

REJ Cooperative Agreement
Request for Proposals
Career Outreach Specialist

Summary of Need:

The Chesapeake Bay Foundation (CBF) is seeking services from a candidate experienced in public speaking, career education, and community engagement associated with our (CBF) USDA NRCS Conservation Outreach: Racial Equity and Justice Conservation Cooperative Agreement.

The Project:

Through the “Racial Equity and Justice Conservation Cooperative Agreement,” CBF Pennsylvania is collaborating with USDA Natural Resources Conservation Service (NRCS), and other contractors to encourage, assist, educate and provide outreach to historically underserved producers/ farmers with implementing farm conservation practices that promote climate-smart, soil health practices and improve “whole-farm” performance and economic viability. Such outreach and education will ideally result in the historically underserved producer utilizing USDA NRCS services such as beginner farmer, EQIP, CSP, and urban farm programs.

Participating farms will adopt a suite of practices to improve farm economic viability through reduced input costs and productivity gains associated with advanced management of soil as a living ecosystem. Farmers will employ management techniques such as: diverse crop rotations, integrating grazing with crops, and Integrated Pest Management to promote soil organisms and biodiversity. They will build soil organic matter and enhance soil health, to reduce soil erosion, nutrient and pesticide loss, storm water runoff, and erosion to local streams.

In addition to providing conservation outreach to the historically underserved population of producers. CBF will focus on building and educating a diverse group of students for a rewarding career as a conservation professional with the USDA or similar natural resource management entity. CBF seeks opportunity to contract with a career outreach specialist who will have success in attracting diverse young people to opportunities for a career in natural resource management. In PA, we will focus career outreach activities with high school and college environmental science and agricultural programs, targeting the historically underserved and socially disadvantaged populations, to encourage students to explore careers in natural resource management.

This PA CBF Racial Equity and Justice Conservation Cooperative Agreement will conclude in March of 2024.

Scope of Work:

Specific to the contracted position of Career Outreach Specialist.

The Career Outreach Specialist will implement the task of building and educating a diverse group of students for a rewarding career as a conservation professional with the USDA or similar natural resource management entity. The Career Outreach Specialist will work closely with the PA CBF REJ grant manager to identify colleges and high schools showing the most promise to connect with diverse students. The Career Outreach Specialist will coordinate with schools to provide group explanation (in person or video conference) of career opportunities in natural resource management with support from PA CBF as an initial career exploration activity. Following the initial career exploration activity, the

Career Outreach specialist will schedule follow up activities with individual and small groups of students who show interest in learning more. These follow up activities may include video conferencing with opportunity for student Q&A, panel discussions with natural resource professionals, and/or career shadowing experiences. At a minimum, the Career Outreach Specialist will coordinate 4 educational events per year.

Additionally, the Career Outreach Specialist will communicate with the PA CBF REJ grant manager on a regular basis through email and telephone conferences to coordinate events, communicate progress for grant reports, and report invoices for payment. PA CBF will establish a budget for each fiscal year and require the Career Outreach Specialist to submit quarterly invoices and a final invoice prior to March 30, 2024.

Regular collaboration with all education partners is essential to the success of the project. Close communication with PA CBF, and the educational organizations is necessary. The Career Outreach Specialist will work within the pre agreed upon project budget.

Schedule:

Application Due Date

We request that your proposal be delivered electronically to grant manager Kelly O’Neill, KONeill@CBF.org no later than 5:00pm on Tuesday, January 31st, 2023. It is the intent of CBF to make a selection as quickly as possible. We will notify you once a decision for award of bid is made.

Project Completion Date

The final project completion date will be assigned when an award is made.

Minimum Requirements:

The Career Outreach Specialist will have experience in working with diverse populations of students and educators, excellent communication skills to ascertain student and organizational needs, and an ability to plan successful career events in collaboration with PA CBF.

- Experience coordinating or facilitating collaborative networks
- Experience with agriculture, school programs, and underserved communities
- Strong strategic and work plan development and management skills
- Experience working effectively with diverse individuals and groups
- High quality communication skills
- Effective planning and organizing methods
- Flexibility, openness, and a personable disposition

Interviews:

Interviews with candidates may be scheduled to facilitate decision-making of the proposal review team.

Minority Participation:

CBF actively encourages proposals from Small, Women and Minority Owned (SWAM) Businesses. Please note if you are a Small, Women or Minority Owned Business and if you are certified by the State of Pennsylvania.

For Further Information or Questions:

Contact Kelly O'Neill, PA CBF Agricultural Policy Analyst at KONeill@cbf.org

Bid Response Form:

Please complete the following information for your response:

1. The name and full contact information of your company and, if applicable, any other entity comprising your team. Attach resumes of individuals involved.
2. List and describe three projects completed within the previous five years that are relevant to this project. If the relevance is not immediately obvious, please briefly describe the relationship as you see it. Feel free to include any reports, communications, or other collaterals that exemplify the quality or content of past projects.
3. List three client references and their contact information for whom you or your team members have completed work similar to that described in this RFP.
4. Include basic information and history about the business entity, financial information, technical capability, and any other information you feel is important for us to know.
5. Fee Proposal. Detail to the greatest extent possible the cost for service, hourly rates (if applicable), typical direct out of pocket costs such as travel reimbursement, copies, mailings etc., and any other anticipated expenses that you foresee.

Please indicate a total, not to exceed fee, for the entire project _____

6. Additional information,

A successful applicant may need to provide proof of insurance based on the services or product provided.

The undersigned certifies that the information submitted above is true and accurate. The undersigned certifies that the person, firm, association, co-partnership or corporation herein named, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a proposal to the Chesapeake Bay Foundation for consideration in the award of a contract.

The undersigned further certifies that the firm, association, or corporation or any person in a controlling capacity associated therewith or any position involving the administration of federal funds; is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred voluntarily excluded, or determined ineligible by any federal agency within the past three years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against said person, firm, association, or corporation by a court of competent jurisdiction on any manner involving fraud or official misconduct within the last three years.

I further acknowledge that by signing this page of the proposal, I am deemed to have agreed to the provisions of the affidavit.

(Name of Firm)

(Authorized Signature) (Title)

(Please print Name)

(Date)