

Sample Scope of Work: Acquisition Technical Assistance

Overview:

This document contains the scope of work and minimum qualifications from a request for proposal that the Department of Conservation (DOC) released for their Sustainable Agricultural Land Conservation (SALC) program. The TA providers are specifically helping grantees and their partners connect with socially disadvantaged farmers and ranchers to help them develop eligible projects for agricultural land conservation and capacity building grant applications.

Scope of Work

Contractor agrees to provide to the Department all services as described herein:

I. Summary

The SALC Contractor will perform the following activities:

- Conduct an outreach and partnership needs assessment focusing on engagement with socially disadvantaged farmers and ranchers, low-income communities and tribal entities to identify technical assistance opportunities. Contractor will identify opportunities and constraints within these communities and assess how acquisition grants and/or technical support can provide direct, meaningful benefits to address those needs
- Organize and conduct workshops on agricultural land conservation, the SALC program, and other complementary programs and funding opportunities.
- Work with selected communities to build local partnerships that foster collaboration and broaden knowledge of, and participation in, the SALC program
- Organize and conduct trainings for TA recipients on best practices and strategies for developing meaningful, culturally appropriate outreach, especially to disadvantaged farmers and ranchers and tribal entities o Help TA recipients identify potential projects, partners, and match funding.
- Help TA Recipients develop acquisition and capacity grant applications, as needed. Contractor will act as an independent, third-party provider.

Tasks

Task 1. Administrative Coordination, Meetings and Timeline

Contractor is responsible for all administrative coordination and shall manage its staff and subcontractors.

Contractor's staff shall be capable of undertaking all work assignments identified in the Scope of Work and successfully completing all required deliverables and reporting requirements.

An hour-long kick-off meeting will be held. Attendees shall include relevant Contractor staff members, subcontractors as appropriate, and relevant Department and SGC staff members. The parties will meet and confer regarding the agenda, but topics to be discussed may include: clarifying roles and responsibilities; general coordination; work plans; and reporting and invoicing processes.

At the kick-off meeting, Contractor and Department shall agree upon a schedule for updates of progress of the work plan. Updates may take the form of subsequent meetings, informal written updates or phone calls. At a minimum, a monthly check in meeting will be held. Meeting can be held virtually in order to ensure the greatest attendance.

Additionally, Contractor will gather and report on highlights of activity in the field to share more broadly with partners and others about SALC and related activities. At a minimum, a semi-annual report will be provided; with more time-sensitive events being communicated directly.

Deliverables:

Deliverable 1.1 Participation in kick-off meeting.

Deliverable 1.2 Participation in check in meetings.

Deliverable 1.3 Semi-annual reports featuring noteworthy highlights and stories to share through SALC website or other media.

Task 2. Outreach and Partnership Assessment

Contractor will engage SALC-eligible applicants, key partners, and stakeholders to complete an outreach assessment and summarize the findings into a Summary of Outreach and Partnership Assessment Findings. To accomplish this, the contractor will gather pertinent information from these entities regarding their engagement with under-represented communities, socially disadvantaged farmers and ranchers, and tribal entities. Information gathered from interviewees should include:

- Current outreach and engagement activities
- Barriers to meaningful engagement
- Specific support needs for meaningful engagement
- Additional information Contractor determines is appropriate
- The Summary of Outreach and Partnership Assessment Findings should include, at a minimum:
 - Opportunities for local technical assistance
 - Potential barriers for local technical assistance
 - Needs and focus areas for local assistance
 - Efforts and activities required to address those needs
- List detailing:
 - Name of those interviewed

- General organizational information
- Names of entities initially considered and explored as potential TA Recipients
- Recommended technical assistance recipients
 - Other stakeholders that may be engaged by the TA recipient

Contractor will review the draft outreach assessment and outreach list with the Department prior to beginning the assessment.

Once the assessment is completed, the Contractor will submit a draft to the Department for review. Contractor, Department and SGC will meet to review the draft Summary of Outreach and Partnership Assessment Findings and agree upon 3 TA Recipients which will receive technical assistance pursuant to Tasks 3, 4, and 5. Within 30 days of the meeting, Contractor will submit a final Summary of Outreach and Partnership Assessment Findings.

