



Program Advisor Support for ITRC's Data Management Best Practices Team

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E C O S

Overview

The Interstate Technology & Regulatory Council (ITRC) is a State-led coalition working to advance the use of innovative environmental technologies and approaches. ITRC develops various resources including guidance documents, fact sheets, and training that deepen technical knowledge and expedite quality regulatory decision-making. ITRC strives to provide a national perspective with members from all 50 states and the District of Columbia. More information on ITRC is available at www.itrcweb.org.

ITRC achieves its mission through the work of its technical teams. ITRC teams are comprised of experts from the environmental sector. The typical 50-200 member team is scheduled for two years. Program Advisors are responsible for facilitating the team's work which can include the following: fact sheet, guidance document, case study, outreach and training development. The "ITRC Team Guidance Manual" provides a detailed description of ITRC products: <https://itrcweb.org/FileCabinet/GetFile?fileID=16748>.

Each team has two Team Leaders from state environmental agencies and is supported by technical/management contractors referred to as Program Advisors (PAs). The teams complete their work throughout the project lifecycle and share progress on monthly conference calls and web-based meetings, as well as at two in-person meetings per year.

This Request for Proposals (RFP) is for a two-year fixed price contract to support ITRC's Data Management Team. A brief description and summary of the Team and its project can be found at: <https://itrcweb.org/Documents/planning/2021/2021-ITRC-Proposal-Data-Management.pdf>. The proposal is provided for example only; project content, scope, and schedule may change as the Team formalizes its work plan each year.

About ITRC, ERIS, and ECOS

ITRC is a program of the Environmental Research Institute of the States (ERIS). ERIS is a 501(c)(3) organization incorporated in the District of Columbia and managed by the Environmental Council of the States (ECOS). ECOS is the national, nonprofit, nonpartisan association representing the state and territorial environmental commissioners. Its mission is to serve as a champion for states; to provide a clearinghouse of information for state environmental commissioners; to promote coordination in environmental management; and to articulate to Congress, federal agencies, and the public positions on environmental issues. ERIS issues and administers contracts on behalf of ITRC.

Background

ITRC's Data Management Team will start in January 2021. The time required for contract support each year is approximately 750 hours per year but will vary by the team's schedule and the experience and skills of the Program Advisor. The contract will initially be a firm fixed-price contract for 12 months. The second fixed-price contract will be based on the estimate time to completion. Upon selection of the Program Advisor, ITRC will provide orientation training to the new Team Leaders and the new Program Advisor by webinars in November/December 2020.

Administrative Information

- This RFP is for a fixed price contract from January 1, 2021 through December 31, 2022, dependent on the availability of funding and the ITRC team work plan and goals. The maximum performance period is January 1, 2021 to December 31, 2022.
- An electronic copy of the proposal must be submitted by **5:00 pm EST, Wednesday, October 7, 2020. Late proposals will not be accepted or evaluated.** Proposals must be emailed to preyes@ecos.org. Proposal submission confirmation will be sent via email within three business days. It is the Proposer's responsibility to follow up if a confirmation email was not received. For questions or concerns regarding email submittals please contact Patricia Reyes, ITRC Director, at (202) 590-4621.
- ITRC **may** contact select Proposers to schedule a one-hour phone interview between Key Persons and ITRC leadership at a mutually convenient time. Interviews and final selection will be completed by October 16, 2020.
- All requests, questions, or other communications about this RFP must be made in writing and submitted by email to Patricia Reyes, ITRC Director, preyes@ecos.org no later than **Friday, September 25th**. A response will be provided within three business days of receipt of inquiry and posted on the ITRC website. *Communications made to other ITRC, ERIS, or ECOS personnel and associates will not be allowed or recognized and may disqualify the proposal.*
- As part of the evaluation process, proposals, and other information on proposers may be shared with ECOS staff, the ITRC Board of Advisors, and ITRC Team Leaders.
- Proposer acknowledges that submission of a proposal in response to this RFP does not create a contract between the Proposer and ITRC, ERIS, or ECOS.
- Disadvantaged, veteran-owned, women-owned, and minority-owned Proposers are encouraged to apply.

- Any false or misleading statements found in the proposal will be grounds for disqualification or contract nullification if awarded.

Proposal Requirements

Proposals that do not meet the following requirements (including page lengths) will not be evaluated. Addenda in or to the proposal other than the requirements listed here will not be considered during the evaluation.

Cover Letter/Key Persons/Proposer Information

Proposers shall submit a **one-page** cover letter on Proposer letterhead indicating the Proposer's acceptance of the terms of the RFP and commitment to the contract, if awarded. The names and contact information of up to two Key Persons who shall provide the services for the extent of the contract must be listed. Providing a second Key Person is optional.

A Key Person that is supporting more than two current active ITRC Teams must provide a description outlining how the Key Person would facilitate overlapping ITRC team meetings (i.e., the second Key Person will provide support for a specific ITRC team that may meet simultaneously at ITRC Meetings).

