



Request for Proposals #2017RFP-SE

Contract Support for ITRC's State Engagement Program

September 26, 2016

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Overview

The Interstate Technology and Regulatory Council (ITRC) is a public-private coalition working to reduce barriers to the use of innovative environmental technologies and approaches, so that compliance costs are reduced and clean up efficacy is maximized. ITRC produces documents and training that broaden and deepen technical knowledge and expedite quality regulatory decision-making, while protecting human health and the environment. With private and public sector members from all 50 states and the District of Columbia, ITRC truly provides a national perspective. More information on ITRC is available at www.itrcweb.org.

This Request for Proposals (RFP) is for multi-year contract Program Advisor support for ITRC's State Engagement Program (SEP). ITRC's State Engagement Program (SEP) began in 1998 to serve as ITRC's implementation arm within state environmental agencies (or their equivalent). The overall goal of the SEP is to work through state environmental agencies to foster good decision-making regarding the use of technically-sound, innovative environmental technologies and processes for better environmental protection. The core purpose of the SEP is to ensure that state environmental staff are aware of ITRC team membership, and that ITRC documents and training courses are available, understood, and used by state staff. The SEP is executed by a network of Points of Contact (POCs) who are representatives from state environmental agencies. States formalize their membership in ITRC by officially designating an ITRC POC. The POC network, along with the State Engagement Coordinator, who is a member of the ITRC Board of Advisors, and the Program Advisor comprise the State Engagement Program.

About ITRC, ERIS, and ECOS

ITRC is a program of the Environmental Research Institute of the States (ERIS). ERIS is a 501(c)(3) organization incorporated in the District of Columbia and managed by the Environmental Council of the States (ECOS). ECOS is the national, non-profit, non-partisan association representing the state and territorial environmental commissioners. Its mission is to service as a champion for states; to provide a clearinghouse of information for state environmental commissioners; to promote coordination in environmental management; and to articulate to Congress, federal agencies and the public state positions on environmental issues. ECOS will issue and administer contracts on behalf of ITRC.

Definitions

"Proposer" refers to the responder to the RFP and describes the person or organization seeking the contract. "Proposer" also refers to the person or organization providing the good or service in the proposal.

The words "must" and "shall" are used to designate a mandatory condition. Failure to address a mandatory condition shall result in disqualification of the proposal, and the proposal shall receive no further consideration.

The words "will", "should", or "would" are used to describe an advisory or permissible action, and do not represent a mandatory condition.

Administrative Information

This RFP is for a contract from the contract signing date (expected between November 18, 2016 and December 1, 2016) until December 31, 2019. The contract is renewable for work after December 31, 2019 for two additional years via an ERIS Change Order at the request of ERIS and dependent on the availability of funding and SEP work plan and goals. The maximum performance period is from the contract signing date until December 31, 2021.

There will be no pre-submittal conferences.

Proposers or key persons must not be subcontractors. Proposals shall not include the use of subcontractors.

One electronic copy of the proposal must be received by ITRC by 5 pm Eastern time, Monday, October 28, 2016. Late proposals will not be accepted or evaluated. Proposals must be emailed to: preyes@ecos.org. Receipt will be acknowledged by return email promptly after proposal receipt, but no later than 24 hours after receipt of proposal. Proposers must contact ITRC if proposer does not receive written (email) response from ITRC indicating proposal receipt. Problems with email submittal can be addressed at any time to Patricia Reyes, ITRC Director at office phone (202) 266-4933.

The proposal must be received as one file in Microsoft Word format or Portable Document Format (pdf). File size must be 5 MB or less.

Select proposers may be contacted to schedule a short phone interview between key person(s) and ITRC leadership at a mutually convenient time. Interviews would be scheduled during the week of November 14, 2016. Proposers should indicate in their proposal if their key person(s) are not available for an interview that week.

Selection will be completed by November 18, 2016, and a contract will be offered during the week of November 21, 2016. All Proposers will be notified by email of the result of the selection process no later than December 1, 2016.

