

# REQUEST FOR PROPOSALS

## Part-Time Program Coordinator

By: Kaweah Water Foundation  
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Released: December 29, 2020  
Responses due: 5 p.m. January 29, 2021

### Introduction

The Kaweah Water Foundation (“KWF”), a nonprofit public benefit corporation based in Visalia, California, seeks proposals from qualified organizations to provide part-time Program Coordinator services.

KWF’s purpose is to maintain and improve the quality of life in the Kaweah Basin region of Tulare County, California, by implementing programs that provide access to safe drinking water for residents, and by engaging in activities with the goal of enhancing the quality of groundwater drinking water supplies for residents in the region. KWF also serves as the oversight body governing efforts within the Kaweah Basin to form a Local Management Zone to comply with the Central Valley Regional Water Quality Control Board’s (“Regional Board”) newly adopted Nitrate Control Program.<sup>1</sup> More information on KWF’s mission and services can be found at [www.kaweahwater.org](http://www.kaweahwater.org) (collectively, “Program”).

### Contract terms

The selected Program Coordinator will be engaged for a one-year contract beginning on February 22, 2021, with an option to renew for additional one-year periods based on performance and at the discretion of the Board of Directors (“Board”) of KWF. The selected Program Coordinator will be an independent contractor and will be asked to sign a Professional Services Agreement. Proposals should come from qualified independent organizations able to contract with KWF, and not from individuals. Potential candidates are encouraged to assemble teams as appropriate to deliver the services cost-effectively.

### Scope and duties

The Program Coordinator will report directly to the KWF Board. The Board envisions this service as part-time, with approximately 24-32 hours of monthly services, although the initial amount of time to establish the Program required may be greater. KWF recognizes that because this is a new position in a new program, estimating the time needed to provide the requested services is uncertain. As such, proposals may be based on a different range of monthly hours. Regardless, proposals should include assumptions (and an explanation about those assumptions) about the amount of time it will take to carry out specific tasks, and the types of

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<sup>1</sup> The Nitrate Control Program is contained within Basin Plan Amendments for the Sacramento, San Joaquin River, and Tulare Lake Basins, as approved by the Central Valley Regional Water Quality Control Board in 2018 and State Water Resources Control Board in 2019; See <https://www.cvsalinity.org/nitrate-control-program>

personnel (e.g., administrator, bookkeeper, administrative assistant) that will carry out those tasks. Candidates should demonstrate their flexibility to increase or reduce services to meet the Board's needs and direction as the Program evolves and matures.

The Program Coordinator will serve as the day-to-day agent and executive for the Board. The Program Coordinator will be the first point of public contact for KWF, serving as an intermediary between the Board and the public, news media, government agencies, non-governmental organizations, and other interested parties, except in cases where the Board has specifically delegated those duties to another party. The Program Coordinator will be responsible for planning and scheduling Board meetings in consultation with the Board and other contractors/consultants, and in conformance with KWF's bylaws. Other administrative duties include preparing agendas, financial reports and budgets, banking (in coordination with the Treasurer), and maintenance of all KWF corporate records (including notices and minutes of meetings, and banking, tax, and other records). The Program Coordinator will attend Board meetings (expected to occur roughly once monthly or as scheduled by the Board), and other KWF-related meetings as directed by the Board, such as public meetings to solicit community input on or regulatory approval for KWF-related activities.

The Program Coordinator will provide oversight and serve as an independent advisor on matters related to the performance and efficiency of all other Board contractors/consultants. This shall include providing feedback to the Board regarding consultants' work products, budgets, and invoices, particularly toward confirming such materials are consistent with the Board's expectations and any separate agreements. Other KWF contractors/consultants may include, but not be limited to, engineering firms, drinking water service providers, tax preparers, and legal counsel. The Program Coordinator will be asked to confirm whether a conflict of interest exist with the Board and other KWF contractors/consultants, in accordance with KWF's Conflict of Interest Policy.

