



**Council of Western State Foresters**  
*Pacific Islands State and Private Forestry*  
*Fact Sheet Project*

# Request for Proposals

**Issue Date:** July 6, 2021

**Submission Deadline:** July 27, 2021 4:00 p.m. MDT

**Email Request To:** Sara Goodwin, Communications Director  
[sgoodwin@westernforesters.org](mailto:sgoodwin@westernforesters.org)

## **Background**

The Council of Western State Foresters (CWSF) is a 501 (c)(3) membership association that is seeking to identify a contractor to assist with researching, developing, and writing content for State and Private Forestry Fact Sheets with several U.S.-Affiliated Pacific Islands including American Samoa, Commonwealth of the Northern Mariana Islands, Federated States of Micronesia, Guam, Palau, and Republic of the Marshall Islands. This request for proposal (RFP) is meant for contractors that are skilled in interviewing, information gathering, writing, and have an understanding of forestry in the Pacific Islands.

Established in 1967, CWSF is a nonpartisan organization of state, territorial, and commonwealth foresters of the western states and U.S.-Affiliated 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 staff and members work closely with USDA Forest Service (Forest Service) personnel who manage federal lands, administer State & Private Forestry programs, and carry out research activities. This partnership combines the CWSF State Foresters with the Forest Service western Regional Foresters, western Research Station Directors, Forest Products Lab Director, and State & Private Forestry Directors. Through this partnership, formally called the Western Forestry Leadership Coalition (WFLC), partners come together to coordinate and collaborate on work across the west, and find alignment to be able to speak with a unified, clear voice on western forestry.

The Pacific Islands Forestry Committee (PIFC) is an official committee of the WFLC. The membership includes the western Pacific Island Foresters, Forest Service representatives, and CWSF/WFLC staff.

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.

## **Project Overview and Scope of Work**

CWSF is seeking proposals from qualified parties to interview and gather information from Pacific Island foresters, and to develop, edit, and format information to fit into Forest Service State and Private Forestry Fact Sheets.

This Scope of Work includes but is not limited to:

- Plan/Review:
  - Schedule and host a kick-off meeting with project leads;
  - Review of 2021 State and Private Forestry Fact Sheets to better understand requirements, format, pertinent content; *(All State and Private Forestry Fact Sheets can be found [here](#), by clicking through to each state/island and reviewing PDF materials.)*

- Read Forest Action Plans from the Pacific Islands to better understand forestry needs and issues;
- **Activities:**
  - Develop one-page synopsis of ‘What makes a good State Fact Sheet’;
  - Schedule and conduct virtual interviews with Pacific Island forestry staff (or key contacts as identified) to gather information;
  - Draft and edit content, with participation, support, and review from project leads and island contacts;
  - Package information into a concise format to mirror the State and Private Forestry Fact Sheet sections; and
  - Share final content with Pacific Island members and CWSF staff for approval.

Upon completion of the content, the Forest Service will work with island contacts to formally submit the 2022 State and Private Forestry Fact Sheets. Following this, CWSF staff will utilize final content to develop communication products for the Pacific Island members.

### **Deliverables**

The end result of this project will be content that is outlined for each U.S.-Affiliated Pacific Island, and organized in a fashion that is consistent with the structure of the State and Private Forestry Fact Sheet template. The content is intended to serve as a powerful tool to highlight what islands are doing with Forest Service funding.

CWSF staff, Pacific Island Members, and the Forest Service will be engaged with the contractor by facilitating the process and providing contact information, interview support (as needed), and content review. The contractor will ultimately be responsible for the information gathering and content development.

Upon completion of the project, CWSF and Pacific Island members will own the rights to all project data, content, and materials.

### **Project Timeline and Budget**

The final content will be submitted as a word document(s) no later than December 3, 2021. All work products and deliverables will become the sole property of CWSF.

A maximum award of \$38,000 is available for completing the project. Please include your best estimate needed to accomplish the items outlined in the Scope of Work. Furnished equipment including computer and workspace will not be provided by CWSF and are expected to be provided by the selected proposer.

### **Submission and Evaluation Process**

Proposals should be submitted no later than 4:00 p.m. MDT on July 27, 2021 to the contact listed below. Late responses will not be considered.

Sara Goodwin

Council of Western State Foresters  
2255 Sheridan Blvd., Suite C-327  
Edgewater, CO 80214  
[sgoodwin@westernforesters.org](mailto:sgoodwin@westernforesters.org)

All proposal submissions must include a certification statement that the submitter is not presently suspended or debarred from conducting business with the Federal government.

Proposal submissions must also include:

- Completed Respondent Information Form (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;
- Disclosure of any conflicts of interest;
- Budget proposal for this project;
- Recent sample work; and
- The principal of the company or organization must sign the submission. An electronic signature is acceptable.

Proposers shall have the following:

- Experience with elements as specified in the Scope of Work;
- Must not be suspended or debarred from conducting business with the Federal government; and
- Proven capacity to deliver project requirements on time and on budget.

Proposals for the contract award of this project will be evaluated by responsiveness to the RFP, proposed outcomes, and total cost. All RFPs and supporting documents, evaluation notes, and other information created during the process are confidential and will not be shared publicly. CWSF retains the right to cancel or amend the RFP, its contents, or the selection process.

The selected proposal will be notified by mid-August. Selected proposer will be required to provide proof of liability insurance and eligibility to work.

### **Questions**

For questions regarding project scope, deliverables, proposal submission process, award and contracting, please contact:

Sara Goodwin  
Council of Western State Foresters  
2255 Sheridan Blvd., Suite C-327  
Edgewater, CO 80214  
[sgoodwin@westernforesters.org](mailto:sgoodwin@westernforesters.org)  
303-893-0359

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>	