Deliverables:

- Deliverable 2.1 Draft Outreach Assessment and Outreach list
- Deliverable 2.2 Draft Summary of Outreach and Partnership Assessment Findings.
- Deliverable 2.3 Participation in meeting to review Draft and choose TA Recipients.
- Deliverable 2.4 Final Summary of Outreach and Partnership Assessment Findings.
- Deliverable 2.5 Final List of TA Recipients.

Task 3. Engagement Training

Contractor, the Department, and third-party technical experts will provide trainings to selected TA Recipients and other key stakeholders. Contractor will provide up to 3 trainings with TA Recipients regarding best practices for engaging socially disadvantaged farmers and ranchers.

Contractor will develop an in-depth curriculum to educate TA Recipients focusing on those areas in need of development identified in the Outreach and Partnership Assessment. Contractor will be responsible for arranging meeting space for the program training workshops. Workshops may be in person, if health and safety protocols allow, or virtual.

Workshops and trainings will be customized to the varied audiences and will include culturally appropriate and, as needed, multi-lingual outreach, training materials, and simultaneous interpretation.

An overview of the proposed training content will be submitted for approval prior to any training sessions.

Contractor will present this curriculum in a time, place, and manner which meets the needs of the TA Recipient, taking into account the Department's timeline for requesting acquisition and capacity grant applications. After the training session, Contractor will provide Department with copies of the training session materials.

Each training session will include an evaluation tool for attendees to complete.

The following Post-Training Compilation Materials will be prepared following each training session:

- List of training attendees including names, titles, organizational affiliation and home/work location (city)
- 4-10 observations considering the following areas:
 - Usefulness of the training;
 - Noteworthy participant questions, concerns or comments
 - Other observations and lessons learned;
 - Compilation of responses from training evaluation tool; and
 - Compilation of survey data.

Deliverables:

- Deliverable 3.1 Overview of Proposed Training Content.
- Deliverable 3.2 Training Session Materials.
- Deliverable 3.3 Post Training Compilation Materials

Task 4. Program Development and Community Engagement

Contractor will work with the TA Recipients to develop a comprehensive community engagement program that connects the TA Recipient with socially disadvantaged farmers and ranchers in culturally relevant ways using linguistically appropriate tools. The program should build the TA Recipient's capacity to provide environmental and agricultural conservation outreach and education to socially disadvantaged farmers and ranchers. While developing the community engagement program, Contractor and TA Recipient will engage with socially disadvantaged farmers and ranchers to assess their needs relative to land conservation programs, access, and funding and incorporate those needs into the engagement plan.

Task 5: SALC Application Assistance

Contractor and the TA Recipients will identify potential projects that qualify for SALC funding. Contractor will provide application assistance to TA Recipients, as needed, so that a viable application is submitted. Specific activities to complete this task will depend on the capacity and needs of TA Recipients and may include:

- Provide guidance on application process, timeline and required application documents;
- Coordinate with TA Recipient staff and assist with preparing SALC Program grant pre-proposal application and materials; and
- Serve as a liaison between the TA Recipient and Department staff to answer questions and provide clarifying information.

Deliverables:

- Deliverable 5.1 SALC pre-proposal.

- Deliverable 5.2 SALC application.
- Deliverable 5.3 Lessons learned from preparing SALC Application.

Task 6. Final Technical Assistance Report

Contractor will prepare a final report containing a summary of the process, findings, outcomes, lessons learned and best practices, highlighted stories, and recommendations for future technical assistance efforts. Report should emphasize lessons learned from the perspective of the technical assistance provider, feedback for Department, and recommendations for expanding and improving technical assistance in the future.

Deliverable:

Deliverable 6.1 Final Report.

Work Plan and Schedule

The work plan and schedule submitted by the Contractor will be incorporated into the agreement.

Minimum Qualifications

In order for proposals to be considered responsive, Proposers must provide evidence that the collective experience of their team possesses the necessary knowledge and experience in community engagement to successfully achieve the goals, tasks, and outcomes outlined in this RFP. Examples of evidence include, but are not limited to: resumes, letters of reference, and project summaries that highlight the team's specific experience.

Proposers should have a minimum of three years of experience in one or more of the following:

- Developing and implementing successful community engagement that increases under-represented communities' awareness of and involvement in projects and/or programs.
- Providing direct assistance to under-represented communities and individuals in with a focus on promoting racial equity and access to resources.
- Providing capacity building activities that cultivate knowledge and long-term community investment and participation in projects and programs related to natural resources and/or agricultural land conservation