



ASSOCIATION of
FISH & WILDLIFE
AGENCIES



NATIONAL CONSERVATION
LEADERSHIP INSTITUTE

Request for Proposal

for

Curriculum Review of National Conservation Leadership Institute

April 2023

INTRODUCTION

Summary

The Association of Fish and Wildlife Agencies (Association) is soliciting bids for the review of the National Conservation Leadership Institute's (NCLI) curriculum. Bids are requested from vendors to review the overall pedagogy and presentation of materials, including "Case in Point" teaching methodology and , our safety protocols and procedures, and the overall pedagogy and how we are presenting the materials.

Closing Date

Proposals must be received by the designated contact (etakaki@fishwildlife.org) no later than May 26, 2023 at 5:00 PM Eastern Time.

Point of Contact

The designated contact for this request for proposals (RFP) is:

Elena Takaki
Project WILD Program Manager
Association of Fish and Wildlife Agencies
Phone: (202) 838-3476
Email: etakaki@fishwildlife.org

Review of Proposal / Award of Contract

Association staff and NCLI Board members will review proposals and select the vendors based on the value of the proposal, experience of person(s) submitting the proposal in both content area and experience working with adult learning and teaching, and familiarity with Adaptive Leadership concepts, combining technical and financial factors set forth in this RFP. Contracts awarded are subject to appropriate Association and NCLI approval. The selected vendors will be notified by June 16, 2023.

GENERAL CONTRACT REQUIREMENTS

Method of Procurement

The awards for the proposed project components are to be by competitive sealed bidding.

Term of Contract

The term of the proposed work will be from approximately July 2023 until December 2023, unless otherwise indicated at the time of contract award.

Contractor Responsibilities

The selected vendors shall be responsible for all products and services as required by this RFP for the project component(s) for which they are bidding, and as identified in the final contract agreements between the Association and the vendor. Subcontractors, if any, must be identified and a complete description of their role relative to the proposal must be included in the bid.

Bid Contents

Bids should contain the following elements:

1. Executive Summary: Include a one paragraph summary of your proposal and time and cost to complete the work. Bids may not exceed \$30,000.
2. Project Plan: Briefly describe your proposed approach to fulfilling the “Scope of Work,” outlining your proposed:
 - Resources;
 - Timelines; and
 - Personnel—who will be directly involved from in the firm as well as any subcontractors.
3. Cost Proposal & Budget: Provide a total fixed cost to fulfill the “Scope of Work” and include a budget that outlines fees and expenses, including personnel and subcontractors; costs of necessary meetings and workshops; travel expenses; communications. Note that total cost proposal should be inclusive of all expenses, including travel, materials, and other miscellaneous expenses.
4. Prior Work: Include three examples of comparable prior work and contact information for references on these projects.
5. Corporate Overview: Provide a short overview of your agency/organization, services provided, representative clients, and principal staff.

Bid Submission

Each interested bidder shall email a bid/proposal by May 26, 2023 to Elena Takaki at etakaki@fishwildlife.org. Bidder shall indicate “NCLI Curriculum Review” in the subject line of the email.

Bid Acceptance

The Association and NCLI reserve the right to accept or reject any or all bids in whole or in part, to waive minor irregularities, and to enter into negotiations related to the bid as necessary. Vendors whose bids are not accepted will be notified in writing by email. All vendors should ensure that their bids in response to this RFP are their best and final bids.

Incurred Expenses

Neither the Association nor NCLI shall be responsible for any expenses incurred by a vendor in preparing and submitting a bid. All bids should be prepared simply and economically, providing a straightforward, concise delineation of the vendor’s ability to satisfy the requirements of this RFP.

Confidentiality

Confidential information includes all Association and NCLI furnished documentation, information, and reports. Vendor will not voluntarily sell, transfer, publish, disclose, display, or otherwise make available to any third persons such confidential information without express written consent of the Association or NCLI.

Amendment or Cancellation of the RFP

The Association and NCLI reserve the right to amend this RFP giving equal information to all vendors as a result of any such amendment. The Association and NCLI reserve the right to cancel the project.

