

REQUEST FOR PROPOSALS

MALISEET COMMUNITY DEVELOPMENT AUTHORITY LOGISTICAL SUPPORT SERVICES

CONTRACT ANTICIPATED TERM: January 2024 – December 2026

OPPORTUNITY TO SUPPORT ECOSYSTEM RESTORATION PARTNERSHIPS AND CONNECT CULTURES

Do you care deeply about conserving and restoring the health of Maine's lands and waters? Do you enjoy engaging in and even occasionally leading diverse partnerships to achieve shared objectives, develop and help to manage complex projects? And do you want to support and build effective, sustainable practices for community projects? If yes, you may be the person we are looking for.

The Maliseet Community Development Authority (MCDA), is seeking organizations or individuals that can provide logistical support for a new Upper Wolastoq-St. John Watershed Restoration Program.

BACKGROUND

Maliseet Community Development Authority (MCDA) is a 501(c)(3) non-profit organization founded in 2018 "to enhance the well-being of the [Houlton Band of Maliseet Indians \(HBMI\)](#) and its neighboring communities through initiatives in the following areas: Economic, Education, Culture, Social, Health & Wellness and Natural Resources." MCDA is comprised of a president and a seven-member Board of Directors. Dedicated logistical support services are needed to help operationalize our mission. This initial organizational effort is funded through a capacity building grant from the Elmina B. Sewall Foundation.

We are seeking an individual or firm to provide organizational and technical support for several key elements of MCDA's regional watershed restoration partnership. Following this three year contract, we anticipate transitioning to permanent staffing. Permanent staffing may be identified as direct employment, contracted work, or a combination of the two.

WORK TO BE DONE

Initially, this contractor will provide logistical support for the foundational planning for MCDA's [Wolastoq- St. John Watershed Restoration Program](#). Working with diverse [program partners](#), the contracted provider will be expected to manage project logistics such as:

- schedule and facilitate committee meetings,
- document and distribute a synopsis of meeting notes and Action Items,
- track and encourage partnership contributions and stakeholder engagement,
- develop and distribute project quarterly newsletters.

The primary outcome of the Restoration Program is to improve up and downstream fish and other aquatic organism passage while also improving both the safety and storm-readiness of structures by facilitating infrastructure upgrades (mostly bridges and culverts) throughout the watershed. This is an area of economic and cultural importance to the Houlton Band of Maliseet Indians and many local / regional stakeholders. While most project implementation is anticipated to occur following the initial three-year contract period, some near-term field construction projects, currently managed by the Maliseet Natural Resources Department and potentially partners (e.g. The Nature Conservancy) may be transferred to the MCDA as capacity becomes available.

Maliseet Community Development Authority is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our watershed restoration mission is best advanced by the leadership and contributions of people of all genders with diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.

The Primary work elements fall into two major categories:

1. Organizational Development

Duties will include establishing MDCA's organizational management systems with a focus on the following elements:

- Supporting project engagement of MCDA's Board of Directors, and
- Help develop MCDA's communications and tracking system development

2. Restoration Planning Support

Duties will include essential functions such as:

- Assisting in the outreach, organization, scheduling and implementation of meetings with partner organizations and agencies, technical experts, stakeholder representatives and/or stakeholder associations to further the overall project mission
- Coordinating different team meetings (core team and extended team), outreach, communication
- Track actions and opportunities among multiple program partners
- Tracking outreach activities that grow broad community awareness and support for the program
- Help develop summary outreach materials for MCDA and working partners

A General 3-year Workplan Outline includes logistical support as described above for:

- Quarterly MCDA Board Briefings – begin 1/24
- Monthly Steering Committee meetings – begin 1/24
- Technical Committee meetings as needed – begin by 2/24
- Quarterly Advisory Committee Briefings (*tied with newsletter schedule below*)
- Quarterly Email Newsletter to the larger Consortium – March, June, Sept., & Dec. beginning 3/24

Metric reporting and tracking will include numbers of:

- Organizations represented at Steering Committee and Advisory Committee meetings
- Total number of organizations contributing to the initiative's conservation goals,
- Municipalities, corporate and other private landowners, community members, and other stakeholders reached through the program's community outreach campaign, and
- Number of projects identified, prioritized, attaining feasibility, permissions, permits,
- Workshops, webinars, and meetings held to address project activity.

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QUALIFICATIONS

A. Required

- Excellent communication skills both written and verbal
- Relationship building skills to work closely with a variety of partners (i.e., conservation NGOs, state and Federal agencies, municipal officials, internal scientists, etc.)
- Demonstrated knowledge and experience in using virtual platform systems to schedule, organize, facilitate and record virtual meetings
- Experience developing meeting agendas; recording, summarizing and verifying minutes and action items
- Experience cataloging and maintaining records of MCDA Board, Steering Committee, Technical Committee and Advisory Committee with regard to Upper Wolastoq-St. John Watershed Restoration Project.

B. Desired

- Multi-cultural or cross-cultural experience
- Familiarity with geographic region
- Demonstrated knowledge and experience in providing logistical support for non-profit board meetings and organizational development
- Experience facilitating diverse collaborative partnerships
- Experience networking within rural communities and working-land owners

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SUPPORT SYSTEMS AND TRAVEL REQUIREMENTS

Logistical support contractor will not be required to live in the Project Area (Upper Wolastoq-St. John Watershed). contractor will need to furnish all computers, software, telephone, internet and other support systems needed to perform the work proposed.

APPLICATION AND SELECTION PROCESS

Email proposal as a single document in PDF to Christopher Phillips, MCDA President, cphillips@maliseets.com by close of business, 5:00 pm Friday, Oct. 27, 2023.

The document should, at a minimum, include the following:

- A brief summary or narrative outlining your general understanding of the project and your interest in this project
- A description your background, experience and qualifications or that of your proposed team
- A description of how you propose to provide the requested support over the course of this 3-year project period
- Proposed start date for you or your team
- Quote for services –
- 3 relevant client references including project description and identifying team members if applicable.
- Attachments documenting qualifications and experience are encouraged.

All complete proposals received within the application period will be considered for inclusion in the interview pool. The top candidates will be contacted for an interview beginning October 15, 2023 (?). The proposals along with the interviews will be used as the basis for selecting the most qualified and affordable contractor for this project. A detailed scope of work and compensation agreement will be negotiated with the chosen candidate following selection.

If negotiations outlined above ultimately fail, the next preferred candidate will be offered the same opportunity until a contract is signed or the opportunity is withdrawn.

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