



Council of Western State Foresters

Power of Partnerships: State Forestry
Engagement to Increase the Pace and
Scale of Forest Restoration & Management

Request for Proposals

Issue Date: November 3, 2016

Submission Deadline: December 2, 2016

Email Request To: Grace Mirzeler, Member Services Associate

gmirzeler@westernforesters.org

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Overview

The [Council of Western State Foresters](#) (CWSF) is a nonpartisan, nonprofit membership association that is seeking assistance with the creation of a synthesis document detailing the partnership work between CWSF member states with their federal land management agency partners to advance the pace and scale of federal forest restoration and management.

The CWSF membership is comprised of state, territorial, and commonwealth foresters of the Western United States and Pacific Islands. CWSF cultivates partnerships, raises awareness and takes action on the most important issues affecting Western forests. State Foresters are charged with providing forest management assistance to landowners, managing state trust lands, and supplying wildfire and forest health protection services.

CWSF is invested in ensuring the health and sustainability of federal forest lands. Federal forests in the West face stressors and challenges (insects & disease, wildfire, invasive species) of a staggering magnitude. Compounding the problem, the current level of active management on federal forest lands is insufficient to address the scope, scale and pace needed to restore these forests to a more resilient condition.

Federal land management agencies (specifically, the USDA Forest Service) are working to accelerate their efforts to carry out forest restoration activities. Since 2011, the Forest Service has increased the pace and scale of restoration by nine percent.¹ At the same time, the complexities and challenges to completing this critical work continues to increase, making partnerships essential to achieving success.

CWSF members strongly support this approach through the CWSF organizational goal *Power of Partnerships* – to establish and maintain strong and effective partnerships to address Western forest priorities. Moreover, many individual CWSF member states have undertaken long-term partnerships with their federal agency counterparts to tackle forest health and resiliency needs, reduce wildfire risk, sustain vibrant forest industries, and strengthen local communities in the West. There are a growing number of examples where Western state forestry agencies have invested time, staff capacity and financial resources to activities/projects to aid their federal peers in getting work done on federal forest lands.

CWSF will lead a project to capture the activities underway on federal forest lands that are being accomplished through partnerships by Western state forestry agencies and federal land management agencies. This will include information gathering on the tools, authorities and programs being utilized, partnership mechanisms, resource investments, types of projects, and initiatives being undertaken. The final product from this project will be an internal CWSF synthesis that details this information.

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.

¹ From Accelerating Restoration to Creating and Maintaining Resilient Landscapes and Communities Across the Nation: Update on Progress From 2012. USDA Forest Service. November 2015.
<http://www.fs.fed.us/sites/default/files/accelerating-restoration-update-2015-508-compliant.pdf>

Scope of Work

CWSF is seeking proposals from qualified parties to obtain and synthesize the activities that Western state forestry agencies are currently undertaking through partnerships with federal land management agencies related to federal forest lands restoration and management. This project should include:

1. Create a detailed questionnaire on behalf of CWSF to send to the membership using information from CWSF staff and members to frame the relevant and timely questions; and
2. Creation and completion of a CWSF members-only (internal) document and/or accompanying matrix that summarizes CWSF member states responses to the questionnaire.

This end result of this project will be an internal report to CWSF members that will act as a learning tool to inform Western state foresters of their peers engagement with federal land management agency partners to advance the pace and scale of federal forest restoration and management. Further, this internal document will inform CWSF staff in the organization's policy and programmatic work.

Upon completion of the Scope of Work, CWSF and the Western Forestry Leadership Coalition may utilize the information to produce relevant 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 December 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 CWSF.

Evaluation Process

The CWSF RFP Review Committee is comprised of the CWSF Executive Director, CWSF Policy Director and a CWSF Executive Committee member. The committee will review the RFP responses and Respondents will be notified on or before December 16, 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 Standard Time on December 2, 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.

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
Respondent Information	
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:	
Business Structure	
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):	
Contact Information	
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?	
Previous Contracts	
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	

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.	
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.	