



Interstate Technology & Regulatory Council

1250 H Street NW, Suite 850 | Washington, DC 20005
(202) 266-4932 | itrc@itrcweb.org | <https://itrcweb.org>

Request for Proposals Green and Sustainable Chemistry Project Team

**Program Advisor Support for ITRC's Green and Sustainable Chemistry Project Team
September 12, 2024**

About ITRC, ERIS, and ECOS

The Interstate Technology & Regulatory Council (ITRC) is a state-led national coalition focused on creating tools and strategies to reduce interstate barriers to the deployment of innovative environmental technologies. ITRC develops various resources including guidance documents, fact sheets, and training to provide the knowledge and skills to address environmental challenges. ITRC strives to provide a national perspective with members from the U.S. States, Territories, and the District of Columbia governments, federal, Tribal, and local governments, the private sector, academia, and public stakeholders. More information about ITRC is available at <https://www.itrcweb.org/>.

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 affiliated with the Environmental Council of the States (ECOS). ECOS is the national, nonprofit, nonpartisan association representing the state and territorial environmental commissioners. ERIS issues and administers contracts on behalf of ITRC.

Project Overview

ITRC achieves its mission through the work of its Project Teams, which are comprised of experts from the environmental sector and vary in size depending on the subject area. Project Team sizes typically range from 50 to 200 members. Project Teams complete their work throughout the project lifecycle and share progress at regular virtual meetings, in-person meetings (as needed and as travel is allowed), and collaboration through Microsoft Teams and other collaborative tools. Each Project Team has a minimum of two Team Leaders who are employees from state government agencies and are supported by technical/management contractors referred to as Program Advisors.

ITRC invites you to participate in a Request for Proposal (RFP) to provide Program Advisor Support for the ITRC Green and Sustainable Chemistry Project Team. This new Project Team will develop a guidance document, training and educational materials that develop a framework that considers the intersection of green and sustainable chemistry, materials management, and circularity for contaminants and toxic chemicals. The Project Team will begin in January 2025 and end no later than December 2026. The time required for contract support is approximately 750 hours per year but may vary by the team's schedule and the experience and skills of the Program Advisor. Upon selection of the Program Advisor, ITRC will provide orientation training to the new Team Leaders and Program Advisor through webinars in December 2024.

William R. Chapman
Virginia Department of
Environmental Quality
ITRC Co-Chair

Paula Panzino
Arizona Department of
Environmental Quality
ITRC Co-Chair

Charles Reyes
ITRC Director

Program Advisors are responsible for facilitating the Project Team’s work, which includes the development of documents, training, and educational materials. Additional roles and responsibilities of an ITRC Program Advisor are provided below and in the attached ITRC Program Advisor Guide.

Administrative Information

- This RFP is for a firm-fixed price contract from December 1, 2024 – December 31, 2026, dependent on the availability of funding, and the ITRC Project Team’s work plan and goals.
- An electronic copy of the proposal must be submitted by **5:00 pm EST, Thursday, October 10, 2024. Late proposals will not be accepted or evaluated.** Proposals must be emailed to creyes@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 is not received. For questions or concerns regarding email submittals please contact Charles Reyes, ITRC Director, at (202) 266-4939 or creyes@ecos.org.
- ITRC **may** contact select Proposers to schedule a phone interview between Key Persons and ITRC leadership at a mutually convenient time. Interviews and final selection are expected to be completed by November 4, 2024.
- All requests, questions, or other communications about this RFP must be made in writing and submitted by email to Charles Reyes, ITRC Director, creyes@ecos.org no later than 5:00 pm EST **Thursday, September 20, 2024**. A response will be provided within three business days of receipt of inquiry and posted on the ITRC website. ***Communications made to 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 length) 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 Project 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 Project Team to complete its projects on schedule. 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 firm-fixed price amount for approximately 1,500 hours for the period December 1, 2024 – December 31, 2026.
- The firm-fixed price proposed for the work shall include all labor, materials, and overhead costs. In addition, any travel approved by ITRC will be reimbursed at \$1,500 for one Key Person to attend an ITRC meeting.
- Other direct costs that are incurred on behalf of ITRC and directly related to the ITRC Project Team will be reimbursed by ITRC at cost with prior approval from ITRC and **should not** be included in the firm-fixed price amount given in the price statement.
- The Key Persons shall participate in ITRC meetings that are, on average, two to three days long. The meetings are as follows:
 - ✓ 2025 ITRC Kick Off Meeting (January 22-23, 2025)
 - ✓ 2025 ITRC Annual Meeting (April 7-10, 2025)
 - ✓ 2025 ITRC Project Team Fall Meeting (October/November 2025)
 - ✓ *(tentative)* 2026 ITRC Kick Off Meeting (January 2026)
 - ✓ *(tentative)* 2026 ITRC Annual Meeting (March/April 2026)
 - ✓ *(tentative)* 2026 Project Team Summer Meeting (TBD)

