly affiliated with:	
List related companies:	
Printed name of contract signatory and title:	
Provide any other names under which Respondent has operated within the last 10 years and length of time under for each:	
Provide address of office from which this project would be managed (Address, City, State and Zip Code. Telephone number and Fax number):	
<b>Contact Information</b>	
List the one person who CWSF may contact concerning your proposal or setting dates for meetings. (Address, City, State and Zip Code. Telephone number and Email Address):	
Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization or departure of key personnel within the next twelve (12) months?	
Where is the Respondent's corporate headquarters located?	
<b>Previous Contracts</b>	
Has the Respondent ever failed to complete any contract awarded? If YES, state the name of the organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.	
Has any officer or partner proposed for this assignment ever been an officer or partner of some other organization that failed to	

<p>complete a contract? If <i>YES</i>, state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.</p>	
<p>Has any officer or partner proposed for this assignment ever failed to complete a contract handled in his or her own name? If <i>YES</i>, state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.</p>	