

Request for Proposal - Support Services for

Strait Ecosystem Recovery Network, Local Integrating Organization

Project Introduction

The Common Goal of the Strait Ecosystem Recovery Network is to *recover and sustain the ecological health of the Strait of Juan de Fuca and North Olympic Peninsula using an Ecosystem-Based Management approach, while connecting with and enhancing our socio-economic wellbeing.*

The Jamestown S’Klallam Tribe is the fiscal agent for the 2011 Local Integrating Organization Work Plan. The Tribe seeks a qualified contractor who will be assigned the work described below.

Project Scope of Work

The Scope of Work will include:

1. Organize, Facilitate and Administer the Strait ERN
2. Maintain the Strait ERN
3. Update Local Action Agenda Strategies and Actions
4. Identify and Implement local priorities
5. Performance Management and Fiscal Administration
6. Investigate feasibility of forming a Non-Governmental Organization to support the Strait ERN

Project Schedule

This project will begin on approximately December 1, 2011 and finish by June 30, 2012.

Contract Terms and Conditions

The successful proposal will be invited to enter into a contract with the Jamestown S’Klallam Tribe to complete the scope of work as described above.

Proposal Evaluation Factors

Each proposal will be evaluated on the following criteria:

Key personnel experience and references

Firm experience/performance on similar projects

Ability to meet schedule

Past performance

2011 Local Integrating Organization Grant Work Plan

The Common Goal of the Strait Ecosystem Recovery Network is to *recover and sustain the ecological health of the Strait of Juan de Fuca and North Olympic Peninsula using an Ecosystem-Based Management approach, while connecting with and enhancing our socio-economic wellbeing.*

The purpose of the Strait Ecosystem Recovery Network (ERN) work plan is to outline the tasks and work products (deliverables) associated with 2011 Local Integrating Organization (“LIO”) funding allocated by Environmental Protection Agency (EPA) and distributed by the Puget Sound Partnership (PSP). The work plan also identifies assumptions associated with the work plan.

This work plan details the work that will be done by the fiscal agent under this grant. This grant is intended to enable the Jamestown S’Klallam tribe and the Strait Ecosystem Recovery Network to build the local capacity necessary to identify focal areas, strategies, and priorities in ecosystem recovery; articulate those and other elements in the 2011 Action Agenda update and an organizational work plan; report bi-annually on its performance; and facilitate coordination of both decision-making and staff-level working groups. This capacity support – focused on enhancing local efforts – will in turn strengthen the regional process and effort for implementation of the Action Agenda.

Assumptions/Expectations

- Strait ERN work plan contemplates work to be completed by June 30, 2012 and represents the 2011 LIO funding agreement between the Jamestown S’Klallam Tribe, serving as fiscal agent (“Fiscal Agent”) for the Strait ERN, and the Puget Sound Partnership.
- Strait ERN meetings and agendas reflect local policy direction and priorities and follow Strait ERN processes and protocols as identified in the Proposal to the Leadership Council and amended, as necessary, with approval of the Strait ERN.
- Strait ERN LIO Coordinator works at the direction of the Strait ERN
- The Steering Group will report concerns with LIO Coordinator performance or the fulfillment of this work plan to the Jamestown S’Klallam Tribe or to the Puget Sound Partnership, depending on the nature of the concern.
- Deliverables in this contract are the responsibility of the Fiscal Agent

Task 1 Organize, Facilitate and Administer the Strait ERN

The Strait ERN is responsible for organizing and supporting a committee of representative action agenda implementation interests.

- Task 1.01 Arrange meetings
- Task 1.02 Work with the Strait Steering Group to develop meeting agendas
- Task 1.03 Facilitate meetings and support facilitation by chairs of the Strait ERN
- Task 1.04 Perform staff assignments
- Task 1.05 Develop and distribute summary minutes and other materials to the committees and others as directed by the committees
- Task 1.06 Submit Strait ERN composition and affiliation to Puget Sound Partnership

Estimated Level of Effort and Budget:

~19% of Coordinator’s time

~19% of budget (\$14,260), including salary, benefits (which incorporate contractor expenses: travel, supplies, etc.)

Estimated completion date: On-going

Task 2 - Maintain the Strait ERN

The Strait ERN shall maintain sufficient administration, facilitation and coordination capacity to support the on-going goals and objectives of the Strait ERN. This task focuses on retaining the consistent two-way communication that sustains working relationships in the Strait ERN.

Note: Regional meetings are not the sole forum for LIOs to receive relevant regional information. Puget Sound Partnership staff assigned to the Strait Action Area are presumed responsible for providing the Strait ERN with regional information relevant to LIOs.

- Task 2.01 Maintain a local point of contact for the Strait ERN
- Task 2.02 Represent the Strait ERN in appropriate action agenda settings and the management conference as directed by the Steering Group.
- Task 2.03 Serve as an agent for arranging, coordinating and reporting with local participants.

Estimated Level of Effort and Budget:

~16% of Coordinator's time

~16% of budget (\$12,008), including salary and benefits (which incorporate contractor expenses: travel, supplies, etc.)