The ITRC Kick-Off Meeting is a yearly leadership and training meeting attended by ITRC Team Leaders and the Program Advisors. The ITRC Annual Meeting consists of ITRC Team meetings

and whole-organization sessions. The ITRC Fall Team meeting is a smaller gathering of ITRC Project Team members and leadership. Additionally, participation in monthly or semi-monthly (or as needed) web-based 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 serve as an ITRC Program Advisor and provide technical and management services for the Green and Sustainable Chemistry Project Team. The Program Advisor is expected to conduct activities in a professional, objective manner and to strive for consensus in coordinating ITRC work schedules and in delivering ITRC work products. The Program Advisor shall meet the following requirements:

- Have a strong skill set in team facilitation, coordination, and administration, and the ability to manage teams of technical experts as they develop written technical products.
- Possess excellent project management skills and demonstrate the ability to successfully initiate, plan, execute, monitor, and work with the Project Team to complete the project on time according to the project schedule. ITRC Program Advisors must use ITRC project management tools for team project management, including submittal of monthly work plans using ITRC's template. Project Team delays are required to be reported to the ITRC Director and approved by the ITRC Board of Advisors.
- Assist the Project 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 Program Advisor is not expected to have technical expertise in the specific topic area but should have familiarity with environmental technology and regulatory issues.

Additional responsibilities and a summary of requested skills and experience are provided in the attached ITRC Program Advisor Guide.

Scope and Deliverables

The Program Advisor will support the development and production of the following deliverables:

- Written guidance document, including internal and external review documents, draft documents for the ITRC Editor, and draft documents for ITRC's Web Developer
- Training and Outreach products

The Program Advisor's work scope will include the following general items to support the development of the Project Team's deliverables. Specific work tasks and schedules will be dependent on details in the Project Team's work plan, which is developed in coordination with Team Leaders and submitted monthly to ITRC staff.

- Provide project management services, including yearly planning and scheduling, scope-of-work development, and monthly project tracking. ITRC project management and budgeting tools must be used, and deadlines met.
- Provide administrative support for the Project Team, including, but not limited to, maintaining current contact information of team members, planning, scheduling, and facilitating web-based and in-person meetings, and preparing meeting agendas.
- Assist Team Leaders and members with researching, compiling, editing, formatting and reviewing/revising surveys, technology overviews, technology case studies, technical and regulatory guidance documents, training curricula, information sheets, fact sheets, briefings, presentations, videos and other reports as assigned and as dependent on the project work plan. The Program Advisor shall adhere to ITRC's quality assurance programs and guidelines for document writing and training development. The Program Advisor will review ITRC Project Team resources and materials and help implement the use of these resources and processes with the team (ex., ITRC Style Guide, Copyright Guidance and Permission requirements, Zotero software; and web site resources including the Project Team's Microsoft Teams platform).
- Coordinate with ITRC staff and Project Team consultants including the ITRC Editor, Graphic Designer, and Web Developer to complete project deliverables.
- Maintain the Project Team's files and all meeting and collaboration activities through Microsoft Teams and other software provided or managed by ITRC.
- Support the Project Team in the development of training and outreach (for example, production of videos, audio, or other forms of presentations) as defined and agreed to in the Team's Work Plan.
- Participate in PA training throughout the contract period as requested by ITRC.

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 firm-fixed price cost statement. 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.

What is an ITRC Program Advisor?

The [Interstate Technology and Regulatory Council \(ITRC\)](#) is a state-led environmental coalition working to develop products to provide the knowledge and skills to address environmental challenges. [ITRC Project Teams](#) are the lead in producing resources and deliverables including documents, training, and educational materials.

Each ITRC Project Team is led by at least two Team Leaders (TLs) and supported by an ITRC Program Advisor (PA) and ITRC staff. Serving as a PA for an ITRC Project Team requires a substantial allocation of time and energy, and strong management, communication, and collaboration skills. PAs and TLs for an ITRC Project Team must present a united and consistent front to the team members during the product life cycle.

ITRC PAs are contract employees or ITRC staff. Contracted PAs are selected by the ITRC Director through a competitive Request for Proposal process. PAs must adhere to all ITRC governance documents, and policies and procedures for ITRC Team planning and management.

What are your responsibilities?

- Facilitate communications among TLs, team members, and ITRC staff.
- Support Team Leaders in developing and maintaining the required project work plan, schedule, meeting announcements, agendas, and summaries.
- Support TLs in managing the development of deliverables, including but not limited to writing assignments and training materials in accordance with ITRC's policies and guidance.
- Manage the Project Team's communication and coordination through Microsoft Teams including document management, team discussions and communications, and calendar of events.
- Establish and participate in regular strategy and planning meetings with Team Leaders.
- Plan, facilitate, and participate in regular virtual and in-person meetings including tracking attendance, developing meeting notes and action items, and other tasks assigned.
- Support TLs with team management including recruitment and conflict resolution.
- Assist TLs by ensuring all project deadlines are met and deliverables meet ITRC's standards and requirements.
- Maintain communications with ITRC Director to address project concerns or changes in direction.

What are your skills and experiences?

- Strong organizational, time management, and project management skills.
- Excellent communication, facilitation, and collaboration skills.
- Experience managing project teams and diverse groups.
- Experience managing the development of deliverables including written guidance documents and training materials.
- Experience planning, executing, and facilitating meetings.
- Experience working with Microsoft Teams to manage collaboration and communications.

If you have any questions about the PA role, contact Charles Reyes, ITRC Director (creyes@ecos.org).

September 2024