



July 2, 2019

TO: Registered Professional Foresters
FROM: California Fire Safe Council
RE: REQUEST FOR PROPOSAL – Contract Position Available – Technical Service Provider

- A. **Project Overview:** California Fire Safe Council (CFSC), a statewide 501(c)(3) nonprofit corporation, receives federal grants under the USDA Forest Service State Fire Assistance (SFA) program to manage and administer a competitive, yet equitable online grant program through its Grants Clearinghouse. The Grants Clearinghouse provides subgrants to eligible organizations throughout the State of California and certain parts of the Tahoe Basin in Nevada. Subgrantees must have projects that assist residents and communities in the wildland urban interface (WUI) to moderate the threat of catastrophic fire through a) fuel-hazard mitigation; b) prevention and mitigation education; and c) community hazard mitigation and planning.

Through this Grants Clearinghouse process, CFSC becomes the grantor to the subgrantees and therefore is responsible for the selection of subgrants, distribution of funds, monitoring of subgrantees, federal reporting, and grant closeout. CFSC must ensure subgrantee compliance with all appropriate federal and other relevant regulations, including environmental and cultural protection laws.

Previously, under a joint agreement between CFSC, the Bureau of Land Management (BLM), and the USDA Forest Service, the BLM reviewed the funded projects to ensure compliance with applicable federal acts, including the **Endangered Species Act, Migratory Bird Treaty Act, Bald and Golden Eagle Protection Act, and National Historic Preservation Act.**

- B. **Project Objective:** CFSC seeks qualified Registered Professional Forester (RPF) services, preferably via a consulting forestry firm, to provide professional and technical expertise related to the development and implementation of a statewide environmental compliance technical assistance program for CFSC's 2019 Grants Clearinghouse.

Scope of Work: The RPF(s) will be an independent contractor for CFSC, not an employee. The RPF(s) will not be eligible for any benefits with CFSC, including, but not limited to workers' compensation, leave, vacation, medical, dental, or vision benefits. The RPF will be responsible for its own materials, equipment, transportation, and employees. The selected RPF(s) must be a firm capable of operating without direct supervision by CFSC. CFSC expects that the forestry firm will provide its own place of work and may work remotely since CFSC is a statewide organization with subgrants throughout the state.

In providing its services, the RPF firm will interact with CFSC's professional staff, especially the Grant Specialists, who interact most closely with the applicants and subgrantees. The RPF will also interact with volunteers and small organization subgrantees that have unique work habits. CFSC's Clearinghouse Manager will be the RPF's primary point of contact for the services that the RPF provides under its contract with CFSC.

Following are the Anticipated Services during the contract period:

1. Work with the Clearinghouse Manager to develop training materials for applicants and subgrantees regarding compliance with federal regulatory requirements, as needed;
2. Provide grant application training at grantee award workshops, as needed;
3. Review applications selected at pre-award phase for compliance with applicable environmental and other regulatory requirements, including the Endangered Species Act, Migratory Bird Treaty Act, Bald and Golden Eagle Protection Act, and National Historic Preservation Act;
4. Provide consultation and direction to subgrantees and grant specialists relative to compliance with CEQA;
5. Liaise with applicants, and/or their project representatives, whose applications have been selected for pre-award process for additional information and to answer questions;
6. Issue environmental compliance determination letter with any mitigating requirements upon completion of review to applicant and CFSC Data Management Specialist;
7. Monitor and provide technical assistance to CFSC Clearinghouse staff and to current subgrantees concerning environmental compliance issues;
8. Conduct site visits and inspections of projects, as requested; and
9. Assist additional contract RPFs or CFSC staff for short-term projects as needed.

C. Request for Qualifications: Please submit a statement of qualifications that includes the following:

1. Certification as a Registered Professional Forester in the State of California;
2. Resume documenting experience (within the last 10 years), including three references;
3. Familiarity with the USDA Forest Service State Fire Assistance (SFA) Funds;
4. Familiarity with Greenhouse Gas Reduction Fund Grant Programs relating to Cal FIRE matching grant requirements;
5. Experience working with Fire Safe Councils or other similar organizations;
6. Ability to provide work-product using Microsoft Office (Word, Excel) and GIS, and in digital format;
7. Proof of insurance, including auto insurance, general liability insurance, and professional liability insurance (the RPF may be asked to name CFSC as an additional insured on its insurance policies); and
8. Business license.

D. Remuneration: Please submit your requirements for remuneration on a per-hour basis. The RPF firm will submit billings to CFSC for services on an invoice stating the hours for which services were performed against the contract and the Master Grant for the project reviewed. CFSC will pay all invoices within 30 days of the submission of the invoice. The RPF will receive reimbursement for travel and other approved reimbursement expenditures in accordance with the final contract between CFSC and the RPF.

- E. Other Requirements: The RPF will be asked to perform services for CFSC during the contract period, as needed by CFSC. CFSC anticipates that the RPF will continue to provide services to other companies, besides CFSC, during the contract period. However, the RPF should keep in mind that CFSC's pre-award phase is a high work-load period. This intensive work period can last up to 120 days; beginning soon after the subgrantee award ratification and lasting up to the end of the first quarter of the grant cycle. Completion of a background investigation to CFSC's satisfaction is a condition precedent to any offer of a contract to the RPF by CFSC.
- F. Deadline for Submittal: Please submit your qualifications and remuneration requirements via email or mail no later than July 19, 2019 to:

California Fire Safe Council
Attn: Amber Gardner, Clearinghouse Manager
5834 Price Avenue, Suite 101
McClellan, CA 95652
Email: agardner@cafiresafecouncil.org

Incomplete packets and/or packets received after July 19th will not be considered.

For more information, please contact Clearinghouse Manager Amber Gardner, 916-256-3337, agardner@cafiresafecouncil.org; Dan Lang, Senior Grant Specialist, 916-256-3621, dlang@cafiresafecouncil.org; or Executive Director Tracy Katelman, RPF #2483, at 916-648-3613, tracy@cafiresafecouncil.org.

In accordance with federal law and U.S. Department of Agriculture (USDA) policy, California Fire Safe Council is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. CFSC is an equal opportunity provider.