



# SKAGIT COUNTY PUBLIC WORKS DEPARTMENT

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## Request for Quotes and Qualifications

### Salish Sea Stewards Volunteer Training Program

The Skagit County Public Works Department, on behalf of the Skagit County Marine Resources Committee (MRC), is soliciting quotes and qualifications for the planning and implementation of the Salish Sea Stewards volunteer training program and volunteer coordination.

#### **Background**

The Skagit County Marine Resources Committee (MRC), administered by the Skagit County Public Works Department, was established in 1999 by the Skagit County Board of Commissioners per Resolution #17433. Skagit MRC is one of seven county-based MRCs established as part of the congressionally authorized Northwest Straits Marine Conservation Initiative (NWSI). The purpose of the MRCs is to bring together diverse interest groups to identify and implement priority projects relating to enhancing, restoring, and protecting our local marine resources at the grassroots level. The MRCs' projects are driven by sound science and local priorities. The MRCs foster stewardship and build awareness by engaging the local community through education and outreach.

The Skagit MRC relies heavily on trained volunteers to help implement projects and engage the local community. It is important for the MRC to continue training new volunteers and build and maintain its volunteer base to help support its education, monitoring and restoration efforts. The Skagit MRC developed and implemented the Salish Sea Stewards volunteer training program in 2014 after the WSU Beach Watcher Program in Skagit County dissolved. We now have close to 200 active volunteers including former WSU Beach Watchers and Salish Sea Stewards combined. For more information about the Salish Sea Stewards training program, please visit the Skagit MRC website: <http://www.skagitmrc.org/projects/education-outreach/salish-sea-stewards/>. For more information about the Northwest Straits Marine Conservation Initiative: [www.nwstraits.org](http://www.nwstraits.org).

The Skagit MRC was recently awarded federal Environmental Protection Agency (EPA) funding through the Puget Sound Partnership and the Washington State General Fund to help support the MRC operations and priority action projects including Salish Sea Stewardship volunteer training and coordination through September 30, 2019.

#### **Project Description**

The Contractor will serve as the Volunteer Program Coordinator and will be responsible for planning, promoting, and implementing the Salish Sea Stewardship volunteer training program, recruiting volunteers, connecting volunteers to volunteer opportunities, and continued volunteer communications and engagement under the guidance of the MRC's Salish Sea Stewards Advisory Committee and MRC Staff. The Contractor will develop the Salish Sea Stewards curriculum and training materials based on past curriculums and program evaluations, to provide the volunteers with a solid background in high priority issues impacting our local marine resources and engage them in specific priority projects and goals of the MRC and the Northwest Straits Marine Conservation Initiative and other partner organizations with similar goals. The training will be conducted by a variety of qualified experts who also have a vested interest in and benefit from their involvement with the Salish Sea Stewards program and

are willing to volunteer their own time to teach the class. The Contractor will take into account past Salish Sea Stewards program evaluations, and feedback from the Salish Sea Stewards Advisory Committee to develop the most effective program possible. The goal of this training program is to increase public awareness of the issues impacting the Salish Sea and the creatures that live there, help foster stewardship, and build, engage, and support a strong volunteer base of citizen scientists to support Skagit MRC and partner projects and increase the visibility of the Skagit MRC. The success of the program will be evaluated by the number of participants in the training program, participant surveys, number of active volunteers, number of volunteer hours, and lessons learned. Volunteers will be asked to commit to 40 hours of volunteer service after completing the training. The Contractor will be responsible for completing background checks on all of the volunteer applicants before they can participate in any volunteer activities. In addition to the training, the Contractor will recruit volunteers to help with Skagit MRC projects and special events and will continue to keep the volunteers engaged by posting information in the “The Wave” a bimonthly electronic newsletter and weekly posts to the Salish Sea Stewards Facebook page, and coordinating at least two social/continuing education events for the Salish Sea Stewards. The Contractor will also be responsible for tracking quarterly volunteer hours recorded in Volgistics, our online volunteer hour reporting database.

### **Budget**

The final scope of work is negotiable and will be determined by cost estimates from the Contractor. The total budget for this project is not to exceed Nineteen Thousand, Nine Hundred Dollars (\$19,900).

### **Estimated Project Schedule (subject to change)**

- Enter into Personal Services Agreement (**November, 2018**)
- Start accepting volunteer applications (**December 2018**)
- Contact and confirm volunteers on training waiting list (**January - February, 2019**)
- Update training curriculum (**January - February 2019**)
- Promote training until maximum capacity is reached (**January - March, 2019**)
- Schedule and confirm presenters (**January - March 2019**)
- Develop and produce training materials (**February – March 2019**)
- Complete background checks on volunteer applicants (**March 2019**)
- Training begins (**March 2019**)
- Training completed (**May 2019**)
- Bimonthly electronic newsletter “The Wave” distributed to subscribers (**Feb - Sept, 2019**)
- Update and maintain the Salish Sea Stewards website (**Feb - Sept, 2019**)
- Quarterly progress reports and volunteer hours by **Jan 9, April 9, July 9, September 27, 2019**
- All deliverables must be completed by **September 27, 2019**
- All invoices must be submitted by **September 30, 2019**
- Contract expires **September 30, 2019**

