



Intertribal Timber Council

Request for Qualifications & Quote: Wildland Fire Technical Specialist

SECTION 1: GENERAL INFORMATION

1.01 Description/Functions

The Intertribal Timber Council (ITC) is seeking an individual to serve as their Wildland Fire Technical Specialist. This position:

- Reviews and provides perspectives of the ITC to tribal, federal, state, private and other organizations regarding wildland fire issues of interest to ITC member Tribes.
- Participates in various wildland fire forums as determined by the ITC Executive Board, such as the Wildland Fire Leadership Council (WFLC –Technical Specialist advisor to ITC WFLC representative), a WFLC technical advisory group, and other forums that engage tribal participation
- Provides information about wildland fire management issues, in a usable form, to the ITC Executive Board and member Tribes in periodic board reports, email correspondence, newsletters, telephone calls, memos, etc. Provides information about ITC activities and items of interest to ITC member Tribes, the general public, news media organizations, other tribal governments, federal, state and local governments, educational institutions, and business and business organizations with an interest in wildland fire management matters.
- Makes presentations about ITC mission/viewpoint at various meetings and workshops.
- Coordinates with the Bureau of Indian Affairs (BIA) Branch Chief of Wildland Fire Management on fire program issues as they impact Tribes.

1.02 Introduction

The ITC is a 501(c)(3) nonprofit organization of forested and woodland Tribes and Alaskan Native Corporations. The administrative headquarters are located in Portland, Oregon at 1112 NE 21st Avenue, Suite 4.

1.03 Purpose of RFQQ

The purpose of this RFQQ is to solicit proposals from individuals to provide oversight and monitoring of wildland fire policies and issues that impact Indian country on behalf of the ITC. The instructions on proposal preparation, required documents, eligibility requirements and evaluation criteria are provided herein.

1.04 General Scope of Work

Provide oversight of the federal wildland fire management program to advise the ITC of pending issues that affect Tribes/BIA and management of Tribe/agency programs.

1.05 Response Format

Proposals should be prepared simply, providing a straightforward, concise delineation of the approach and capabilities necessary to satisfy the requirements of the RFQQ. Emphasis in the proposals should be on completeness, clarity of content and adherence to the presentation structure required by this RFQQ. Proposals must be submitted in the format specified below. Applicants that deviate from this format may be deemed non-responsive.

1.06 Completeness of Proposal

Incomplete proposals will not be considered.

1.07 Proposal Response Date and Location

Proposals must be submitted to the ITC Program Manager no later than 3:30 pm PST Thursday, August 31, 2017. The email delivery address is Laura Alvidrez at intertribaltimbercouncil@gmail.com. All proposals and accompanying documentation will become the property of the Intertribal Timber Council and will not be returned.

1.08 Consultant Cost to Develop Proposals

Costs for developing proposals in response to the RFQQ are entirely the obligation of the Applicant and shall not be chargeable in any manner to the ITC.

1.09 Governing Law

This agreement and the performance hereunder and all suits and special proceedings hereunder, regardless of the venue for such suits and special proceedings, shall be construed in accordance with and pursuant to federal law.

SECTION 2: TERMS AND CONDITIONS

2.01 Questions Regarding the RFQQ

Questions regarding the RFQQ document must be made electronically and submitted to Laura Alvidrez, the ITC Program Manager, by e-mail intertribaltimbercouncil@gmail.com. Unauthorized contact with other ITC employees and contractors regarding this RFQQ may result in disqualification. All oral communications will be considered unofficial and non-binding on the ITC. Allow seven (7) days for processing electronically submitted questions. All questions must be submitted no later than 10 days from the RFQQ Closing Date.

2.02 RFQQ Amendments

The ITC reserves the right to request any Applicant to clarify its proposal or to supply any additional material deemed necessary to assist in the evaluation of the proposal.

The ITC reserves the right to change the RFQQ schedule or issue amendments to the RFQQ at any time. The ITC also reserves the right to cancel or reissue the RFQQ. All such addenda must be acknowledged and will become part of the RFQQ.