All requests, questions, or other communications about this RFP must be made in writing and submitted by email to Patricia Reyes, ITRC Director, preyes@ecos.org. A response will be provided promptly and no later than 24 hours after receipt of inquiry. Communications made to

other ITRC or ECOS personnel or associates are not allowed or recognized and may disqualify the proposal. Inquiries and questions will be received and answered up to the proposal deadline.

By submitting a proposal in response to this RFP, Proposer waives any and all claims against ITRC, ERIS, and ECOS, including its officers, directors, employees, subcontractors, and agents, and assumes full responsibility for all damages, claims, losses, costs, and expenses which Proposer may incur arising from or relating to its proposal, including any errors or omissions in the proposal.

Proposer acknowledges that submission of a proposal in response to this RFP, does not create a contract between the Proposer and ITRC, ERIS, and/or ECOS.

Disadvantaged, women-owned, and minority-owned Proposers are encouraged to apply.

Any false or misleading statements found in the proposal will be grounds for disqualification or contract nullification, if awarded.

Proposal Requirements

Proposals that do not meet the following requirements (including page lengths where indicated) shall not be evaluated. Addendum in or to the proposal other than the requirements listed here shall not be considered during the evaluation, and their inclusion may disqualify the proposal from evaluation.

Cover Letter/Key Personnel

One-page cover letter on Proposer letterhead indicating the Proposer's acceptance of the terms of the RFP and commitment to the contract, if awarded. The names and contact information of up to two key persons who shall provide the services for the extent of the contract must be listed. Providing a second key person is optional, and owners of sole proprietor organizations are encouraged to apply as the key person. Proposers or key person(s) cannot be subcontractors.

Narrative

Four-page narrative outlining how the capabilities of the Proposer will allow ITRC's State Engagement Program (SEP) to achieve its mission with excellence. The narrative must address the items listed in the Required Tasks and Competencies section and must connect Proposer and key person(s) skills and experience back to the Required Tasks and Competencies. The narrative must show that the Proposer and key person(s) understand ITRC as an organization.

Resume(s)

Resumes (up to 2 pages in length) of key person(s) who shall provide the services for the extent of the contract (e.g. two pages total for one key person or four pages total for two key person(s)). Resumes should be customized to indicate how the experience and skills of the key person(s) will allow ITRC's State Engagement Program (SEP) to achieve its mission with excellence and should focus on the items listed in the Required Tasks and Competencies section.

Proposer Information

1. Full legal name of the company and corporate address
2. State of incorporation or headquarters

3. Is your firm subject to any litigation, judgment, debarment, or suspension that would prohibit it from fulfilling the terms of the contract?
4. Are you a disadvantaged, women-owned, or minority-owned firm?
5. Current number of people employed
6. The names, addresses, and telephone numbers of two references who are familiar with the work of the key person(s) and your business

Pricing Information – Yearly Basis

Price Statement

A 1-page price statement that includes the labor hourly rate for key personnel and anyone else proposed for the project for each of three years starting January 1, 2017 through December 31, 2019. The time requirement for contract support for the SEP is approximately 800 hours over the course of each year, and the hours will vary from week to week. The time requirements and SEP information are provided for example only; project content, scope, and schedule may change as the SEP plans its work each year. Additional information on yearly time requirements is detailed in the Required Tasks and Competencies section.

The price proposed for the work for each calendar year shall include all labor, materials, overhead, and travel costs for the Proposer's key person(s) indicated for the work. ITRC will provide the following items, which should not be included in the proposed price:

- ITRC provides website and general outreach and marketing support
- ITRC provides meeting facilities, and catering required,
- ITRC provides State Engagement conference call services, printing of in-person meeting materials and other such items directly related to the SEP

Yearly meeting attendance (1-2 days plus travel time) is described in the Required Tasks and Competencies section and includes the ITRC Annual Meeting. Note that for the 2017 contract period, attendance at only the 2017 Annual Meeting, March 27-30, 2017 in New Orleans, LA is required. The proposal should be for contract support for three calendar years and should include travel costs and attendance at all meetings.

