REQUEST FOR QUOTATION AND QUALIFICATIONS

Service Provider: Outreach & Interpretive Plan Writer

Deadline: 9:00 a.m. PDT May 31, 2019

INTRODUCTION

The Clearwater Resource Conservation and Development (RC&D) Council, Inc. is a 501(c)3 nonprofit organization established and run by volunteer elected and civic leaders who plan and carry out projects for resource conservation and community development in Clearwater, Idaho, Latah, Lewis, and Nez Perce counties. Information about the Clearwater RC&D Council is available at clearwaterrcd.org.

The Clearwater RC&D works cooperatively with the Nez Perce-Clearwater National Forests’ Recreation, Wilderness, Trails, and Rivers programs to engage federal, state, county, and non-profit partners in projects that enhance the delivery of interpretive and educational information and materials to visitors, interested publics, and partners.

The Clearwater RC&D is seeking a highly motivated and talented individual to help finalize interpretive media drafts, communication plans and other project planning documents in partnership with the Nez Perce-Clearwater National Forests for the Historic Routes Project.

PROGRAM OVERVIEW

The Nez Perce-Clearwater National Forests is partnering with the Clearwater RC&D to complete a Historic Routes Project. The project includes integrating digital technology with backcountry experiences on three historic routes on the Forests. These include both roads that were built by the Civilian Conservation Corps and trails that have been used for millennia. The long-term goal of the project is to provide better customer service in the form of Electronic Tour Sights along Historic Routes on the Nez Perce-Clearwater National Forests and surrounding communities.

LOCATION

This position does not have a specific duty location, and work will be conducted remotely for the majority of the time, with occasional in-person office meetings in Kamiah, Idaho, with project planners.
SCOPE OF WORK AND DELIVERABLES

It will be the responsibility of the service provider to finalize planning documents in support of the Nez Perce-Clearwater National Forests’ Historic Routes Electronic Tour Site project including, but not limited to:

- Finalize interpretive plan for the project (currently in draft form).
- Finalize communications plan for the project (currently in draft form).
- Finalize the project end report and transition plan.
- Meet with project planners 2–4 times per month for initial review, revisions, and for final review of the documents.

PERFORMANCE PERIOD AND COMPENSATION

Performance period will begin upon acceptance of qualified quotation. Deliverables must be completed no later than **September 1, 2019**.

This project is anticipated to be completed in 85 hours or less. The service provider will be reimbursed at an hourly rate for the services performed. This service is being funded on soft money and may be terminated early if there is a loss of funding.

REQUIREMENTS AND RESPONSIBILITIES

- Should your submission be accepted, you will perform as an independent service provider, and shall comply with all state and federal laws, rules, and regulations.
- Under no circumstances will the service provider be considered or deemed an employee of the Clearwater RC&D or its partners.
- The service provider will coordinate project work with the Clearwater RC&D Recreation Programs Assistant and Forest Service Program Leads.
- The service provider shall furnish all equipment, labor, materials, transportation, and incidentals necessary to perform the Scope of Work.
- The service provider will submit invoices no more often than once per month. Invoices must include itemization of time.

QUALIFICATIONS

Minimum Required Qualifications

- Education or experience in natural resources and/or social sciences related to natural resource management.
- Strong verbal and written communication/interpretation skills.
- Experience working in a formal collaborative setting between federal agencies and partner groups.
- Experience with design of outreach and interpretive materials specific to project needs.
- Positive attitude and desire to join a friendly, collaborative working environment.
Preferred Qualifications

- Experience in managing projects and collaborating effectively with partners.
- Experience writing interpretive planning documents, and multi-media writing.
- Familiarity with cultural, historic, and recreational issues in North-Central Idaho preferred.

SUBMISSION CONTENT AND FORMAT REQUIREMENTS

To be considered, qualification materials must be submitted by **9:00 a.m. PDT on May 31, 2019** and must include the information listed below:

- Cover letter
- Summary of experience and qualifications and/or resume of the applicant
- 1 or more samples of content written by the applicant
- Completed RFQQ form (attached)

Please email qualification materials, and direct any questions regarding this RFQQ to:

Barbie Miller, Executive Director
Clearwater Resource Conservation and Development Council, Inc.
barbie@clearwaterrcd.org
(208) 883-4471

SELECTION PROCESS

The selection committee will review qualifications and quotes as submitted and reserves the right to reject any and all. The selection committee also reserves the right to request interviews with selected applicants. Applicants will be notified of their status within 3 weeks of the closing date.

TERMS

This solicitation does not commit the Clearwater RC&D Council, Inc. to pay any costs incurred by the applicant in the preparation or presentation of RFQQ materials, including any interview time and expense. All responses to this RFQQ become the property of the RC&D. The content of all submitted materials will be kept confidential until the selection of the successful applicants is publicly announced.
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The Clearwater RC&D Council reserves the right to reject any and all quotations.

SERVICE PROVIDER ____________________________________________________________

ADDRESS _________________________________________________________________

CITY, STATE, ZIP ____________________________________________________________

TELEPHONE ______________ FAX _____________ EMAIL _____________________________

HOURLY RATE FOR SERVICES TO BE PERFORMED ________________________________

SIGNATURE ___________________________ DATE __________________________
