

Western Regional Panel on Aquatic Nuisance Species

2012 Call for Proposals

Program Description: The Western Regional Panel (WRP) on Aquatic Nuisance Species requests proposals for coordination of panel activities. This service will help advance the goals of the WRP by ensuring the Panel's business of helping to prevent, monitor and control ANS in Western North America is conducted efficiently and effectively through: annual meeting of panel members, monthly meeting of Executive Committee (ExCom), committee meetings as needed, and reporting to and from the Aquatic Nuisance Species Task Force. More information about the WRP can be found at <http://answest.fws.gov/>.

WRP goal (in statute): Protect limited western aquatic resources by preventing the introduction and spread of exotic nuisance species into western marine and freshwater systems through the coordinated management and research activities of state, tribal, federal, commercial, environmental, research entities and other regional panels.

Services Required: The WRP identified the following activities as high priorities for 2012 coordination. This is not an exhaustive list, nor is it in priority order. Please see attached generic position description for more information.

- Enhancing collaboration amongst the WRP membership for strategic planning and plan implementation.
- Conducting annual WRP membership meeting and monthly WRP ExCom conference calls.
- Working with ANS Task Force on recommendations regarding movements of boats from infested waters in the West.

Funds Available: A maximum of \$50,000 is available to fund the service in 2012. Funds will be administered by the U.S Fish and Wildlife Service and will be awarded as an agreement between the applicant or applicant's institution and the U.S. Fish and Wildlife Service.

Overhead: The WRP funding covers overhead costs of up to 15 percent.

Project Duration and Award Period: Projects must be completed within one year of the award date. Start dates are flexible; however, the individual or organization selected for this award must be present at the September 2012 WRP annual meeting in Salt Lake City, Utah.

Eligibility: Any individuals or members of state or local agencies, regional entities, institutions of higher education, commercial or non-profit organizations, or Tribes are eligible for funding. Preference will be given to placement in the Western Regional Panel area of jurisdiction, familiarity with invasive species issues, ability to handle and process panel funding, and a four-year degree and/or comparable experience in natural resources.

Cost Sharing and Matching: No matching funds or cost sharing arrangements are required, although these are desirable and will be considered in the award process.

Proposal format: Proposals must not exceed six pages and must include the following:

- **Narrative Statement** identifying the following:

Western Regional Panel on Aquatic Nuisance Species

2012 Call for Proposals

- Knowledge of or experience with WRP, ANS Task Force or other regional invasive species groups
 - Vision for the panel
 - Experience coordinating large diverse organizations
 - Experience or knowledge of aquatic invasive species issues
 - Experience leading strategic planning process
 - Facilitation skills or experience
- **Resume**
 - **Cover Letter**
 - **Three references**
 - **Budget and cost justification**
 - a) **Budget summary:** Present your budget using the categories in the following table. Omit a category if you have no costs associated with it.
 - b) **Cost Justification:** Write a brief narrative that summarizes the funding needs for your project and that links the categories in the table. Give a cost analysis for each deliverable you identify in the project design. Describe resource commitments of in-kind donations, funds and/or volunteers from other groups. The WRP strongly encourages in-kind donations and matching funds.

Budget			
Category	WRP Request	Match (In Kind, \$)	Total
Personnel x hours @ \$__ per hour (including benefits)			
Equipment			
Travel			
Materials			
Indirect Costs (not to exceed 15%)			
Other			
Total			

Deadline: Proposals are due **May 15, 2012** by 5:00 pm (PST). E-mail all proposals

Western Regional Panel on Aquatic Nuisance Species

2012 Call for Proposals

to Joanne Grady, U.S. Fish & Wildlife Service Region 6 AIS Coordinator, at
joanne_grady@fws.gov

Selection Process

- The WRP Coordinator Search Committee will screen all proposals to determine eligibility and whether proposals address the program priorities by June 15, 2012.
- The Coordinator Search Committee will provide the top eligible proposals to WRP ExCom members for their review by June 25, 2012.
- Proposal applicants and their references may be contacted as part of the proposal review process.
- The WRP ExCom members will evaluate and rank the proposals based on: how well they address the specific coordination needs of WRP, items listed in the eligibility section of this RFP, their resume, their narrative statement answers and budget and cost justification.
- The WRP ExCom will brief WRP members about progress.
- The top ranked proposal will be selected by July 1, 2012.

Project Performance, Evaluation and Reporting

- The applicant that is selected to receive funding must submit a detailed statement of work as part of the contracting process administered by the Region 6 Aquatic Invasive Species Coordinator located at the U. S. Fish and Wildlife Service (USFWS) in Lakewood, Colorado.
- The selected project will need to submit to USFWS three signed SF-424 forms (non-construction), which include obtaining a DUNS number if you do not yet have one and enrolling in the ASAP billing system. No funds can be spent before the agreement is in place, which can take up to 60-90 days AFTER all required forms have been received.
- The WRP Executive Committee will oversee the funded project and work with the USFWS to ensure that the project completes its goals.
- The Awardee must submit bi-annual reports to the WRP Executive Committee and the USFWS.
- The USFWS, under direction of the WRP Executive Committee, can divert funds to another project if adequate progress on a particular agreement is not being made within a timely manner.

Generic Position Description for Western Regional Panel Coordinator

Panel Administration Responsibilities Include:

- Organizing and conducting panel meetings in collaboration with the Executive Committee and the host state. Responsibilities include:
 - Announcing meeting
 - Coordinating planning conference calls
 - Securing a venue
 - Drafting an agenda
 - Contacting presenters
 - Arranging for refreshments
 - Arranging for equipment
 - Preparing meeting materials
 - Documenting meeting
 - Drafting and disseminating meeting minutes and action items
- Planning, announcing, and coordinating panel conference calls
- Maintaining and revising panel membership lists
- Ensuring that panel follows by-laws and updating by-laws
- Assisting with identification of regional priorities
- Facilitating agency, academic and NGO collaboration on implementing regional priorities
- Directing requests for information on ANS control to appropriate panel members
- Facilitating outreach and communication (internal and external)
- Maintaining panel website information such as meeting minutes, agenda, presentations, and membership for posting
- Preparing budgets and financial documents and development of annual work plans
- Developing panel's official correspondence
- Maintaining panel's files
- Participating as a non-voting executive board member
- Coordinate and administer the Small Grants Program (when grant funding is available).
In collaboration with the executive committee, the coordinator will:
 - prepare and announce the RFP to Panel membership & AIS community
 - provide phone and email consultations to prospective grant applicants in response to questions and concerns
 - foster communication among applicants and respective Panel members and supporters
 - initiate and lead the refinement of the proposal review and ranking process
 - solicit Panel proposal reviewers and distributed proposals and review guidance
 - process and organize preliminary quantitative and qualitative reviews for presentation, discussion, and award selection
 - fund projects

Western Regional Panel on Aquatic Nuisance Species

2012 Call for Proposals

- prepare and mail official Panel correspondence
- Participate in processes to identify and apply for funding opportunities (including familiarity with governmental and non-governmental grant programs and their requirements), ability to serve in procurement processes as technical and fiscal agent

Aquatic Nuisance Species Task Force (ANSTF) Support Responsibilities Include:

- Facilitating process to develop and forward recommendations to ANSTF
- Attending ANSTF meetings
- Assisting ANSTF in coordinating Federal ANS activities program activities in region
- Providing Panel updates at chair's discretion
- Providing an annual report to the ANSTF
- Attending national panel meetings held in conjunction with ANSTF meetings and providing panel updates