<b>Task Deliverables</b>	<b>Estimated Due Dates</b>
2019 Salish Sea Stewards recruitment materials and copy of training schedule	Jan 9, 2019
Quarterly Report No.1 (including accomplishments and volunteer hours)	Jan 9, 2019
2019 training curriculum and training materials (updated from 2018 training)	March, 2019
Bimonthly electronic newsletters (including special events, workshops, and volunteer opportunities)	Feb-Sept, 2019
Quarterly Report No.2 (including accomplishments and volunteer hours)	April 9, 2019
Quarterly Report No.3 (including accomplishments and volunteer hours)	July 9, 2019
Summary of Salish Sea stewards training program (including list of 2018 graduates and jpg photos)	July 9, 2019
Quarterly Report No. 4 (including accomplishments and volunteer hours)	September 27, 2019
Salish Sea Stewards Final Report (including training agenda, roster of volunteers, media generated, jpg photos, list of volunteers and volunteer hours and project accomplishments, program evaluation questions and results, lessons learned, and recommendations to improve the program)	September 27, 2019

### **Task Descriptions of Requested Services**

#### **Task 1: Salish Sea Stewards Training Program Planning and Development**

- Use the previous Salish Sea Stewards program materials developed over the last five years to develop the 2019 training curriculum, training materials, and evaluations. The curriculum will consist of 40 hours of classroom style lectures combined with field-based training where possible.
- Work closely with the MRC Coordinator and the Salish Sea Stewards Advisory Committee to ensure the 2019 training curriculum is constant with current issues impacting the Salish Sea, and priorities of the Skagit MRC and the Northwest Straits Commission, and will provide volunteers with a solid background in citizen science to help meet the needs of the Skagit MRC projects and serve as a model program for other MRCs to use.
- Provide training materials consisting of reference materials covered in the training and descriptions of potential volunteer opportunities.
- Use the previous Salish Sea Stewards program materials developed over the last five years to identify, contact, and coordinate qualified experts willing to volunteer their time to conduct the training.
- Use the previous Salish Sea Stewards program evaluations developed over the last five years to develop the 2019 evaluations to help measure the success of the program.

#### **Task 2: Salish Sea Stewards Recruitment and Training**

- Recruit and train at least 25 new Salish Sea Stewards volunteers in the early spring of 2019.
- Widely advertise the program through multimedia outlets such as newspaper articles, radio, posters/flyers, newsletters, websites, schools/colleges, social media, etc.
- Conduct background checks on all of the volunteers participating in the program.
- Provide a certificate of completion to each of the volunteers who completed the 2019 Salish Sea Stewards training.
- In return for the training, volunteers will each be asked to commit 40 hours of volunteer services to help with Skagit MRC and other partner projects within one year.

#### **Task 3: Volunteer Recruitment, Engagement, and Coordination**

- Recruit volunteers to help with Skagit MRC related projects such as nearshore monitoring, kayak kelp surveys, Fidalgo Bay Day, etc.

- Recruit volunteers to host Skagit MRC's display/activities at local events such as Mount Vernon High School Science Night, Skagit River Salmon Festival, Fidalgo Bay Day, etc.
- Track volunteer hours.

**Task 4: Communications**

- Notify volunteers of any upcoming volunteer or additional training opportunities and other relevant information. Work directly with the MRC Coordinator and Salish Sea Stewards Advisory Committee during program development and implementation of the Salish Sea Stewards training program.
- Provide project updates to the MRC Coordinator and MRC Project Lead upon request.
- Evaluate the Salish Sea Stewards training to assess its overall value to training participants and the MRC, as well as identify possible modifications and present it to the MRC.
- Contact the local newspapers to get at least two articles posted in the paper that highlight the Skagit MRC's Salish Sea Stewards program, volunteers, and accomplishments.
- Prepare and send the bimonthly electronic newsletter "The Wave" to all Salish Sea Stewards and other subscribers that details volunteer opportunities and other relevant information.
- Update and maintain the Salish Sea Stewards website and other social media with relevant program information.

**Minimum Contracting Requirements:** The Contractor must hold a current Washington State business license and shall provide proof of Commercial General Liability or Professional Liability insurance in the amount of \$1,000,000.00 to cover Contractor's activities during the term of this contract. The Contractor's quote and qualifications will be evaluated and scored based on certain criteria. The Contractor may be called in for an interview.

**Please include the following information in your response:**

1. Please describe your firm's experience in developing a training program and/or educational workshops.
2. Please describe your firm's experience in training and coordinating volunteers.
3. Please describe your firm's experience in developing education and outreach materials.
4. Please describe your firm's knowledge and experience with issues impacting local marine resources.
5. Please describe your firm's knowledge and experience working with the Northwest Straits Marine Conservation Initiative, the Marine Resources Committees, the Puget Sound Partnership, the Salish Sea Stewards, WSU Beach Watchers, or other relevant volunteer training programs.
6. Please provide a list of similar projects completed and references.
7. Please provide hourly rates of personnel who will be involved in this project.
8. The final scope of work is negotiable and will be determined by cost estimates from the Contractor. Please provide a breakdown of estimated costs of performing the requested services by each task as well as the total estimated costs for performing all of the requested services.

The response, whether hand delivered, faxed, emailed, or mailed, must arrive at the Skagit County Public Works Department no later than 4:00 p.m. on **October 29, 2018**, addressed to:

Skagit County Public Works Department  
 Attn: Tracy Alker  
 1800 Continental Place  
 Mount Vernon, WA 98273  
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