

Sample Scope of Work: Application Assistance

Overview

This document contains the scope of work and minimum qualifications from a request for proposal that the California Air Resources Board (CARB) released for their Sustainable Transportation Equity Project (STEP) Program.

Scope of Work

This RFP includes three (3) main tasks: Task 1) Administrative Coordination and Reporting; Task 2) Solicitation Outreach and Partnership Development; and Task 3) Direct Application Support. Outreach and TA provided during the clean mobility equity investments solicitation phase is intended to increase the reach and awareness of CARB's grant programs, prioritize the most under-resourced and disadvantaged communities, provide customized support based on community-identified needs, and assist communities in developing innovative and inclusive clean transportation projects.

At the end of the clean mobility equity investments solicitation phase, CARB will select funding recipients to begin project implementation. This RFP includes two (2) additional tasks for TA during the project implementation phase which may be initiated by CARB through an annual Option-to-Renew amendment for up to four (4) additional years: Task 4) Implementation Support and Task 5) Unsuccessful Applicant Support. TA provided during the implementation phase is intended to lend expertise on complex and innovative projects and decision-making structures, support staff capacity, and help ensure that funded projects meet the needs of community residents and achieve program goals.

Throughout the duration of the contract term, the Contractor will work closely with the CARB project manager. All tasks and deliverables must be approved in writing by the CARB project manager prior to payment for the task and acceptance of deliverables.

Minimum Qualifications

- The Proposer must provide a detailed response, outlining information as to how the Proposer meets each of the minimum qualifications listed below.
- The Proposer must have at least two (2) years of experience providing capacity building support or technical assistance to clean transportation, community development, equitable transportation and sustainable community planning and design, or community engagement projects.
- The Proposer must have at least two (2) years of experience managing a project that involved coordination between public, private, and non-profit organizations.
- The Proposer must have an action plan, resolution, or other documented commitment to implementing equity or environmental justice principles in their work.
- At least one (1) member of the Proposer's team must have at least two (2) years of experience working directly with disadvantaged and/or low-income communities in California.
- At least one (1) member of the Proposer's team must have at least two (2) years of experience working directly with Black communities or other communities of color in California. Experience working with rural and Tribal communities is also desirable.
- At least one (1) member of the Proposer's team must have at least two (2) years of experience managing or supporting equity-focused or community-centered programs.

- At least one (1) member of the Proposer's team must have at least two (2) years of experience managing or supporting the collection and dissemination of large, complex datasets or information.
- At least one (1) member of the Proposer's team must have at least two (2) years of experience communicating complicated data and information to the public in an accessible way.
- At least one (1) member of the Proposer's team must speak Spanish proficiently.
- The Proposer must include one (1) work sample provided as a deliverable on a previous project. The work sample shall have been developed or supported by at least one (1) member of the Proposer's team.