
REQUEST FOR PROPOSALS

The Colusa Glenn Subwatershed Program requests proposals from qualified individuals, organizations, and/or entities to perform Outreach and Education / Subwatershed Coordinator Services on behalf of the Colusa Glenn Subwatershed Program's Board of Directors. The purpose and goals to providing outreach and education services for the Colusa Glenn Subwatershed Program is to meet obligations of the California Regional Water Quality Control Board, Central Valley Region (Regional Board) adopted ORDER No. R5-2014-0030-07 **and all revisions* Waste Discharge Requirements General Order for "Growers within the Sacramento River Watershed that are Members of a Third-Party Group".

Type of Outreach and Education / Subwatershed Coordinator Services

The services will encompass the items below including, but not limited to:

- Designated person to act as Subwatershed Coordinator
- Assist Members with understanding and complying with the ORDER
- Assist with Meetings; Board of Directors Meetings, Annual Meetings, Special Meetings (Agenda, Agenda Packet, Minutes, etc.)
- Attend Coalition Meetings and related meetings to represent the Colusa Glenn Subwatershed Program
- Perform routine and non-routine outreach and education to Members
- Assist in ORDER reporting requirements (Farm Evaluation Surveys/Managed Wetland Evaluation Surveys, Nitrogen Management Plan and Summary Reports, Sediment Erosion Control Reports, Outreach and Training, etc.)
- Assist in implementing Management Plans
- Conduct workshops when required
- Conduct surveys when required
- Maintain a centralized information system of operations and water quality monitoring results (including ability of access to other CGSP Partners)
- Distribute outreach and education materials on a continual basis (Minimum of one annual newsletter, special edition newsletters, press releases, handouts, etc.)
- Other activities as assigned by Board of Directors

Period and Proposal Details:

The Colusa Glenn Subwatershed Program intends to contract with an individual, organization, and/or entity for three years. Please prepare proposals for the following years:

January 1, 2025 to December 31, 2027

Include your experience in the items above, and/or related tasks, and a budget for three years (including staff hours, rate, supplies, etc.). The Colusa Glenn Subwatershed Program has no employees. It is currently contracted with Kelly A. Kampschmidt Payroll & Accounting Services to perform accounting services and has an auditor secured.

The deadline for proposals is July 1, 2024 at 4:00 PM

Please submit a proposal, along with 5 references (including contact information) to:

Colusa Glenn Subwatershed Program
ATTN: RFP – Outreach and Education Services
PO Box 1205
Willows, California 95988

PHONE: (530) 934-3234 ~ **EMAIL:** kelly@cgsubwatershed.com