

REQUEST FOR PROPOSALS

Enhancing the Organizational Capacity of the Alameda County Watershed Forum Through Technical Assistance

Summary

The Alameda County Watershed Forum (Forum) is seeking proposals from qualified technical assistance providers offering organizational development services in a number of categories including: organizational and leadership development, funding development, financial management, program development, project management, establishing performance measures, marketing and communications. Specifically, the Alameda County Resource Conservation District (ACRCD) will be contracting with a technical assistance provider to build the organizational capacity of the Alameda County Watershed Forum in order to increase the impact of the Forum for the larger Alameda County watershed community.

Background

The Forum was established in 2005 and includes members from state and local agencies, local non-profit environmental and education organizations, community volunteer groups, and private citizens all working to improve the health of Alameda County watersheds. The main goals of the Forum are to 1) foster collaboration among agencies and individuals interested in the health and well-being of Alameda County watersheds, 2) share information, expertise, and ideas on watershed related issues, and 3) encourage efforts to protect and enhance creeks and watersheds in Alameda County.

Though the Forum is loosely structured, it has made significant achievements while operating with limited resources and the voluntary contributions of a few core stakeholders. However, the Forum has recognized its need to solidify as an organization and will be seeking the services of a program coordinator.

The Forum typically meets every other month, and has a planning committee that meets once during the month between full Forum meetings to plan meetings, make decisions about administrative matters, and develop program proposals for presenting to the Forum members at regular meetings.

Scope of Work

Prior to filling the program coordinator position, the Forum needs assistance with developing the group's organizational structure, program development, and securing funding for ongoing coordination services in order to better meet the needs of the Alameda County watershed community.

The Forum planning committee (Committee) will select the technical assistance provider (Contractor) who will be awarded the contract with ACRCD (Contract Administrator) to perform the services as outlined in the proposal. The Committee will provide ongoing oversight and review of the services being provided by the Contractor as performed under the contract.

Budget and Terms of Project

This is a short-term contract and all tasks are expected to be completed within six months of a contract start date. The budget range for this project is \$15K to \$25K.

Proposal and Qualifications

Successful applicants must be able to clearly demonstrate how their services will strengthen and enhance the Forum and will help secure funding for ongoing coordination.

Proposal content and completeness are important and, although proposal length is not limited, clarity and conciseness are essential and will be considered in assessing the Contractor's capabilities. The Proposal should include:

- Work Plan
 - Clear description of proposed services with linkages to timeline and evaluation process.
- Evidence of Impact

- How the proposed services will positively impact the Forum, and how that impact will be measured.
- Evidence that past services provided by the applicant had a sustained impact on the organizations served.
- Detailed Budget
 - Submit a cost proposal and fee schedule. The budget range for this project is \$15K to \$25K.
 - Detailed budget for each proposed service item, differentiating between direct labor costs, and indirect costs.
 - Clear explanation of how grant funds can be leveraged to enhance the scope and quality of services provided to the Forum.
- Technical Experience and Qualifications
 - The capacity building services your organization provides, how these services are provided and the models your organization finds most effective for providing technical assistance.
 - Programmatic capabilities and ability to successfully deliver the proposed services including staff expertise/qualifications, staff knowledge, resources, organizational experience and past history in performing services similar to those proposed.
 - Recommendations from past clients and/or an independent evaluation of the applicant's capacity building services.
- ACRCDC Contract requirements
 - ACRCDC will provide a contract document immediately following the selection of the Contractor, which will include a Scope of Work and budget, for review and approval by the Committee and the ACRCDC previous to signature by the Contractor.
 - The Contractor must provide evidence of general liability insurance for coverage for not less than \$1M for personal injury to each person, \$1M per occurrence involving property damage, or a single limit policy of not less than \$1M covering all claims per occurrence.

Proposal Submittal and Selection Process

An electronic copy of the proposal and any sample work must be submitted in PDF file form to Sharon Gosselin at Sharon@acpwa.org by or before 5:00 p.m., February 19, 2009. A selection group from the Forum will review all proposals and create a short list of top candidates to interview. Interviews are scheduled to be held on Tuesday, March 3rd. The proposed contract start date for this project is March 20, 2009.

Please call or email Sharon Gosselin at 510-670-6547 or Sharon@acpwa.org with any questions.