Retention of Rights

The Association and NCLI will retain all serial and future rights to the contents, products, and any related materials prepared under this RFP and will have complete copyrights to all associated works for use in future activities.

BACKGROUND

The Association of Fish and Wildlife Agencies

Founded in 1902, the Association of Fish and Wildlife Agencies is the official representative of the state, territorial and provincial fish and wildlife agencies of North America. The Association works to support the leadership of state fish and wildlife agencies by advocating for fish and wildlife conservation and promoting cooperation among fish and wildlife agencies. The Association's membership includes every state and territorial fish and wildlife agency, along with the Canadian provincial agencies, the Mexican state agencies, and several federal agencies with wildlife management responsibility. The Association's staff is made up of over 20 biologists, scientists, policy specialists, and educators with expertise on topics from migratory birds to fish habitat to agency management. For more information, see the Association's web site at <http://www.fishwildlife.org>.

The National Conservation Leadership Institute

The NCLI successfully defies the ordinary, acting to preserve the legacy of our natural resources by developing extraordinary conservation leadership. The unique curriculum challenges assumptions, piques critical thinking, fosters high-trust relationships, and strengthens confidence.

The NCLI vision states that: "Because of the National Conservation Leadership Institute, conservation leadership in the future will be widely regarded as one of America's greatest strengths. From the smallest government agency to the largest conservation federation, there will be a shared confidence that our legacy is safeguarded by extraordinary leadership with a conservation mission." For more information, see NCLI's website at <https://www.conservationleadership.org/>

Management Assistance Team

The Management Assistance Team (MAT) is part of the Association of Fish and Wildlife Agencies. We provide leadership and organizational development to state fish and wildlife agencies and other AFWA member agencies. Because we believe that the health and sustainability of North America's natural resources rests in the hands of the individuals and organizations who manage them, the Management Assistance Team (MAT) aspires to further the conservation goals of state fish and wildlife agencies through organizational and leadership development of agency staff at all levels. With the support of our world-class leadership development programs, and through the inter-organizational partnerships we help to forge, state fish and wildlife agencies will be able to navigate change successfully, and respond immediately and effectively to shifting natural, political, and economic conditions. See <https://www.fishwildlife.org/afwa-inspires/mat-team>

SCOPE OF WORK

Project Overview

The NCLI is seeking a contractor to review the NCLI curriculum. This may include but not be limited to:

- Observing the curriculum as it is being enacted. This will take place at the National Conservation Training Center (October 2-13, 2023);
- Interviewing instructors, coaches, past participants, and staff;
- Comparing and contrasting it to curriculum of similar leadership trainings;
- Focus on the Case-In-Point section of training, safety protocols and procedures, and the approach and method we use to deliver concepts and content.

Project Goal and Needs

To ensure we are delivering a relevant and premier leadership training program for a diverse workforce in the field of conservation. We aim for a safe environment for all participants, including Fellows, coaches, guest speakers, instructors, and staff. By completion of this project, we expect to have clear recommendations on areas that are working well, and areas that could use improvement.

Services Required/Vendor Responsibilities

In completing this project, the selected vendor will perform the following duties. The Vendor will:

- Communicate with MAT staff and NCLI Board members about progress and provide regular updates;
- Provide all equipment needed to conduct implementation of the evaluation plan;
- Provide a final report and summary report with recommendations.

EVALUATION OF PROPOSALS

Evaluation Process

Association staff and NCLI Board members will review proposals and conduct interviews with vendors. Final selection of vendor will be subject to appropriate Association and NCLI approval.

Selection Criteria

Selection will be based on our assessment of best value for the Association and NCLI, taking into account cost as well as the following factors:

- Equipment and other resources that the contractor owns or has access to;
- Prior experience of the personnel overseeing and directly involved in producing the final product;
- Information provided by vendors' references;
- Information from the vendor about the vendors ability to complete the work in the allotted time; and
- Familiarity with Adaptive Leadership concepts.
- Experience in adult education and teaching methodologies

Note: Small businesses, minority-owned firms, and women's business enterprises are encouraged to apply.