Beyond the core services described above, the Program Coordinator may be asked by the Board to provide additional services, depending on the candidate's demonstrated experience, efficiency, and skills. Additional services may include some or all of the following:

- Facilitate or mediate discussions regarding cost sharing and fees for services between regulated dischargers under the Nitrate Control Plan ("Discharger");
- Identify and/or pursue grant opportunities and charitable donations;
- Initiate and respond to external communications, including updating the KWF website, public presentations on KWF activities, engagement with news and social media, regulatory relations, and community outreach;
- Solicit Discharger enrollment, invoicing Dischargers and processing payments.

### **Experience**

Experience in administration, managing nonprofits, preparing financial reports, managing issues related to water supply and water quality, public affairs, public meetings, and communications

are all helpful. Familiarity and experience with the Regional Board's Nitrate Control Program and the CV-SALTS stakeholder process is essential. All such experience should be described in submitted proposals. Candidates should describe their familiarity and previous working relationships, if any, with relevant Tulare County stakeholder groups, such as Groundwater Sustainability Agencies, environmental justice organizations, local governments, Regional Board staff, news media, and local business and agribusiness organizations.

### **Guidelines for submitting proposals**

Please adhere to the following guidelines:

- Submit proposals electronically to [jcativiela@cogentcc.com](mailto:jcativiela@cogentcc.com) in Adobe PDF format by 5 p.m. Friday, January 29, 2021. Designate one person as the point of contact for KWF and provide both an email address and a telephone number. Late submissions will not be accepted.
- Clearly identify the name of your company or agency and where it is physically headquartered. Provide a web address for your company, if possible.
- Clearly identify the person that will work as the main provider of Program Coordinator services and each person providing additional supporting services. For the purposes of this RFP, "Program Coordinator" indicates the candidate entity and not necessarily a single person.
- Identify the specific services each person would provide, and a list of each person's specific applicable capabilities related to the scope and assigned tasks.
- Provide a brief biography on each person that that would provide services, if possible. Including biographies does not constitute a commitment to utilize specific staff, only a means to establish the company's or agency's qualifications and capabilities.
- Provide an hourly billing rate for each person and/or job classification that would provide services.
- Include an annual budget (February 22, 2021 to February 21, 2022, subject to change depending on contracting schedule) that estimates costs to provide the Program Coordinator services, including estimated hours for each person and/or personnel classification, multiplied by their hourly rates. Given uncertainties about the exact number of hours needed for the service, proposals may either a) provide an estimated budget based on KWF's anticipated 24 to 32 hours monthly workload, or b) propose a different number of average monthly hours. In the case of b), candidates are encouraged to identify the assumptions going into their time estimates.
- Include a budget estimate for out-of-pocket expenses, which KWF will reimburse at cost.
- Proposals should be no longer than eight (8) pages in length, including attachments.
- Proposals should use Times New Roman or similar typeface in 12-point type and maintain one-inch margins; however, candidates need not alter existing documents such as rate sheets, personnel bios, etc., so long as they are clear and readable.

**Liability**

KWF will require that the awarded entity provide assurance of adequate insurance coverage, with KWF named as an additional insured certificate holder on the policy (General Liability: \$1 million, Professional Liability/Errors and Omissions: \$1 million, Hired & Non-Owned Auto: \$1 million), health coverage for all full-time personnel working on the account, and worker's compensation insurance for all personnel working on the account as required by applicable laws. Some terms may be negotiable.

**Anticipated schedule for review and response to proposals**

KWF will review and respond to proposals by Friday, February 12, 2021. KWF reserves the right to arrange interviews with one or more finalists before making a final decision.

**Right to Refuse**

This RFP does not commit KWF to award any contract or pay any costs incurred in preparation of a proposal. The Board reserves the right to accept the proposal considered to be in KWF's best interest in the Board's sole discretion. KWF reserves all rights to reject any or all proposals received for any reason or no reason.

**Questions**

Questions may be sent by email to J.P. Cativiela at [jcativiela@cogentcc.com](mailto:jcativiela@cogentcc.com). Provide a phone number along with any emailed questions in case a telephone response is needed.

Thank you for your interest in working with the Kaweah Water Foundation.