



## Request for Proposals:

### *Envision the Choptank Network Coordination Services*

#### **ORGANIZATIONAL INFORMATION:**

Name: Chesapeake Bay foundation, Inc.  
Address: 6 Herndon Avenue  
Annapolis, MD 21403  
Contact: Alan Girard

**ISSUE DATE: Friday, December 3, 2021**

**SUMMARY OF NEED:** Network coordination services are sought to facilitate work of the Envision the Choptank collaborative on Delmarva. Responsibilities include supporting Envision's Steering Committee and workgroups, conducting background research and synthesizing information to inform decision-making, and facilitating development and implementation of coordinated strategies that achieve the objectives in the network's Common Agenda.

#### **THE PROJECT:**

The Chesapeake Bay Foundation (CBF) is a partner in Envision the Choptank, a network of over 40 nonprofits, government agencies, scientists, and community groups that work together to restore swimmable, fishable waters to the Choptank River and support healthy and productive native oyster reefs. In operation since 2015, the collaborative pairs local knowledge and values with the latest science and technology to target work in places where it will be the most effective and long-lasting for improving Choptank River water quality, wildlife habitat, and community well-being.

Envision the Choptank believes that people and organizations are most effective when they work together, contributing their unique strengths to shared projects. The network follows a collective impact framework with a dedicated steering committee, workgroups, backbone support team, and continuous communication. A community-based Common Agenda blends priorities of a diverse range of stakeholders living and working within the Choptank River watershed.

With funding from the Chesapeake Bay Trust's Regional Capacity Building Initiative (RCBI), CBF is supporting Envision's efforts to scale-up and tackle the most pressing issues facing the collaborative, the environment, and local communities. The network coordination services for which proposals are requested include facilitating the collaborative's Steering Committee and workgroups (including communicating with and between groups, facilitating and organizing meetings, and developing the annual All

Partner meeting); providing strategic planning for the partnership; working with partners to advance coordinated strategies; assisting with grant writing and management; coordinating the development of collaborative grant proposals; and conducting background research and synthesizing information to inform decision-making and action.

Successful candidates will enable the partnership to develop barrier-busting strategies to address the complex issues of climate change, advancing large-scale restoration projects, and agriculture BMP implementation; and assist the Working with Local Governments and Engaging Disenfranchised Communities workgroups with executing strategic work plans and projects. The contractor hired will participate in the assessments, trainings, and technical assistance offered through the RCBI funding program.

### **SCOPE OF WORK:**

Network coordination services are sought for a one-year term, with potential to extend to five years, pending funding availability and approval from CBF.

Responsibilities include:

1. Facilitate the collaborative's Steering Committee, which meets approximately 8 times per year. Enable the Steering Committee to set and maintain the direction of the collaborative. Support the Committee's major decisions, including those related to the group's mission, objectives, strategy, tactics, and resources.
2. Facilitate the collaborative's Working with Local Governments workgroup, which meets approximately 4 times per year. Leverage existing and new resources to provide technical assistance to counties and towns for environmental restoration and strengthen local planning efforts by integrating natural resource conservation/restoration and climate resilience across the spectrum of local government activities.
3. Facilitate the collaborative's Engaging Disenfranchised Communities workgroup, which meets approximately 4 times per year. Steward pilot projects that increase understanding of community needs and identify opportunities to meet those needs. Engage in restoration efforts, where appropriate, and facilitate local planning to ensure community perspectives, needs, and interests are incorporated into decision-making.
4. Facilitate the collaborative's backbone team, which meets approximately 12 times per year, to help provide continuity across the Steering Committee, workgroups, and partner and community initiatives.
5. Provide strategic planning services and advance coordinated strategies. Update the collaborative's Common Agenda based on stakeholder and partner input.
6. Conduct background research and synthesize information to inform decision-making. Use a consensus model to facilitate major decisions of the Steering Committee and workgroups.

