



REQUEST FOR PROPOSALS

Coordinator, Front Range Roundtable

Proposals Due: June 15, 2011

The Front Range Roundtable (Roundtable) is seeking proposals from qualified contractors to coordinate the operations of the Roundtable for a period of 12 months commencing **July 1, 2011**. This term may be extended for up to five years at the discretion of the Roundtable Executive Team.

The Roundtable is a coalition of individuals from state and federal agencies, local governments, environmental and conservation organizations, the academic and scientific communities, and industry and user groups, all with a commitment to forest health and fire risk mitigation along Colorado's Front Range. The Roundtable's focus area incorporates 10 Front Range counties, including Boulder, Clear Creek, Douglas, El Paso, Gilpin, Grand, Jefferson, Larimer, Park and Teller.

The Coordinator will be the facilitator of the Roundtable, both in association with Roundtable meetings and in ensuring successful implementation of Roundtable objectives. This person will utilize various communication techniques and technologies to organize and report on the direction, progress, and accomplishments of the coalition. This person will serve as the Roundtable's primary administrative contact with agency and organization leaders, and other organizations and committees.

The Coordinator works for the Roundtable Executive Team who will provide specific direction. In consultation with the Executive Team, the Coordinator will develop a twelve-month work plan outlining the tasks to be completed during the term of the contract.

Following is a partial list of the various tasks and duties that may be required of the coordinator position:

1. Provide coordination and facilitation of all Roundtable meetings and related activities, to include:
 - A. Arranging for, participating in and facilitating all Roundtable meetings and conference calls, to include preparation and distribution of agendas; arrangements for meeting rooms and/or call-in lines; arrangement for refreshments, if needed; and preparation and distribution of meeting notes and follow-up items.
 - B. Maintaining a record of assignments accepted by Roundtable Executive and Core Team members as well as any other Roundtable members or work groups and facilitating follow-up and implementation.
 - C. Making arrangements for Roundtable field trips, as needed.
 - D. Maintaining a current calendar of all Roundtable and related events.
 - E. Maintaining a current contact list of all members and working groups of the Roundtable.
 - F. Arranging for storage and organization of all Roundtable documents including minutes, reports, presentations, publications, photos and related materials.
 - G. Coordination, with direction from the Executive Team, of an annual budget.
2. Coordinate internal and external communication involving the Roundtable leadership, membership and partners, to include:

- A. Developing and implementing an active communications plan
- B. Coordinating internal and external communications between Roundtable meetings.
- C. Providing timely updates and linkages to ensure the currency of the Roundtable website.
- D. Utilizing various communication techniques to organize and report out the direction, progress, and accomplishments of the group.
- E. Preparing an annual report that details Roundtable accomplishments for the preceding twelve months and lists the focus of the Roundtable for the next twelve months.
- F. Receiving general phone inquiries for the Roundtable and, if necessary, forwarding to the appropriate individual or agency for follow up.

The Arapaho Roosevelt Pawnee (ARP) Foundation will manage the financial aspects of the contract and provide agreed-upon compensation to the Coordinator in response to monthly invoices.

Although demands will fluctuate with Roundtable activities, it is anticipated that the average amount of time per week to perform the necessary coordinating responsibilities will be 20 hours.

The proposal should not exceed 5 pages and must contain:

1. Letter of Interest outlining qualifications to perform the coordination responsibilities, including specific information on experience with facilitation, consensus building and effective written and verbal communication.
2. Resume of experience in providing similar types of responsibilities, including three references.
3. Itemized cost estimate for providing the kind of responsibilities outlined above within the parameters of 20 hours per week on average.

The parties understand that the Coordinator will be an independent contractor with respect to any Roundtable member(s), and not an employee of any Roundtable member(s). Roundtable member(s) will not provide benefits, including health insurance, paid vacation, or any other employee benefit on behalf of the contractor. It is specifically agreed and understood by the parties hereto that no Roundtable member(s) will withhold from the contractor's compensation any amounts normally withheld for FICA, federal and state income taxes, retirement, or health benefits. The contractor will be solely and exclusively responsible for and liable for reporting such compensation to appropriate state and federal taxing agencies.

In accordance with Title 8, Colorado Revised Statutes, Article 17.5, the contractor shall not:

- A. Knowingly employ or contract with an illegal alien to perform work under the public contract for services; or
- B. Enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under the public contract for services.

Proposals are due by close of business (5:00 pm MDT) on June 15, 2011 and should be sent electronically to Paige Lewis at paige_lewis@tnc.org.

For more information, please contact Paige Lewis at (303) 817-8648 or paige_lewis@tnc.org.