Required Tasks and Competencies

The objective of this procurement is to obtain project and personnel management services to support ITRC's State Engagement Program (SEP).

- A. Proposer must provide support for the State Engagement Coordinator (SEC) and ITRC leadership, such as SEP administrative, communications, and planning support, as well as assisting ITRC leadership with achieving ITRC buy-in at multiple levels of state environmental agency management. Specific required tasks are:
 - Maintain an active POC network with a goal of having active POCs from all US states and appropriate territories; Includes communications to retain POCs during ITRC's annual membership process (membership process facilitated by ITRC), transition support for POCs, activation of inactive POCs, and recruitment of POCs from non-member states. Typically, each year, 8-12 new POCs transition into the POC role in states that are already ITRC members.

- Help identify organizational issues and SEP procedural issues that may impact the work of the POCs; Includes evaluation of current procedures (e.g. mechanism for gathering state environmental priorities), recommendations for changes, and communication to SEC and ITRC leadership.
 - Assist with development of success story material for presentations and compilation of state-by-state information relevant for communications with state environmental agency leaders, and provide communications material for outreach to mid-level and senior state agency staff.
 - Assist the SEC, POCs and ITRC Leadership in periodic evaluation of the SEP plan, its vision and mission, and goals evaluations.
 - Track, and provide upon request, quarterly information of State Engagement activities, schedule changes, and the impacts of those changes to the SEC and ITRC leadership; Includes reporting out on SEP performance metrics as requested (see Appendix A for examples of metrics).
- B. Proposer must provide support for ITRC state POCs to ensure that POCs complete SEP work tasks on schedule and with excellence (see Appendix A for POC work tasks). Specific required tasks for Proposer are:
- Design and facilitate one to two day POC meetings at the ITRC Annual Meeting (ITRC meeting organization, venue arrangements, and state POC travel costs are the responsibility of ITRC); Proposer should facilitate integration of POCs into the full ITRC meeting as directed by the SEC (e.g. Technical Sessions given by ITRC Technical Teams); Proposer shall attend portions of the ITRC Annual Meeting that are relevant to the SEP (1-2 days).
 - Develop agendas, coordinate, and document monthly POC calls including interface with the SEC, ITRC leadership, and ITRC Technical Teams. Calls should include identification of upcoming SEP work tasks and sharing of successes and progress.
 - Provide updates to the State Action Plan Checklist as directed by the SEC to assist POCs with prioritizing task completions.
 - Provide regular communications (e.g., monthly e-mail announcements) to POCs to provide ITRC and SEP information, as well as for planning SEP work tasks.
 - Facilitate and assist POCs with developing and implementing a plan for completing yearly SEP work tasks; Includes coaching/mentoring and providing POCs with project management tools and training on project management tools to help manage their workload; Software and other tools will be provided by ITRC.
 - Facilitate integration of POC activities within the larger ITRC organization; Includes coordination of SEP work tasks with ITRC Technical Team product development schedules (by reviewing monthly ITRC Technical Team project work plans) to ensure timely state reviews and a balanced workload for POCs; Includes working with ITRC Technical Team Leaders, POCs, and ITRC communications/web support.
 - Assist POCs with contributing to new ITRC project proposals (e.g. for new Technical Teams).
 - Develop and coordinate a state survey for POCs to submit state environmental priorities and compile, analyze, and report out on results to the SEC and ITRC leadership.

- Provide annual project proposals to POCs to provide input and ranking pursuant to state interests and compile, analyze, and report out on results to the SEC and ITRC leadership.
- Facilitate regional network forums to address regional environmental issues.
- Manage and maintain the SEP webpage on the ITRC website (ITRC website maintained by ITRC), including organization of files in SEP's "file cabinet" and "landing page" (no web design or writing of code is required).