7. Coordinate the annual All-Partner meeting to share progress on projects and activities, update the public, and grow community interest.
8. Build and strengthen the network by involving new individuals and groups, increasing the diversity of participants, and exploring opportunities for others to meaningfully engage in the collaborative's mission.
9. Take actions that prepare the collaborative to be sustained over time. Diversify and increase funding sources that grow the network's resiliency.
10. Facilitate procurement of resources needed to achieve strategic goals. Proactively seek funding opportunities, coordinate the development of collaborative grant proposals, and assist with grant writing and management.
11. Participate in trainings and technical assistance to facilitate delivery of innovative approaches to structuring and funding collaborative work.
12. Lead exploration of barrier-busting approaches to complex conservation and restoration challenges, including how to accelerate large-scale restoration projects at a cost-effective scale; continue to increase private landowner/farmer implementation of agricultural best management practices; and mitigate the impacts of climate change.
13. Write, produce, and distribute a quarterly electronic newsletter.
14. Respond to emerging opportunities and needs as directed by the Steering Committee.

### **THE SCHEDULE:**

We request that your proposal be delivered electronically to CBF staff member Alan Girard no later than 5:00pm on Monday, January 3<sup>rd</sup>.

It is the intent of CBF to make a selection as quickly as possible. We will notify you once a decision for award of bid is made.

The schedule requires that the selected entity complete the project on or about January 31, 2023. The final project completion date will be assigned when an award is made.

### **MINIMUM REQUIREMENTS:**

At a minimum, you must be able to provide the following:

- Experience coordinating or facilitating collaborative networks
- Familiarity with local, state, and federal environmental policies and procedures
- Knowledge of Chesapeake Bay restoration issues and solutions
- Experience with agriculture, local government, and underserved communities

- Understanding of Delmarva's history and culture
- Strong strategic and work plan development and management skills
- Success in fundraising including grant procurement and administration
- Experience working effectively with diverse individuals and groups
- High quality communication skills
- Effective planning and organizing methods
- Ability to balance competing priorities
- Flexibility, openness, and a personable disposition
- Familiarity with the collective impact model of community action

### **INTERVIEWS:**

Interviews with candidates may be scheduled to facilitate decision-making of the proposal review team.

### **MINORITY PARTICIPATION:**

CBF actively encourages proposals from Small, Women and Minority Owned (SWAM) Businesses. Please note if you are a Small, Women or Minority Owned Business and if you are certified by the State/Commonwealth/DC.

### **FOR FURTHER INFORMATION OR QUESTIONS:**

Alan Girard, Eastern Shore Director  
410-543-1999  
[agirard@cbf.org](mailto:agirard@cbf.org)

### **BID RESPONSE FORM:**

Please complete the following information for your response:

1. The name and full contact information of your company and, if applicable, any other entity comprising your team. Attach resumes of individuals involved.
2. List and describe three projects completed within the previous five years that are relevant to this project. If the relevance is not immediately obvious, please briefly describe the relationship as you see it. Feel free to include any reports, communications, or other collaterals that exemplify the quality or content of past projects.
3. List three client references and their contact information for whom you or your team members have completed work similar to that described in this RFP.

4. Include basic information and history about the business entity, financial information, technical capability, and any other information you feel is important for us to know.

5. Fee Proposal. Detail to the greatest extent possible the cost for service, hourly rates (if applicable), typical direct out of pocket costs such as travel reimbursement, copies, mailings etc., and any other anticipated expenses that you foresee.

6. Additional information, such as you/your team members' relevant experiences, training, and/or academic background(s) that may make you uniquely qualified for this position.

A successful applicant may need to provide proof of insurance based on the services or product provided.

The undersigned certifies that the information submitted above is true and accurate. The undersigned certifies that the person, firm, association, co-partnership or corporation herein named, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a proposal to the Chesapeake Bay Foundation for consideration in the award of a contract.

The undersigned further certifies that the firm, association, or corporation or any person in a controlling capacity associated therewith or any position involving the administration of federal funds; is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred voluntarily excluded, or determined ineligible by any federal agency within the past three years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against said person, firm, association, or corporation by a court of competent jurisdiction on any manner involving fraud or official misconduct within the last three years.

I further acknowledge that by signing this page of the proposal, I am deemed to have agreed to the provisions of the affidavit.

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(Name of Firm)

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(Authorized Signature)

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(Title)

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(Please print Name)

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(Date)