

REQUEST FOR PROPOSALS

Network Coordinator for Baltimore Greater Regional Environmental Equity Network

Date Issued: July 1, 2024

Accepting Proposals Until Selection is Made; best consideration date of August 14, 2024

Start Date: On or before September 23, 2024

The Baltimore Greater Regional Environmental Equity Network (BGREEN) is seeking proposals for a consultant to advance the goals of the partnership by developing and overseeing group operations with clear objectives, roles, timelines, and deliverables.

About the Network

The Baltimore Greater Regional Environmental Equity Network is a coalition of partners with the shared interest of building community and institutional capacity by creating resilient, equitable, and sustainable communities through nature-based work. BGREEN works to forward regional environmental sustainability initiatives, public health and community resilience, and collaboration across the Baltimore City and County region. The Network's outcomes are rooted in co-development of community-first goals and objectives.

BGREEN is one of several regional networks receiving funding through the Chesapeake Bay Trust's [Capacity Building Initiative](#) (CBI), the goal of which is to build both individual organization and collaborative capacity to advance regional environmental and community health goals.

BGREEN's structure currently consists of a Core Group of representatives from about 10 organizations and 5 communities in the Baltimore region, a Leadership Team of four of those representatives, and Committees to carry out the community-driven work and overall Network goals. The Core Group was founded in 2022 and identified the Network's guiding principles, desired outcomes, and initial community partners. The Leadership Team was formed in 2023 to provide nimble, collaborative decision-making. Committees have formed along the way to provide targeted capacity building in community project management and to ensure shared responsibility of tasks required to meet Community and Network goals. The finances of the Network are managed by a founding member NGO, with budgetary decision-making governed by consensus of the Core Group. To learn more about the funding initiative, please see this link to the [original RFP](#).

Scope of Work

A total of up to \$8,000 has been allocated for this work through December 2024 with some flexibility for exceptional proposals. Additional funding has been secured for 2025 and the

allocation for this role will be finalized by the end of 2024. Award will be determined based on specific scope of work proposed and agreed upon to include the following:

- Coordination of the Core Group (1 per month) and Leadership Team meetings (1 per month) as well as Committee/Community meetings as needed, and logistics of in-person gatherings(1-2 per year)
- Create & update Network work plan including the overall Vision, Mission, and annual goals. Ensure correlation between these and Committee/Community objectives.
- Ensure Network and Committee/Community tasks/timelines/deliverables are met
- Produce BGREEN annual report (approx. 4-6 page document) including background on BGREEN, Core Group partners, photos, and data to highlight Network outcomes and accomplishments
- Manage Network communications, including collection and distribution of meeting minutes, updating the website (currently being constructed), promotion of events, and monthly Network email communication
- Identify a pipeline of Baltimore regional communities and organizations to connect to and grow the Network
- Coordinate timeliness of budget expenditures with Fiscal Agent, Leadership Team and/or Committees
- Increase capacity of Network partners by providing assistance in BGREEN-related project management

Requirements

Individuals or entities interested in taking on this scope of work should meet the following qualifications

- Experience leading/facilitating networks/coalitions
- Experience with project management and familiarity with network governance/impact models
- Experience adhering to timelines, working in a dynamic environment, adaptive management
- Federal grant management experience (compliance with 2CFR 200), or willingness to learn
- Effective facilitator/written and verbal communicator
- Strong organizational and planning skills, attention to detail, and record-keeping skills
- Proficiency with online tools to coordinate multiple stakeholders
- Experience working effectively with diverse groups, in urban communities and communities facing barriers
- Commitment to forwarding environmental justice, resilience, and environmental restoration priorities
- Familiarity with Baltimore City and County governments preferred
- Familiarity with regional environmental regulations and restoration efforts preferred

Equal Opportunity Statement

B-GREEN is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

To Apply, Please Submit:

1. A letter of interest for the project.
2. Statement of Qualifications and Staffing – Provide a qualifications profile of the lead consultant and any sub-consultants if applicable, including indication of the lead consultant and the proposed role of each consultant on the team. Also provide detailed information on the firm, including the name, year established, and contact information.
3. Summaries of relevant projects (with project cost)– Describe relevant experience on similar projects and list the work experience of the individuals expected to be involved in the project. Include a minimum of two (2) professional references for whom a similar project has been completed within the last five (5) years.
4. Cost proposal
5. Page Limit - The proposal, encompassing items 1-4 above, shall not exceed 10 pages including cover letter, project lists and contacts.

Respondents should submit one (1) digital copy (PDF) of the proposal by July 21, 2024 to:

Yorell Tuck
Director of Operations
Stillmeadow Community Projects, Inc.
yorell@stillmeadow.community

All applicants will receive a confirmation email upon receipt of their qualifications.

If you have any questions about this project or the RFP, please address them in writing via email to Ashley Traut at atraut@baltimorewilderness.org. Both the question and response will be shared with the other applicants.

All information submitted becomes property of B-GREEN upon submission. B-GREEN reserves the right to issue supplemental information or guidelines relating to the RFP as well as make modifications to the RFP or withdraw the RFP.

This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement 96358101 AND 96358201 to the Chesapeake Bay Trust. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the EPA endorse trade names or recommend the use of commercial products mentioned in this document.