Proposer Information:

1. Full legal name of the company and corporate address
2. Is your firm subject to any litigation, judgment, debarment, or suspension that would prohibit it from fulfilling the terms of the contract?
3. Are you a disadvantaged, women-owned, or minority-owned firm?
4. Current number of people employed
5. The names, addresses, and telephone numbers of two references who are familiar with the work of the key person(s) and your business.

Narrative

Proposers shall submit no more than a **three-page** narrative outlining the technical and management capabilities of the Key Persons and how these capabilities will allow the Team to complete its projects on schedule and with excellence. The narrative must connect the knowledge, skills, and abilities of Key Persons to the specific requirements listed in the Technical and Management Requirements section. The Proposer must show understanding of ITRC's products and project life cycle.

Resume(s)

Proposers shall submit no more than **two-page** resumes of the Key Persons who shall provide the services for the extent of the contract (e.g., two pages total for one Key Person or four pages total for two Key Persons).

Pricing Information

- A **one-page** price statement that includes a fixed-price annual amount for approximately 750 hours each for the base contract period starting on January 1, 2021 and ending December 31, 2021.

- The fixed price proposed for the work shall include all labor, materials and overhead costs. Because of the uncertainty of travel during Covid-19, ITRC will add \$1,500 to monthly invoices for each trip, if any travel is requested.
- Other direct costs that are incurred on behalf of ITRC and directly related to ITRC Team projects will be reimbursed by ITRC at cost with prior approval from ITRC and **should not** be included in the fixed price amount given in the price statement.
- For the base contract period January 1, 2021 to December 31, 2021, the Key Persons from the Proposer awarded the contract shall participate in up to three ITRC meetings that are, on average, two to three days long. The three meetings are as follows:
 - ✓ 2021 ITRC Kick Off Meeting (held virtually in 2021)
 - ✓ 2021 ITRC Annual Meeting (March/April Annually)
 - ✓ 2021 ITRC Team Fall Meeting (Location and time to be determined)

The ITRC Kick-Off Meeting is a yearly leadership and training meeting and is attended by ITRC team leaders and the Program Advisors and it will be held virtually in 2021. The ITRC Annual Meeting consists of ITRC Team meetings and whole-organization sessions. The ITRC Fall Team meeting is a smaller gathering of ITRC Teams and leadership. Additionally, participation in monthly or semi-monthly (or as needed) conference calls or web meetings is expected. Additional time requirements are detailed in the Background and Technical and Management Requirements sections.

Technical and Management Requirements

The objective of this procurement is to provide technical and management services during the project life cycle of ITRC's Data Management Team. The Proposer will have a strong skill set in team facilitation, coordination, and administration. The Proposer is not expected to have technical expertise in the soil risk assessment topic areas. A brief description of the Team and summary of the products it plans to complete during its life cycle are given in the technical proposal. The Proposer is expected to assist the Team and Team Leader(s) with meeting deadlines for successful project completion following ITRC guidelines, including facilitating meetings/calls to achieve desired outcomes and reviewing technical documents and training curricula. The Proposer will be responsive to Team Leader(s) and ITRC's requests and assignments. The Proposer and Key Persons shall meet the following specific requirements:

Requirements:

- Proposer must possess excellent project management skills and demonstrate the ability to successfully initiate, plan, execute, monitor, and work with the team to complete the project on time according to the project schedule. Team delays are required to be reported and approved by the ITRC Board.
- Proposer must show project management experience, including budgeting, planning, tracking, and updating project status and expenses. If awarded the contract, Proposer must use ITRC project management and budgeting tools for team project management, including submittal of monthly work plans using ITRC's template.
- Proposer must possess strong facilitation skills and the ability to manage teams of technical experts as they develop written technical products.

- Proposer must have familiarity with environmental regulatory issues, but is not required to be a technical expert on Data Management.
- Proposer must provide support for the team, including, but not limited to, maintaining current contact information of team members, facilitating communications, planning, and scheduling team meetings, preparing call/meeting agendas, and scheduling conference calls and web meetings.
- Proposer must have the ability to maintain the Team's private webpage on the ITRC web site. This includes the organization of files in the team's "file cabinet" and the team's "web page".

Evaluation Criteria

Proposers (and their key person(s) proposed) will be evaluated on how likely they are to complete the Required Tasks and Competencies according to ITRC procedures, on schedule, and with excellence, as well as on the "best value" of their fixed price proposal cost. Select Proposers may be contacted to schedule a short phone interview between key person(s) and ITRC leadership at a mutually convenient time. Competitiveness of price will be considered, but the decision will be based on best value to the ITRC.

Waiver and Acknowledgements

ERIS/ITRC reserves the right to award the contract at its sole discretion and based on any factors it chooses to consider. ECOS, ERIS, and ITRC may distribute proposals, via e-mail or otherwise, to a committee of state employees and others who will act as reviewers.