



CALIFORNIA FIRE SAFE COUNCIL
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January 7, 2015

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 annual 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 people and communities in the wildland urban interface (WUI) to moderate the threat of catastrophic fire through a) fuels 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 responsible for the selection of subgrants, distribution of funds, monitoring of subgrantees, federal reporting and grant closeout. CFSC must ensure compliance with all appropriate federal and other regulations, including environmental and cultural protection laws.

Previously, under a joint agreement among CFSC, BLM and the USDA Forest Service, the Bureau of Land Management (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 a qualified Registered Professional Forester (RPF) to provide professional and technical services related to the development and implementation of a statewide environmental compliance technical assistance program for CFSC's 2015 Grants Clearinghouse.

Scope of Work: The RPF will be an independent contractor for CFSC, not an employee. The RPF 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 RPF must be a self-directed individual capable of operating alone and without supervision by CFSC. CFSC expects that the RPF 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 will interact with CFSC's professional staff, especially the Grant Managers, who interact most closely with the applicants and the grantees. The RPF will also interact with volunteers and small organizations that have unique work habits. CFSC's Executive Director will be the RPF's primary point of contact for the services that the RPF provides under its contract with CFSC.

Anticipated services during the contract period:

1. Develop training materials for applicants and sub grantees.
2. Providing grant application training and grantee award workshops.
3. Review of 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. Liaise with applicants and/or their project representatives whose applications have been selected for pre award process for additional information and to answer questions.
5. Issue environmental compliance determination letter with any mitigating requirements upon completion of review to applicant and CFSC Grant Information Specialist.
6. Monitor and provide technical assistance CFSC Grants Clearinghouse and to current sub grantees concerning environmental compliance issues.
7. Conduct site visits and inspections of projects.
8. Identification and supervision of additional contract RPFs for short term projects.

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

1. Certification as a Registered Professional Forester in the State of California
2. Résumé documenting experience (within last 10 years), including three references
3. Familiarity with the USDA Forest Service State Fire Assistance (SFA) Funds
4. Familiarity with Forestry Greenhouse Gas Reduction Programs
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.
8. Business license

D. Remuneration: Please submit your requirements for remuneration on a per hour basis. The RPF will submit billings to CFSC for services on an invoice stating the hours for which services were performed against the contract, and CFSC will pay the invoices within a reasonable time of the submission of the invoice. The RPF will be receive reimbursement for travel and other approved reimbursement expenditures in accordance with the contract between CFSC and the RPF.

F. Other Requirements: The RPF will be asked to perform services for CFSC during the contract period, which ends December 31, 2015, 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 July through September, which is anticipated to be a high work load period.

Completion of a background investigation to CFSC's satisfaction is a condition precedent to any offer of a contract to the RPF by CFSC.

G. Deadline For Submittal:

Please submit your qualifications and remuneration requirements via email or mail no later than Saturday, January 31, 2015 to:

California Fire Safe Council
Attn: Margaret Grayson
Executive Director
502 W. Route 66, Suite 17
Glendora, CA 91740
Email: mgrayson@cafiresafecouncil.org
Fax: 626-335-4678

Incomplete packets and/or packets received after January 31, 2015 will not be considered.
For more information, please contact Margaret Grayson at 626-335-7426.

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.