

Request for Proposals: Facilitation Services for Meetings of the Chesapeake Conservation Partnership (CCP) and the Community for Innovation and Action under the US Fish and Wildlife Service's Chesapeake Watershed Investments for Landscape Defense Program (C-WILD)

1. Background:

The CCP is a large landscape collaborative established fifteen (15) years ago to promote the permanent conservation of a variety of valuable lands throughout the Chesapeake Bay Watershed. The Partnership has 87 members representing many federal land management and other agencies, state natural resource agencies, land trusts, and other nonprofits. The CCP is associated with the EPA Chesapeake Bay Program and serves as the landscape collaborative for the US Fish and Wildlife Service's "Chesapeake Watershed Investments for Landscape Defense Program (C-WILD)".

The Partnership is co-convened by the nonprofit Chesapeake Conservancy, the National Park Service Chesapeake Office, and the US Fish and Wildlife Service. The Partnership is led by a Steering Committee of senior managers of federal and state agencies, land trusts, and other nonprofit organizations. There are 21 members of the Steering Committee.

The CCP Steering Committee established a standing committee, the Community for Innovation and Action (CIA) to advise the Partnership's Steering Committee and the Fish and Wildlife Service in implementing and managing the various programs, activities, and directives authorized under the C-WILD statute.

The membership of the CIA includes Steering Committee members, state government wildlife managers, tribal representatives, managers of nonprofit organizations working with underserved communities, and other managers of nonprofits working to protect various wildlife species. There are 29 CIA members.

2. Requested Services:

The Chesapeake Conservancy, on behalf of the Chesapeake Conservation Partnership, its Steering Committee, and the Steering Committee's standing committee, the Community for Innovation and Action (CIA), seeks to retain the facilitation services of a qualified facilitator to participate in the development of meeting agendas, to facilitate meetings of the Steering Committee and the Community for Innovation and Action under C-WILD program, and to summarize meeting results. The company is required to submit documentation of its knowledge, expertise, and experience in the facilitation of meetings of organizations comparable in size to the Steering Committee and the CIA. Further, the company needs to submit information of its demonstrable experience in the facilitation of meetings of organizations dedicated to land conservation, environmental restoration, and species habitat protection and restoration.

3. Scope of Work:

a. Steering Committee: The facilitator will participate with staff in the development of agendas, the facilitation of three (3) meetings per year, and drafting a summary of the outcomes of each meeting. Each meeting is normally

conducted from 10:00 am to 3:00 pm at meeting locations in PA, MD, and VA.

This RFP expects that the three Steering Committees will average a total of eighteen (18) hours of agenda development.

b.CCP Annual Meeting: The facilitator will participate with staff in developing the agenda, facilitating, and summarizing the results of the CCP's one and a half day, in-person annual meeting. The meeting is normally held at the US Fish and Wildlife Service's National Conservation Training Center in Shepherdstown, WVA. This RFP expects that the agenda development for the Annual Meeting will be eight (8) hours.

c. C-WILD Community for Innovation and Action: The facilitator will participate with staff in developing agendas and in facilitating the four (4) quarterly meetings of the CIA. Each meeting is virtual and is held for two (2) hours. However, one of the quarterly meetings may be a one and a half day in person meeting and would likely be held at the National Conservation and Training Center in Shepherdstown, WV. This RFP expects that the two hour, four (4) quarterly meetings will on average a total of twelve (12) hours for agenda development. If the one and one half day in-person meeting is conducted, this RFP expects a total of eight (8) hours of agenda development.

d.Other Meetings and Tasks: The facilitator may not undertake any other work unless specifically authorized in writing by the contract manager listed in Section 9 below. The facilitator and the manager may agree in writing to substitute any of the meetings described in Section 3 subsections a,b,and c above for a different meeting if the hours and expenses are comparable.

4. Fixed Price Contract: This will be a fixed price contract including expenses for a duration of twelve months. The submitted proposal should include a detailed estimate of costs to include an hourly rate, all meetings, agenda development planning, as well as travel related costs to and from the meeting venues, and all other related meeting expenses.

5. Responsibility of Facilitator: The facilitator will be required to track hours worked and expenses incurred on a monthly basis and report them monthly to the manager listed in Section 9 below. The facilitator will be responsible for ensuring that the work in the scope does not exceed the fixed price listed in the final contract .

6. Term of the Contract: The term of the contract will be from the date of execution and the twelve months thereafter. The contract may be renewed for successive twelve month periods upon the written consent of the facilitator and the Conservancy.

7. Cancellation of RFP and Contract at the Discretion of the Conservancy: This RFP may be canceled in whole or in part, and any proposals may be rejected in whole or in part at the sole discretion of the Conservancy. In addition, the Conservancy has the right to cancel the contract upon 30 days notice to the company at its sole discretion. In the event the contract is canceled, the Conservancy will reimburse the company for any work and expenses incurred and not paid as of the date of the notice of cancellation.

8. Monthly Invoices: The company will submit invoices on a monthly basis, and the Conservancy will execute payment of complete invoices within 30 days.

9. Proposal Submissions: Proposals will be submitted by email to Ben Alexandro, CCP Deputy Program Manager at balexandro@chesapeakeconservation.org. **Proposals will be accepted until 5:00 PM on Tuesday, June 13 , 2023.**

10. Expenses: The Chesapeake Conservancy will not be responsible for any direct or indirect expenses a facilitator may incur in preparing and submitting a proposal, participating in any evaluation process, executing a contract, or in any other expense incurred during the solicitation process.