



The Watershed Research and Training Center

PO Box 356 • 98 Clinic Avenue • Hayfork, CA 96041
(530) 628-4206 • www.thewatershedcenter.com

Request for Proposals

Organizational and Partnership Capacity Assessment for Regional Forest Stewardship and Fire Resilience in California

Proposals due June 20, 2019

As part of the California Department of Conservation's Regional Forest and Fire Capacity Program, The Watershed Research & Training Center (WRTC), in partnership with the California Fire Safe Council, is facilitating a state-wide capacity building program centered around watershed-scale forest stewardship and fire resilience work.

In order to ensure our capacity building efforts are responsive to specific regional and practitioner needs, WRTC is requesting proposals for a qualified social scientist to implement a capacity and needs assessment focused on qualifying practitioners' capacity to strategically and collaboratively plan and implement watershed-scale forest stewardship and fire resilience initiatives and projects.

The geographic scope will focus on the entire state of California. WRTC will provide relevant contact lists and assist the contractor in developing survey questions. Contractor will be expected to lead survey instrument development, modify instrument based upon vetting with WRTC-specified project partners, deploy and manage assessment via an online platform, and synthesize results in the form of a final written report to WRTC. The contractor is also asked to share a cleaned, accessible form of the original data with WRTC. Final summary report and cleaned data must be completed by November 1, 2019.

Proposals should include:

- A cover letter summarizing the respondents' qualifications and experiences related to assessing organizational and partnership capacity and/or evaluating capacity-building programs, as well as their proposed methodology and approach to this assessment.
- CVs of the individual/s who will be involved in the assessment.
- A project work plan (including timeline) and budget.
 - Notes: No travel is permitted; assessment is intended to be performed remotely and online. Unless overhead/administrative caps are pre-determined by a particular funding source, which in the case of RFFC they are not, the WRTC caps overhead at 20% per internal procurement policies. If the respondent doesn't have a federally Negotiated Indirect Cost Rate Agreement, the WRTC will pay the de minimis.

Please send complete proposal packages to RFFC Program Manager, Allison Jolley via email:

allison@thewatershedcenter.com. Proposals are due by COB June 20, 2019. No phone calls, please.

The Watershed Research and Training Center and its subcontractors do not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of race, color, ancestry, national origin, religion, creed, age (over 40), mental disability, physical disability, sex, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, and military and veteran status. We and subcontractors shall ensure that the evaluation and treatment of our/their employees and applicants for employment are free from such discrimination and harassment. We and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov Code, § 12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fire Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Grant Agreement by reference and made a part hereof as if set forth in full. This work is funded in whole through a grant awarded by the California Natural Resources Agency.