



Intertribal Timber Council

Request for Qualifications & Quote: Research & Information Specialist Lobbying Specialist

General Information

Posted Date:

July 25, 2018

Closing Date:

August 31, 2018

SECTION 1: GENERAL INFORMATION

Description/Functions

The Intertribal Timber Council (ITC) is seeking an individual to serve as their Research & Information and Lobbying Specialist.

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.

SECTION 2: REQUESTED SERVICES

Duration of Services

The ITC anticipates the service period for this work to be from approximately October 1, 2018 through September 30, 2020.

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

Research Functions:

1. Congressional: Monitor and analyze the introduction, content and progress of legislation bearing on Native American forest resources and, as appropriate, the interrelationship of those resources with surrounding non-Native American lands and resources. Such legislation would include authorizing legislation, such as legislation establishing tribal programs in the U.S. Forest Service, affecting the federal trust relationship, or addressing forest fire management, and funding legislation, such as the annual Interior and Related Agencies Appropriations bills and interim funding measures. Substantial research of any legislative matter would be done only at the direction of the President or the duly authorized designee. NOTE: Congressionally-related research is for the Board and Membership general information only and is not to include any activities that seek to directly or indirectly influence legislation.
2. Administration: Monitor and analyze Federal agency activities bearing on Native American natural resource management and, as appropriate, the interrelationship of those resources with surrounding non-Native American lands and resources, including but not limited to the Department of Interior, or Department of Agriculture policy initiatives, rules and regulations, and the development and distribution of their pertinent annual budgets. Involvement in any Federal agency activity bearing on Native American natural resource management would only be done at the direction of the President or the duly authorized designee.

Information Functions:

1. Report to the President and the Board, through written, telephonic and electronic communications, on federal matters bearing on Native American natural resources.
2. Prepare and present reports to the Board at Board meetings regarding Federal activities bearing upon forest-related Native American natural resources.
3. Address the ITC membership at the annual Timber Symposium on federal matters bearing on Native American natural resources.
4. Prepare update articles for the ITC quarterly newsletter.
5. Periodically compile reports for the Membership on Federal activities bearing on forest-related Native American natural resources.
6. Provide informal liaison functions between the President and Board and federal agencies, including the BIA and the U.S. Forest Service. Formal communications between the ITC and Federal agencies must occur directly between those entities.
7. Informally respond to, and communicate with the President regarding, inquiries from Congress regarding Native American natural resources. Formal communications between the ITC and Congress must occur directly between those entities.
8. Facilitate meetings between the ITC and Federal and State agencies.
9. Attend, and report to the President on, pertinent Congressional committee hearings and business sessions.
10. Informally respond to communications from non-Federal entities regarding forest-related Native American natural resources. Formal communications between the ITC and these entities must occur directly between them.
11. At the direction of the President or the duly authorized designee, prepare draft written communications for the President.

Lobbying Activities: Lobbying activities include those activities intended to directly or indirectly influence Federal legislation intended for or before Congress. Issues expected to involve lobbying activities include and not limited to the following:

- Forestry or forestry related legislation bearing on the Bureau of Indian Affairs
- U.S. Forest Service tribal programs legislation
- Trust responsibilities legislation or policy
- Appropriations
- Wildland fire legislation or policy

REQUIRED DELIVERABLES

Research and information Functions:

1. Quarterly written reports to the Board on federal activities bearing on Native American natural resources.
2. Periodic memoranda to the Board providing notice, analysis and status of Congressional and Administration items of interest.
3. Periodic communications via telephone or electronic communication with the President, the Board and ITC staff regarding forest-related Native American natural resource issues and concerns.
4. Analysis and delivery of FY 2019, FY 2020 and FY 2021 Federal forest-related budgets to the Board, with updates.
5. Prepare update articles for the ITC quarterly newsletter.
6. Address the Annual National Indian Timber Symposium on Federal activities bearing on Native American natural resources. Provide written talking points or presentation to ITC staff.
7. At the direction of the President, presentations at the quarterly Board meetings.
8. At the direction of the President, preparation of such draft written materials as the President may request.
9. Availability to assist ITC Board members, staff, and consultants during official visits to Washington, D.C. when requested by the President.

Lobbying Activities:

1. Periodic memoranda to the Board providing notice, analysis and status of activities.
2. Periodic communications via telephone or electronic communication with the President, the Board and ITC staff regarding lobbying issues and concerns.
3. At the direction of the President, presentations at the quarterly Board meetings.
4. At the direction of the President, preparation of such draft written materials as the President may request.
5. Availability to assist ITC Board members, staff, and consultants during official visits to Washington, D.C. when requested by the President.

SECTION 3: PROPOSAL EVALUATION

Solicitation Requirements

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 Proposals – 1. Research & Information 2. Lobbying

Cost Proposal

Two cost proposals shall be submitted. One for Research & Information and one for Lobbying. Proposals 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 Include all costs associated with the performance of this RFQQ, with the exception of travel reimbursements. Travel expenses will be reimbursed in accordance with federal travel regulations.

Submission of Proposals

Proposals must be submitted to the ITC Program Manager no later than 5:00 pm PST Friday, August 31, 2018. The email delivery address is Laura Alvidrez at intertribaltimbercouncil@gmail.com.

Evaluation Procedures

The 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. Incomplete proposals will not be considered.

Evaluations will be based on the following criteria:

Firms qualification and experience with Tribal issues and Intertribal Timber Council organization	40 pts
Firms lobbying experience, as it pertains to federal legislation and budgets	30 pts
Proposed all-inclusive total cost for providing the services	20 pts
Indian Preference	10 pts

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.