



Interstate Technology & Regulatory Council

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Request for Proposals (RFP) **Program Management, Development, and Support Services for ITRC**

Released: July 21, 2025
Responses Due: August 12, 2025

About ITRC, ERIS, and ECOS

The Interstate Technology & Regulatory Council (ITRC) is a national coalition focused on developing tools and strategies to reduce barriers to the deployment of innovative environmental technologies. Through our Programs and project teams led by ITRC staff, contractors, and volunteers, we develop various resources including written documents and tools, and training and educational deliverables. ITRC's active membership includes over 1,000 individual volunteer members from hundreds of U.S. state, federal, local and tribal governments, the private sector, academia, and other organizations that share our mission. Our reach is global, with tens of thousands of users and customers accessing our products, training, and forums each month.

ITRC is a program of ERIS, 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.

More information about ITRC, our current strategic priorities, and our Programs and project teams are available at <https://itrcweb.org/who-we-are/>.

Project Overview

ITRC is seeking proposals from qualified contractors to provide management and support services for ITRC's project teams, Training Program, Board of Advisors (BOA), and the ITRC Director. This RFP is for a 3-year firm fixed price contract beginning October 1, 2025.

The selected contractor will play a key leadership role in ensuring that ITRC fulfills our mission by supporting the ITRC Director and BOA in implementing our strategic direction, managing our project teams and our Training Program's development, coordination, scheduling and logistics, and leading ITRC's event and meeting planning.

Project Teams and Training Program

ITRC achieves its mission through the work of project teams responsible for developing written deliverables and associated educational and training materials. Each project team is active for 12 to 24 months, and is comprised of volunteers from the government, private sector, academic, and public organizations and stakeholders. Teams range in size from 50 to 400 active individuals, and each is led by a Program Advisor (contractor or ITRC staff) responsible for day-to-day

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Virginia Department of
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ITRC Co-Chair

Paula Panzino
Arizona Department of
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Charles Reyes
ITRC Director

project management support and facilitation. ITRC typically has 7 to 10 project teams active each year.

ITRC's Training Program oversees the development and execution of educational materials and deliverables created by our project teams. Training is delivered by volunteer ITRC members. The majority of ITRC's training deliverables are live webinars (30+) throughout the year supported by the U.S. Environmental Protection Agency (EPA). Occasional in-person training courses and other webinar training courses may be executed throughout the year with other ITRC partners. The Training Program, supported by project teams, also creates educational and outreach materials (posters, fact sheets, short videos).

Learn more about our project teams, Training Program, and deliverables:

- <https://itrcweb.org/project-teams/>
- <https://itrcweb.org/online-training>
- <https://itrcweb.org/guidance-documents/>

Board of Advisors

The BOA is a program advisory board charged with ensuring that ITRC fulfills its mission and is comprised of leaders from state government agencies, U.S. Department of Defense, U.S. Department of Energy, U.S. EPA, and the private sector. Learn more about the BOA:

<https://itrcweb.org/board-of-advisors>

ITRC Events and Meetings

ITRC hosts one Annual membership meeting (200-300 attendees) to convene the BOA, project teams, programs, and other guests. The [2025 Annual Meeting agenda](#) provides an example of our most recent meeting. ITRC also organizes several BOA, project team and leadership meetings (20 – 50 attendees each) throughout the year at locations throughout the U.S.

Project Objectives and Required Tasks

This selected contractor will provide management and support services for ITRC's project teams, Training Program, BOA, and Director. Proposers must be able to demonstrate that they can successfully fulfill the Project Objectives and Required Tasks. Proposers will be evaluated on how likely they are to complete the Required Tasks on schedule and with excellence, as well as on total price.

Project Team Management:

Oversee the management of ITRC project teams, including coordinating with team leadership and contracted program advisors and providing guidance and support to project team members to ensure successful project outcomes. Tasks include:

- Assisting the ITRC Director and staff to develop and coordinate team resources, provide team leadership training, and organize quarterly virtual meetings with team leadership.
- Managing project team planning, scheduling, task tracking, and related organizational activities in close coordination with the ITRC Director and project teams' program advisors.
- Leading annual orientations for new ITRC program advisors and team leaders.

- Participating in occasional project team leadership meetings and monthly team and workgroup meetings at the request of the team leadership and the Director.

Training Program Management:

Lead the development and delivery of the ITRC Training Programs for ITRC members and our customers, both virtual and in-person. Tasks include:

- collaborating with project teams and ITRC staff to identify training needs, develop curriculum, organizing and scheduling training sessions with the U.S. EPA and other partners, and ensuring training materials are up-to-date and accessible.
- supporting project teams and staff with the creation of training deliverables
- managing the development, revisions, and delivery of ITRC's training products.
- coordinating the planning, scheduling, facilitating, executing, and evaluations of training activities with trainers, ITRC staff, and our training partners (i.e., U.S. EPA CLU-IN).

