

## CALIFORNIA INVASIVE PLANT COUNCIL

### REQUEST FOR PROPOSALS:

#### Budget tracking and grant writing for the Invasive Spartina Project

Monday, June 12, 2023



**Proposal Deadline: Friday, June 30, 2023, at 5:00pm**

- Completed proposals should be submitted via email to [dwjohnson@cal-ipc.org](mailto:dwjohnson@cal-ipc.org)
- All applicants will be notified by July 31, 2023
- If you have any questions, please email [dwjohnson@cal-ipc.org](mailto:dwjohnson@cal-ipc.org)

## INTRODUCTION

The California Invasive Plant Council (Cal-IPC) is seeking the services of a contractor over a one-year period to support and develop administrative budgeting and fundraising capacities for the San Francisco Estuary Invasive Spartina Project (ISP). Tasks include: developing and tracking budgets; researching potential grant funding sources; and writing grant proposals. The ISP is a long-running and highly successful environmental effort to eradicate four species of invasive cordgrass from the marshes around San Francisco Bay because these invasive species impact biodiversity, coastal processes, and wildlife habitat. The annual project budget is currently \$4 million, with a range of subcontractors, different programmatic elements, and often multiple funders. Many partners are involved in the project, with leadership from the California State Coastal Conservancy, the US Fish & Wildlife Service, and nonprofit partner organization Cal-IPC. Information about early phases of the ISP can be found at <https://www.spartina.org/> and more recent updates can be found on Cal-IPC's website at <https://www.cal-ipc.org/project/invasive-spartina-eradication/>. The purpose of this contract is to strengthen capacity for administering and funding this complex project such that multiple funders can be integrated and expenses can be accurately tracked real-time over the next decade.

We prefer to contract with a single entity that can successfully implement all aspects of the scope of work, but we may split the contract between multiple contractors if we believe that will provide the best overall support.

## SCOPE OF WORK

The period of this scope is **August 1, 2023 through July 31, 2024**.

The contractor will:

- **Gain proficiency with ISP funding and administration** - review ISP budgets, funding history, grant proposals, and other materials provided by Cal-IPC. Meet with Cal-IPC and ISP partners to hear the team's needs.
- **Propose budgeting approach** – in collaboration with Cal-IPC and ISP partners, prepare and present an improved process for setting and tracking ISP budgets.
- **Propose funding approach** – prepare and present a plan for researching potential funding sources, focusing on public agency grants but also including the potential for foundation grants and corporate support. Our near-term goal is to secure \$6 million in funding to begin 7/1/24. Our long-term goal is to identify and implement a funding path for the next 8-10 years.
- **Maintain budget tracking** – track payments from fund sources and payments to subcontractors. Track remaining funds and project future expenditures, including indirect charges. Support preparation of budgets for future funding proposals. This will require regular communication with the ISP team.
- **Research funding** – look into diverse funding sources for the ISP, including public agency grants, foundation grants, and corporate support. Arrange communications with potential funders on behalf of the ISP. Maintain a timeline of promising opportunities for grant applications. This will require regular communication with the ISP team.

- **Draft grant proposals** – generate strong drafts of grant proposals, including budgets, that meet the parameters of opportunities identified through research. Cal-IPC and ISP partners will provide input and submit final proposals. Set up an application timeline for each proposal that provides partners sufficient time to contribute to a strong product. Our goal is to have significant new program funding in place by July 1, 2024, with a plan for securing ongoing funding.
- **Meetings** – prepare agendas and meet biweekly by video with Cal-IPC and ISP leaders to share updates. Distribute timely notes and track tasks by team.

**PROPOSAL REQUIREMENTS**

Applicants should submit a thoughtful, clear, well-organized proposal package of up to 10 pages that includes the items listed below:

- Description of your qualifications and ability to conduct the work described in the Scope of Work.
- Proposed strategy to achieve deliverables within the scope period.
- Proposed budget and rates, organized by tasks spelled out in the Scope of Work.
- Examples of your best work that may be comparable to this project, including a list of funding proposals submitted and funding received.
- A statement concerning any potential conflicts of interest with respect to performing the work under this contract.

**REVIEW AND SELECTION PROCESS**

Proposals will be reviewed by Cal-IPC and members of the ISP team. We will make a primary selection and negotiate to reach an acceptable budget. If this is not possible, we will contact another applicant. The anticipated schedule is:

RFP posted .....June 12, 2023  
 Submission deadline .....June 30, 2023  
 Follow up if necessary with applicants selected for further consideration.....July 3-14, 2024  
 Interviews, negotiations and final selection.....July 17-31, 2024

This contract will be awarded without discrimination based on color, race, national origin, ethnic group identification, religion, age, sex, sexual orientation, color, genetic information, or disability.