



# REQUEST FOR PROPOSALS

## Coordinator, Front Range Roundtable

**Proposals Due: January 9, 2015**

The Front Range Roundtable (Roundtable) is seeking proposals to coordinate the operations of the Roundtable for a period of 12 months commencing in **February 9, 2015**. Proposals will be accepted from Roundtable member entities wishing to provide support through the hiring of a staff person or from qualified freelance contractors. Maximum annual budget for this position and associated travel and expenses is \$35,000.

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 primary facilitator of the Roundtable and its various subcommittees. As facilitator, the Coordinator will manage Roundtable and committee meetings and help ensure 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 Roundtable. 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.

### **Coordinator Responsibilities**

Although demands will fluctuate with Roundtable activities, it is anticipated that the Coordinator will work approximately 20 hours per week. Following is a representative list of the tasks and duties that will be required of the coordinator position:

1. Coordinate and facilitate quarterly meetings of the full Roundtable and of the Roundtable Executive Team, to include:
  - Preparation and distribution of agendas; coordination of meeting locations, call-in lines and related logistical arrangements; tracking of expected meeting participants; arrangement of refreshments, if needed; facilitation of the actual meetings; preparation and distribution of meeting notes and tracking of follow-up items in between meetings.
2. Coordinate and facilitate up to 24 committee meetings per year for the Roundtable's working groups, particularly the Landscape Restoration Team and related sub-teams and the Community Protection Team. Duties to include:
  - Preparation and distribution of agendas; coordination of meeting locations, call-in lines and related logistical arrangements; tracking of expected meeting participants; arrangement of

refreshments, if needed; facilitation of the actual meetings; preparation and distribution of meeting notes and tracking of follow-up items in between meetings.

3. Coordinate agenda, invitations and logistical arrangements for 1 field trip or field-based meeting of the Roundtable per year.
4. Serve as a central point of contact for information needs both internal and external to the Roundtable.
  - Maintain a current contact list of all Roundtable members and working groups.
  - Maintain a current calendar of all Roundtable and related events.
  - Provide timely updates and linkages to ensure the currency of the Roundtable website.
  - Receive general phone inquiries for the Roundtable and, if necessary, forward to the appropriate individual or agency for follow up.
  - Periodically disseminate news and information from Roundtable members and/or of relevance to Roundtable priorities.
5. Arrange for storage and organization of all Roundtable documents including minutes, reports, presentations, publications, photos and related materials.
6. Prepare an annual report that details Roundtable accomplishments for the preceding twelve months.

### **Employment Arrangements**

The Coalition for the Upper South Platte (CUSP) is the fiscal agent for the Roundtable.

Payment will be made to the selected applicant on a time and material basis within the confines of the available budget.

If the selected applicant is a non-profit, governmental or other organization currently participating in the Roundtable, CUSP and the Executive Team will work with that entity to set up a process through which Roundtable funds will be transferred, based on an hourly rate, to support the work of the Coordinator. The organization agreeing to hire the position will be responsible for providing any and all employment benefits that may be applicable and will acknowledge that the Roundtable is not bound to fund this position beyond the life of the 12 month contract.

If the selected applicant is an independent contractor, CUSP will manage the financial aspects of the contract and provide, in consultation with the Roundtable Executive Team, the agreed-upon compensation to the Coordinator in response to monthly invoices.

If the selected applicant is an independent contractor with respect to any Roundtable member(s), and not an employee of any Roundtable member(s), it is understood that 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 involved 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.

### **Proposal Submission Guidelines**

**The proposal should not exceed 5 pages and must contain:**

1. Letter of Interest outlining qualifications to perform the coordination responsibilities described above. Include specific information on experience with facilitation, meeting and event coordination, consensus building and effective written and verbal communication. Please also indicate preferred hourly rate.
2. Resume, including three references.

**Proposals are due by close of business (5:00 pm MDT) on January 9, 2015 and should be sent electronically to Megan Davis at [mdavis@bouldercounty.org](mailto:mdavis@bouldercounty.org).**

**For more information, please contact Megan Davis at (303) 441-3562 or [mdavis@bouldercounty.org](mailto:mdavis@bouldercounty.org).**