



**Intertribal Timber Council
Request for Qualifications & Quote:
Indian Forest Management Assessment
Project Coordinator**

General Information

Posted Date:

May 15, 2020

Closing Date:

May 29, 2020

SECTION 1: GENERAL INFORMATION

Description/Functions

The Intertribal Timber Council (ITC) is seeking an individual or company to serve as the project coordinator for the 4th Indian Forest Management Assessment Report.

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. The ITC, for the fourth time in thirty years, endeavors to organize a team of nationally recognized forestry experts to conduct a federally mandated assessment of forestry on American Indian lands. Approximately 18 million acres on Indian reservations are forested. These lands provide important economic and social resources to Indian communities. The federal government has a fiduciary duty to ensure that the lands are managed in the best interest of Indian people.

SECTION 2: REQUESTED SERVICES

Duration of Services

The ITC anticipates the service period for this work to be from approximately June 1, 2020 through September 30, 2025.

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. If the applicant is not an individual but a company, a project lead must be identified and shall be responsible for all coordination and communication with the Co-Chairs.

GENERAL FUNCTIONS

- Coordinate all activities of IFMAT-IV including but not limited to travel, lodging, meeting facilities, budget tracking, billing and invoicing, etc.
- Work with the Co-Chairs to develop overall project design in conjunction with IFMAT-IV and implement that design as instructed by the Co-Chairs of IFMAT-IV.
- Organize and arrange site visits, including scheduling IFMAT-IV and tribal/BIA participants, collating and distributing necessary materials in advance, and providing technical and administrative support.
- Assist in the compilation and analysis of information, and the formulation of findings and recommendations from IFMAT-IV.
- Provide guidance and support to Native American students in becoming familiar with organizational responsibilities relating to IFMAT-IV.
- Provide briefing and preparation materials to IFMAT IV members.
- Maintain an inventory of materials (e.g., reports, plans, photos and videos, surveys, etc.) relating to IFMAT-IV and ensure that confidentiality is maintained for all sensitive or proprietary information.

Administrative duties relating to budgeting:

- Review and approve IFMAT-IV member billings for professional services and reimbursement of expenses.
- Prepare and submit monthly invoices and member billings for IFMAT-IV activities to the Contract Officer.
- Monitor expenditures against budget allowances and coordinate any necessary adjustments with the Contract Officer.

Reporting duties and responsibilities:

- Provide quarterly reports for grants and ITC board meetings.
- Maintain approved minutes of all IFMAT-IV meetings and conference calls.
- Provide a fiscal-year end report as requested by the Contract Officer.
- Preparing site-specific visitation reports at the instruction of participating IFMAT-IV members.
- Provide information and assistance in the preparation of the final IFMAT-IV report including liaison with the editor/layout/graphic art person.

SECTION 3: PROPOSAL EVALUATION

Solicitation Requirements

Applicant proposal must include the following:

1. Cover letter with contact information and signature, which includes experience with Indian Forest Management Assessment Teams and Indian Forestry.
2. Resume
3. References
4. Cost Proposal

Cost Proposal

Individual cost proposals shall be submitted, and one project coordinator will be selected. 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 PT Friday, May 29, 2020. 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 requirements for the Indian Forest Management Assessment as required by Congress in the National Indian Forest Resource Management Act. Incomplete proposals will not be considered. Proposals will be rated based on the following scoring system:

Qualifications	25
Experience	45
Monthly Price	30

Final Selection

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