Estimated completion date: Ongoing

Task 3 - Update Local Action Agenda Strategies and Actions

The LIO Coordinator, working with membership of the Strait ERN, will update and refine their local Action Agenda strategies and actions. This update will be conducted based on guidelines developed by the Puget Sound Partnership. The fiscal agent will also work with their local communities and the Partnership to update their work in accordance with the regional action agenda strategies. Much of the work to complete the 2011/2012 Action Agenda update has been accomplished in the Strait ERN, with help from the Puget Sound Partnership Ecosystem Recovery Coordinator. Therefore, this strategy should require relatively little time commitment from the LIO Coordinator.

- Task 3.01 Work with committee(s) of representative interests, and supporting committee(s) to refine and update action agenda strategies and actions for the 2011 Action Agenda update process. This includes vetting and input into Ecosystem Recovery Targets, and revised/refined Action Agenda strategies and priorities
- Task 3.02 Update the local strategy as projects are implemented
- Task 3.03 Provide to the Partnership an electronic version of the most current Action Agenda strategy revisions.

Estimated Level of Effort and Budget:

~10% of Coordinator's time

~10% of Budget (\$7,502), including salary and benefits (which incorporate contractor expenses: travel, supplies, etc.)

Estimated completion date: January 31, 2012

Task 4 - Identify and implement local priorities

The Strait ERN serves an important role in assisting with implementation of local priorities. Local integrating organizations may select from the following options to tailor their work plan for the coming year. The following are categories of work that would be covered under these grants. These items will be negotiated with LIOs on a case-by-case basis with the Puget Sound Partnership. Work will be based upon locally identified and vetted priorities as described in the above grant sections.

The Strait ERN will utilize two approaches to implement Priority Action Area Strategies within the 2011-2013 Biennium these are summarize bellow:

- A. Collective Implementation Approach – The Strait ERN membership will focus their work on a subset of the Priority Action Area Strategies that would best benefit from their collective support and advocacy of the entire membership to advance implementation of those Strategies within the Strait Action Area
- B. Collaborative Implementation Approach – Continuing and expanding on the highly successful approach that was used to respond to the 2009 EPA funding opportunity, the Strait ERN will form appropriate Task Force groups from the membership to work collaboratively when seeking funding to accomplish Priority Action Area Strategies.

- Task 4.01 Action Agenda “project” development and technical assistance
Deliverable: If necessary and to be determined. Projects should reflect local Action Agenda priorities.
- Task 4.02 Implementation coordination
- Convene Business Meetings to convey the status of the work being conducted on various Strategies by members, and then identify, through consensus decision-making, opportunities to assist or collaborate on accomplishing specific Actions
 - Support the Jefferson Work Group in periodic meetings with the Hood Canal Coordinating Council
 - Obtain feedback on implementation strategy from stakeholders and community members
 - Submit copies of letters of support or concern approved by the Strait ERN to the Puget Sound Partnership
- Task 4.03 Funding Coordination
- Convene meetings of the funding task force groups
 - Support development of collaborative grant proposals
 - Collaborate with the Puget Sound Partnership Ecosystem Recovery Coordinator to identify future funding opportunities
- Task 4.04 Education and Outreach
Deliverable: If necessary and to be determined. Education and Outreach should reflect local Action Agenda priorities.

Estimated Level of Effort and Budget:

~40% of Coordinator’s time

~40% of Budget (\$30,008), including salary and benefits (which incorporate contractor expenses: travel, supplies, etc.)

Estimated completion date: no later than June 30, 2012

Task 5 - Performance Management and Fiscal Administration

The LIO Coordinator shall report on the above deliverables through a bi-annual progress report and by annual reporting into the Financial Ecosystem Assessment Tracking system (FEATs). It is assumed that, in order to reduce overhead costs, all duties outlined in Task 5 can be carried out by the LIO Coordinator through a contract agreement with Jamestown S'Klallam Tribe.

- Task 5.01 Send bi-annual Progress Reports along with Billing Summary and proof of expenditure for these activities to the Partnership.
- Task 5.02 Distribute Progress Report to committee(s) at least bi-annually
- Task 5.03 Semi-annual report submitted to FEATS system
- Task 5.04 Collect and submit invoices consistent with the provisions of the Puget Sound Partnership agreement
- Task 5.05 Receive and disburse payments per the agreement, following state purchasing and procurement guidelines
- Task 5.06 Retain records demonstrating disbursement accountability
- Task 5.07 Collect and submit deliverables on behalf of the local organization to the Partnership per the agreement

Estimated Level of Effort and Budget:

~10% of Coordinator's time

~10% of Budget (\$7,502), including salary and benefits (which incorporate contractor expenses: travel, supplies, etc.)

Estimated completion date: no later than June 30, 2012

Task 6 - Investigate feasibility of forming a Non-Governmental Organization to support the Strait ERN

The Strait ERN expressed interest in the potential formation of a Non-Governmental Organization (NGO) to serve as a neutral fiscal agent to support the work of the Strait ERN and decided to make a feasibility analysis of NGO formation a deliverable of this grant. The LIO Coordinator would be responsible for performing this task.

- Task 6.01 Conduct a feasibility analysis for the formation of an NGO to serve as a fiscal agent and support structure for the Strait ERN. Submit the results of the analysis to the Strait ERN for consideration.
- Task 6.02 Provide a copy of the feasibility study and a record of related decisions to the Puget Sound Partnership.

Estimated Level of Effort and Budget:

~5% of Coordinator's time

~5% of Budget (\$3,720), including salary and benefits (which incorporate contractor expenses: travel, supplies, etc.)

Estimated completion date: no later than June 30, 2012