2.03 Withdrawal of Proposal

Provided notification is received in writing, proposals may be withdrawn at any time prior to the proposal response due date and time specified. Proposals cannot be changed or withdrawn after the time designated for receipt.

2.04 Rejection of Proposal

The ITC reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the ITC.

2.05 Proposal Validity Period

Submission of a proposal will signify the Applicant proposal and the content thereof are valid for 60 days following the proposal response deadline unless otherwise agreed to in writing by both parties. The proposal will become part of the Contract/Employment Agreement negotiated between the ITC and the successful applicant.

2.06 Proposal Signatures

Applicant must sign their cover letter and include contact information on their resume. Unsigned proposals will not be considered.

2.07 Insurance Requirements

Applicant will obtain and maintain insurance policies that provide adequate coverage for all risks normally insured by a person carrying on a similar business in a similar location, and for any other risks to which applicant is normally exposed.

2.08 Ownership of Documents

Any reports, studies, conclusions, specifications and summaries prepared by the applicant shall become the property of the ITC.

2.09 Confidentiality of Information

All information and data furnished to the Applicant by the ITC and all other documents to which the applicant has access during the term of the Contract /Employment, shall be treated as confidential to the ITC. Any oral or written disclosure to unauthorized individuals is prohibited.

2.10 Hold Harmless

The applicant shall be required to provide proof that all principal participants have jointly agreed to indemnify the ITC as follows:

Applicant shall defend, indemnify and hold harmless the ITC, acting through its agents, representatives, and employees, from and against any and all claims and suits, liability, damages, losses or expenses, including attorney fees and costs, to the extent that they arise out of or are in any way connected with any act or omission of the Applicant. The Applicant agrees, at its own expense, and upon written request by the ITC, to defend any suit, action or demand brought against the ITC on any claim or demand related to the project.

SECTION 3: REQUESTED SERVICES

3.01 Duration of Services

The ITC anticipates the service period for this work to be from approximately December 1, 2017 through September 30, 2022. The total duration of the Employment/Contract shall not exceed 5 years. Employees hired under this RFQQ will become salaried term employees.

3.02 Information

Applicant proposal must include the following:

1. Cover letter with contact information and signature
2. Resume
3. References
4. Certificate of Indian Blood quantum and proof of enrollment in a federally recognized Tribe, if applicable
5. Cost Proposal

3.03 Cost Proposal

The Applicant cost proposal shall be a Monthly Fee or Monthly Salary, dependent upon whether the Applicant proposes a contract or employee position, which shall include all of the Applicant expenses associated with the performance of the work and the Applicant shall not request from the ITC any compensation for reimbursable direct expenses as such expenses must be included in the Monthly Fee. Include all costs associated with the performance of this RFQQ, with the exception of travel reimbursements.

3.04 Scope of Work

It is agreed upon between the ITC and responding Applicant that the intent of this RFQQ is for applicants to define a strategy on how they will perform the duties of this position as outlined in GENERAL FUNCTIONS and REQUIRED DELIVERABLES. Applicant is responsible and liable for full compliance with all Federal, State, and local regulations regarding the work to be performed.

GENERAL FUNCTIONS

- Reviews and provides perspectives of the ITC to Tribal, Federal, State, private and other organizations regarding fire issues of interest to the ITC member tribes.
- Participates in various fire forums as determined by the Executive Board. Regular forums include the Wildland Fire Leadership Council (WFLC - Technical Specialist); the Wildland Fire Executive Council (WFEC – ITC Representative).
- Provides information about fire management issues, in a usable form, to ITC Board and member tribes in periodic board reports, email correspondence, newsletters, telephone calls, memos, etc. Provides information about ITC activities and items of interest to ITC member tribes, the general public, news media organizations, other tribal governments, federal, state and local governments, educational institutions, and businesses and business organizations with an interest in fire management matters.
- Makes presentations about ITC's mission/viewpoint at various meetings and workshops. Coordinates with the BIA Branch Chief of Wildland Fire Management on Fire Program issues as they impact tribes.