C. Required competencies

- Proposer must have skills, competencies, and experience related to the Required Tasks and Competencies
- Proposer must have experience in managing teams of people.
- Proposer must have familiarity with environmental regulatory issues.
- Proposer must show project management experience, including budgeting, planning, tracking, and updating project status.
- Proposer must show ability to plan, convene and facilitate meetings (meeting facilities are procured through ITRC, but the Proposer is expected to plan, attend, and facilitate the SEP portion of the meeting).
- Proposer must show ability to write reports and develop presentations.
- Proposer must provide its own work facilities and materials. ITRC will not provide workspace or supplies for Proposers.
- Proposer must be proficient in computer software such as Microsoft Office, Adobe, survey tools (e.g. Survey Monkey), and web conferencing applications (e.g. Adobe Connect).
- Proposer should be accessible during normal working hours and be responsive to telephone and e-mail messages.

Evaluation Criteria

ECOS/ITRC reserves the right to award the contract at its sole discretion and based on any factors it chooses to consider. Proposers (and their key person(s) proposed) will be evaluated on how likely they are to complete the Required Tasks and Competencies on schedule and with excellence, as well as on proposed hourly rate. Select proposers may be contacted to schedule a short phone interview between key person(s) and ITRC leadership at a mutually convenient time. Competitiveness of price will be considered, but low cost is not essential to be awarded the contract. Proposals and other information on Proposers will be shared with ECOS staff and ITRC Board of Advisors members only.

Appendix A: Background Information on ITRC State Engagement Program

ITRC State Engagement Program

ITRC's State Engagement Program (SEP) began in 1998 to serve as ITRC's implementation arm within state environmental agencies. The overall goal of the SEP is to work through state environmental agencies to foster good decision-making regarding the use of technically-sound, innovative environmental technologies and processes for better environmental protection. The core purpose of the SEP is to ensure that state environmental staffs are aware of ITRC teams, documents and available training courses, and such gets used by staff at state environmental agencies. It is recommended proposers view the SEP webpage for further background information, www.itrcweb.org/Team/Public?teamID=50.

The SEP is executed by a network of Points of Contact (POCs) who are representatives from state environmental agencies (or equivalent). The ITRC POCs form a national network of state environmental professionals, whose collective expertise, resources and influence exceed that which is available within any single state agency. POCs are an integral part of ITRC as they serve as ambassadors for ITRC in their environmental agency (or equivalent) and the broader environmental community in their states. POCs lead their state's participation in ITRC and ensure a two-way communication between their state and ITRC.

ITRC state Points of Contact (POC) Work Tasks

- Establish a network within their state environmental agency or equivalent to promote ITRC resources and increase response to ITRC information requests.
- Raise awareness about ITRC resources within states; identify and communicate ways to showcase ITRC products and resources within their states.
- Identify experts within state environmental agencies who can review ITRC documents, respond to ITRC surveys, and participate in ITRC training dry runs; coordinate state ITRC document reviews, survey responses, and training dry run participation.
- Lead efforts to integrate ITRC documents and training into state environmental agency planning, decision-making, and in guidance at multiple levels with agency.
- Attend POC-relevant portions of ITRC major meetings (ITRC Annual Meeting).
- Lead or contribute to the development of new ITRC project proposals.
- Evaluate level of state interest and recruit participants for potential new ITRC projects.
- Lead the identification of and communicate state environmental priorities to ITRC.
- Respond to ITRC member information requests; facilitate networking requests pertaining to evaluation of solutions to an environmental concern.
- Distribute ITRC documents and promote state attendance at ITRC training courses.
- Generate and report out on success stories.

The SEP program performance metrics are available under the State Engagement Program Plan, available at

www.itrcweb.org/Documents/StateEng_private/ITRC_State_Engagement_Program_Plan_July%202012.pdf