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**Deschutes County Request for Proposal**  
**EXTENDED TO MAY17, 2021**

Deschutes County is seeking proposals to provide the following services:

**Oregon Living With Fire Coordinator**

**SUMMARY**

This is not an employee position, but is a contractual independent contractor arrangement. The selected contractor must meet the IRS guidelines and qualify under Oregon law as an independent contractor. A one-year contract with Deschutes County and the selected contractor will be signed and may be renewed on an annual basis upon agreement by both parties.

Contractor will be designated to the Oregon Living With Fire program to perform services as Coordinator. Contractor must provide his/her own transportation as well as proof of general liability and automobile insurance. General liability coverage limits of \$1,000,000/\$2,000,000 and automobile limits of \$500,000. Deschutes County must be designated as an additional insured.

The contractor will provide primary program management, coordination and will carry out the mission and goals of as stated in the position description. The selected contractor will also maximize programs by organizing, preparing, collecting and disseminating information, developing community partnerships with businesses, organizations and agencies. The Coordinator will ensure adherence to project schedules and the annual Program of Work, write grants to secure funding and complete required status reports. Expected time commitment is roughly 150 hours per month, but could vary widely from month to month. The Living With Fire Steering Committee and the Deschutes County Senior Advisor provide overall direction to the Coordinator in alignment with the annual program of work.

## **NATURE AND SCOPE**

Currently, there is a tremendous amount of Cohesive Strategy-type work happening in the 4 County region, under the auspices of several local efforts, and the coordinator will both (a) undertake specific activities determined by the leadership of those groups to support these local efforts and (b) also seek to initiate new projects, where needed, that are not duplicative but help to address key “gaps” in existing work and service areas.

Coordinator will work with the Oregon Living With Fire Steering Committee and Senior Advisor to accomplish the annual program of work. The nature of the work will be general coordination of the program and its components. This position is a key role for the Living With Fire program in Deschutes, Jefferson, Crook, Klamath Counties. This is a financial partnership between the Counties and the Forest Service and BLM. The Coordinator is responsible for organizing and administering communications so the public, area businesses, key stakeholders and agencies are aware of Oregon Living With Fire and its benefits to the community. Coordinator is frequently called upon to exercise independent judgment and decision-making. Coordinator will work with a wide variety of groups and individuals, including city and county government and elected officials, public and private agencies, local and national businesses, county agencies, service organizations, media and staff. Work may be required at times other than normal business hours.

## **RESPONSIBILITIES**

The Coordinator is responsible for the day-to-day business of the Oregon Living With Fire program and for the facilitation and implementation of the Program of Work. The Coordinator works closely with the Steering Committee and Senior Advisor to accomplish tasks and with stakeholders to advance the Cohesive Wildland Fire Strategy across Deschutes, Jefferson, Crook, Klamath Counties. The Coordinator is the point of contact and network leader for the broadening network of Cohesive Strategy stakeholders in the counties and serves as the spokesperson and communications director for the Oregon Living With Fire program. The Coordinator is building and leading a program and simultaneously the Coordinator is joining a network of dynamic and effective practitioners and finding ways to add value and address key gaps.

### **Duties:**

- In coordination with Steering Committee, Senior Advisor and stakeholders, develop and implement an annual Program of Work for Oregon Living With Fire.
- Coordinate in-person and phone meetings of the Steering Committee.
- Promotes “Oregon Living With Fire” as the goal of the words themselves.
- Maintain administrative activities and facilitate the day-to-day business of the program.
- Participate in collaborative meetings in each county that support local Cohesive Strategy implementation efforts, as appropriate.
- Participate in the monthly meetings with the Western Region of the National Cohesive Wildland Fire Management Strategy.
- Maintains an interactive web presence for Oregon Living With Fire information for the Steering Committee as well as the stakeholders and public.
- Lead the efforts to development and conduct Learning Laboratories to share “how-to”, experiences, guidance, success stories and lessons learned. e.g., Quarterly meetings for stakeholders, webinars, web portal, town halls, ways for people to talk about how the Cohesive Strategy is being implemented.
- Maintains other communications efforts such as Facebook, Twitter, a regular eNewsletter and/or other emerging communications opportunities.

- Routine (daily) networking and relationship building with stakeholders, partners and those agencies and organizations implementing the Cohesive Strategy in the field.
- Facilitate grant research and grant writing to support the organization and activities of the Oregon Living With Fire program and identify and develop new sources of funding for implementation of the Strategic Goals of the Cohesive Strategy in the Central Oregon landscape.
- Document success stories/lessons learned and regularly share with stakeholders and the public.
- Facilitate development of performance measures and monitoring information to assess effectiveness and accountability of programs connected with or developed by Oregon Living With Fire.
- Travel for attendance and presentation at appropriate conferences and meetings.
- Serves as the “convenor” for each County and Cohesive Strategy efforts to expand opportunities and provide “local content success stories” to communicate to publics and stakeholders how Cohesive Strategy is being implemented.
- Assume a leadership role with exploring new initiatives, funding opportunities, and provide direct support to landscape efforts such as Collaboratives, Good Neighbor Authority, Stewardship Agreements and Joint Chief Project.

### **Outcomes:**

While specific outcomes in each county may vary, there are broad outcomes that will be achieved because of the work of the Steering Committee and the duties of the Coordinator outlined above.

- Communication between county-level collaboratives and projects is improved.
- Understanding is increased about what the Cohesive Strategy is, and how it can, and is being implemented.
- The Oregon Living With Fire program is the recognized “expert” entity on the Cohesive Strategy and its implementation in Central Oregon.
- The pace and scale of Cohesive Strategy implementation by all stakeholders is improved and increased.
- In conjunction with the Steering Committee, develop metrics to measure successful implementation across landscapes and communities.
- Stakeholders in all four counties will understand the concept of wildland fire risk management, including risk sharing and transfer, and successful mitigation of risk, both towards the goals of landscape resiliency and fire adapted communities.
- Oregon Living With Fire will maximize the utilization of a Learning Laboratory environment resulting in changes in attitudes, behaviors and culture thus achieving the long-term vision of the Cohesive Strategy, “learning to live with wildland fire.”

## **QUALIFICATIONS**

- Candidate will have demonstrated communication and interpersonal skills and an ability to interface with a variety of audiences (verbal and written).
- Proven facilitation skills: must remain a neutral party capable of listening to a variety of viewpoints and be able to facilitate groups that consist of people with diverse backgrounds, but also be able to promote projects Oregon Living With Fire approves.
- Grant writing and project management skills. Ability to multitask with several complex projects is a necessity.

- Demonstrated experience and ability in organizing, managing, coordinating, planning, and sequencing the activities involved in completing projects.
- A background and understanding of the wildland fire environment of Central Oregon, or experience in geographic areas with similar wildland fire environments.
- Demonstrated experience with natural resources, earth science and forestry projects.
- A comprehensive knowledge of the National Wildland Fire Cohesive Strategy or the ability to come up to speed quickly.

Written proposals can be submitted to the Deschutes County Senior Advisor at 61150 SE 27<sup>th</sup> Street, Bend OR 97702. Proposals can also be submitted via email to [joe.stutler@deschutes.org](mailto:joe.stutler@deschutes.org). Proposals must be submitted no later than **12:00 pm on MAY 17, 2021 (RFP EXTENDED)**. Proposal should include a proposed hourly rate, along with experience and qualifications and a list of past and current clients. A selection committee will review the proposals and interviews, if appropriate, will be scheduled.

For further information contact:  
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