REQUIRED DELIVERABLES

- Quarterly written reports to the Board and for the ITC newsletter on activities bearing on Indian fire management.
- Correspondence to the Board, ITC Committees and membership providing current information pertaining to Indian fire management.
- Communicate with the ITC President, Operations Committee and Fire-subcommittee Chairs; and ITC staff regarding activities bearing on Indian fire management.
- Participate in the Annual National Indian Timber Symposium by coordinating fire related workshops, panels and speakers in coordination with the Symposium Committee.
- At the direction of the ITC President, make presentations at the quarterly Board meetings. At the direction of the ITC President, draft written materials as requested.
- Attend National Wildfire Coordinating Group (NWCG) Meetings and provide copies of the meetings' minutes as requested by the ITC.
- Attend Wildland Fire Leadership Council meetings as technical advisor to ITC WFLC Representative to monitor the Cohesive Wildland Fire Management Strategy and any impacts to BIA National Fire Management. Provide notes or a report from the meetings to the ITC.
- Participate in National Strategy Committee (NSC) calls and meetings as ITC representative. Provide feedback and recommendations to the ITC.
- Monitor national and regional fire initiatives that relate to Tribal priorities and provide information as to how Tribes can benefit from participation or refrain.
- Facilitate communication between Tribes and the BIA to resolve concerns and issues that arise.

Travel expenses need not be included in the proposal and will be allocated at the discretion of the ITC.

If the Applicant is selected as an employee, the ITC will provide shared office space equipped with telephone and internet at their Portland office, along with file storage space. If the Applicant is chosen as an off-site consultant/employee, office space will be at the location of their choosing and included in the cost proposal.

ITC Presentations: Applicant will be required to attend four (4) quarterly ITC board meetings to provide reports and presentations on wildland fire issues. The candidate selected for this position will receive periodic direction from the ITC President. The Applicant will also be required to attend various fire forums as directed by the ITC President to represent the ITC.

SECTION 4: PROPOSAL EVALUATION

4.01 Evaluation Procedures

The ITC Selection Committee will evaluate proposals. The committee will consider how well the Applicant proposal meets the needs of the ITC and its member Tribes as described in the Applicant response to each requirement. In evaluating the proposals, the ITC will be using a criteria evaluation process. Evaluations will be based on criteria as outlined in Section 4.02. All proposals will be evaluated using the same criteria and weighting. Incomplete proposals will not be considered.

4.02 Scoring and Evaluation Factors

The evaluation factors reflect a wide range of considerations. While cost is important, other factors are also significant. Consequently, the ITC may select other than the lowest cost solution. The objective is to choose a Candidate capable of providing a reliable and effective solution within a reasonable budget.

Evaluation will be based on the following criteria:

A. Qualifications of the Applicant:

Cover letters must specifically address and affirm the following:

1. Provide an overview of your background, education and experience as they relate to forest and fire management.
2. Describe your philosophy on how you envision wildland fire management within the broader scope of natural resource management.
3. Describe how you would network with other agencies and institutions to remain abreast of emerging wildland fire issues as they impact Tribes.
4. Provide three references that can verify your proposal qualifications and ability to perform the functions of this position.

B. Compliance with Indian Preference Requirements: Notice is hereby given that the ITC honors Indian Preference in employment, training, contracting and subcontracting. When applicable, the applicant shall provide their Indian preference by supplying a Certificate of Indian Blood quantum and proof of enrollment in a federally recognized Tribe.

C. Resume: The Applicant will provide a current resume listing the following:

1. Educational Background.
2. Work Experience.
3. A list of three references; Reference must include their current address, contact person, title, phone number, email address, and expertise.

- D. Monthly Price (Contractor or Salary):** The Applicant will be evaluated and rated as described above based upon the following criteria:

Qualifications	25
Indian Preference	0
Experience	25
Interview	20
Monthly Price	30

4.03 Applicant Interview

After the proposals have been evaluated, the Selection Committee will determine which Applicant(s) may be invited for a panel interview with the Selection Committee, and if an interview is required then the selected Applicant(s) will be notified of interview format and time.

4.04 Final Selection

The Selection Committee will formulate their recommendation for selection of the Applicant. If applicable, the recommendation will be forwarded to the ITC for formal acceptance and approval.