

**Convening and Facilitating a Collaborative Capacity Advisory Committee
Request for Quote
May 2023**

Background and Statement of Work:

The National Forest Foundation (NFF) is soliciting quotes for consulting services to convene and facilitate a Collaborative Capacity Advisory Committee. The Advisory Committee will advise the NFF on design of a new capacity building program to support collaborative efforts nationwide.

The NFF, in partnership with the U.S. Forest Service, aims to grow support and build agreement for on-the-ground forest stewardship through collaboration in local communities. To do so, the Collaborative Capacity Program will provide collaborative forest stewardship groups with direct financial assistance and technical assistance. The program will also develop targeted knowledge transfer and educational materials to expand the capacity of the field. Financial and technical assistance will support activities such as neutral facilitation, planning and coordination, technical capacity, data sharing, field trips, participation stipends, community engagement efforts, feasibility assessments, coaching and peer learning, and workshops. This program will seek to center the voices, diverse needs, and unique perspectives of Tribes and underserved community stakeholders and will include a robust equity and inclusion focus.

The purpose of the Advisory Committee is to provide input and make recommendations on program design, with the NFF and the U.S. Forest Service retaining decision-making authority. The Advisory Committee is intended to increase alignment between equity and inclusion objectives, the needs of collaborative stewardship practitioners, and the Collaborative Capacity Program.

Advisory Committee recommendations are expected to address the following:

- A conceptual framework for understanding collaborative processes and factors that shape capacity and effectiveness
- Strategies for reaching and addressing the needs of underserved communities and Tribes in this work
- Program priorities and sideboards
 - Unique geographical considerations and focus areas
 - Selection criteria and process
- Technical assistance:
 - Amount of program funds directed to technical assistance and activities
 - Overall technical assistance approach including what types of assistance will be offered
- Direct financial support:

- Amount of program funds directed to direct financial support
- Parameters for direct financial support such as duration of support, amount, and eligible entities
- Types of targeted knowledge transfer and educational products to be produced
- Membership of the evaluation committee that will select recipients

Following program design, we expect facilitation of the Advisory Committee to transfer to the NFF.

The NFF is seeking contractors with a strong understanding of public land management and collaborative forest stewardship, as well as knowledge of the dynamics and interrelationships of the Forest Service, state and local governments, tribal nations, nonprofits, and community-based partners. In addition, the NFF is seeking contractors with expertise and experience in convening advisory bodies and integrating equity and inclusion goals into collaborative processes.

General Specifications

- (a) Description of Work – This Request for Quotes is for convening and facilitation of an Advisory Committee to provide input on design of a new program supporting collaborative forest stewardship. Tasks will include the following:
- 1) Convene the Advisory Committee: Advise on a process to select members including to achieve diverse representation. Assist with selection of members. Develop a charter that documents the group’s purpose, membership, and decision-making approach and the role of the advisory committee, the NFF, and the Forest Service. (Expected duration: 3 months)
 - a. Deliverables:
 - i. Advisory Committee selection criteria and approach
 - ii. Advisory Committee roster
 - iii. Advisory Committee charter
 - 2) Provide neutral facilitation of the Advisory Committee to achieve its goal of advising on Collaborative Capacity Program design. (Expected duration: 3 months, with twice-monthly meetings of the Advisory Committee)
 - a. Deliverables:
 - i. Advisory Committee work plan and schedule
 - ii. Agendas and meeting summaries

The Contractor will work closely with NFF staff throughout the project. In coordination with the Contractor, the NFF will manage meeting scheduling and logistics, preparation of technical meeting materials, and administrative support and communications with Advisory Committee members. The NFF will provide a virtual meeting platform.

- (b) Project Location- All meetings will be held remotely via a virtual meeting platform (Zoom or Teams).

- (c) Work Schedule- June to November 2023

Information Requested

- If interested in this project, please provide a quote for the above statement of work by providing approach, work experience, cost, and references. Please also include your capacity for this project.
- The applicant should identify hourly labor rates as well as estimated labor hours and total costs necessary to complete the work above.
- Please provide any narrative information about yourself and/or your cost assumptions.
- Please include contact information (name, email, phone, and mailing address) with price quotes.

This is a request for quotes only and quotations furnished are not offers. This request does not commit the NFF to pay any costs incurred in the preparation of submission of the quotation or to contract for supplies or services.

Federal Funding Eligibility

The selected contractor may be required to obtain a Unique Entity Identifier (UEI) in SAM.gov if they do not already have one. If the selected contractor does not already have a UEI, one may be obtained in SAM.gov without completing a full entity registration. Additional details about registering can be found [here](#).

Quote Submission

Submit bids via email to sdivittorio@nationalforests.org by Monday, May 22, 5pm Pacific Daylight Time.

Point of Contact

For questions about the details of producing the bid, please contact:

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