Strategic Planning and Director Support:

Work closely with the ITRC Director, BOA, and ITRC staff to support the development and implementation of the organization's strategic direction and identifying goals and initiatives to meet ITRC's priorities. Tasks include:

- providing advice to the ITRC Director and staff, BOA, and other ITRC team and program leadership to improve project teams, the Training Program, and product development processes and deliverables.
- assisting the Director and staff with the development of new guidance, policies, and procedures for the organization, project teams, and programs.
- participating in regular strategy and project status meetings with the Director, staff, and BOA.
- working with the ITRC Director, staff and contractors to manage project budgets, schedules, and logistics to ensure timely completion of project deliverables and execution of ITRC events and training.

Events and Meeting Management:

Plan and coordinate the logistics of ITRC in-person meetings, including the Annual Meeting, Project Team Kick-off Meetings, and other in-person Project Team meetings. Tasks include:

- Assisting with the scoping, review, and selection of locations of ITRC Annual Meetings, project team meetings, annual Project Team Kick-off meetings, and other in-person meetings and trainings.
- Managing the coordination with meeting location representatives (i.e., hotel staff, government sponsors, convention representatives) to plan meeting space layout and requirements such as audio-visual, food and beverage, and other ITRC meeting needs.
- Assisting staff with developing meetings, communications and outreach materials for ITRC meetings including agendas, logistics sheets, registration materials, and other electronic communications related to the meeting.
- Traveling to select meetings as directed by ITRC Director to manage and assist with on-site logistics including meeting space setup, registration, coordination with meeting location staff, and membership customer service.

Technical and Management Capabilities:

The Proposer should highlight that the Proposer and Key Person(s) have the following capabilities through a combination of related experience and education.

- Demonstrated project management, strategic planning, training development, and meeting planning and facilitation experience.
- Highly organized and detail-oriented, with the ability to manage multiple complex projects and priorities
- Ability to work collaboratively with diverse stakeholders, including ITRC staff, members, contractors, and external partners
- An understanding of ITRC's strategic direction, our membership, and our Programs and Project Teams purpose and activities.
- Strong leadership and management skills, with the ability to motivate and inspire teams and people.
- Proven ability to make strategic decisions, solve problems, and manage conflicts.
- Excellent communication and interpersonal skills.
- Proficient in using project management and collaborative tools and software. ITRC utilizes Microsoft (Teams, Office), Google Suite, and other third-party software.

Administrative Information

- This RFP is for a firm-fixed price contract from October 1, 2025 – September 30, 2028.
- There will be no pre-submittal conferences.
- An electronic copy of the proposal must be submitted by **5:00 pm ET, Tuesday, August 12, 2025. Late proposals will not be accepted or evaluated.**
- Proposals must be emailed to Charles Reyes, ITRC Director, at creyes@ecos.org. Proposal submission confirmation will be sent via email within three business days of receipt. 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 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 September 9, 2025.
- All requests, questions, or other communications about this RFP must be made in writing and submitted by email to Charles Reyes (creyes@ecos.org) no later than 5:00 pm ET, Wednesday, July 30, 2025. 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.

- 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.

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 three 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 how the capabilities and competencies of the Proposer and Key Person(s) will provide program management, development, and support for ITRC project teams, the training program, and ITRC leadership to fulfill our strategic direction and mission. The narrative must connect the Proposer and Key Person(s) technical and management capabilities with the required Project Objectives and Required Tasks and demonstrate that the Proposer and Key Person(s) understand the strategic priorities and needs of the ITRC organization and our members.

Resume(s)

Proposers shall submit no more than **two-page** resumes of the Key Person(s) 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 – Yearly Basis

A one-page price statement that includes the annual firm-fixed price for Key Person(s) and anyone else proposed for the project for each of the three years of the project (October 1, 2025 – September 30, 2028). The base year is the Federal Fiscal Year (FY) 2026, from October 1, 2025, to September 30, 2026.

The firm-fixed price proposed for the work for each project year – FY2026, FY2027, and FY2028 – shall include all labor, materials, and overhead costs for the Proposer's Key Person(s)

indicated for the work. ITRC will provide the following items, which should not be included in the price statement:

- Yearly meeting attendance (approximately 10 days, plus travel time) as described in the Project Objectives and Required Tasks section is required. Travel expenses are reimbursed at direct costs with no markup, according to the ITRC Travel Policy and with prior written approval by the ITRC Director.
- Website, IT, and related software and support
- Event and meeting facilities and related costs for all in-person meetings.
- Other direct costs incurred on behalf of ITRC and directly related to the Required Tasks will be reimbursed by ITRC at cost with prior approval from ITRC.

Evaluation Criteria

Proposers (and their Key Person(s) proposed) will be evaluated on how likely they are to complete the Project Objectives and Required Tasks on schedule and according to ITRC's processes and procedures, their Capabilities and Competencies, and on the "best value" of their firm-fixed price cost statement. Proposals will also be assessed in comparison to the performance and capabilities demonstrated by the current service provider, establishing a baseline for expected project delivery and value. Competitiveness of price will be considered, but the decision will be based on the best value to the ITRC.

Select proposers may be contacted to schedule a short phone interview between Key Person(s) and ITRC leadership at a mutually convenient time.

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.