INVITATION FOR BID: Idaho/Oregon Sagebrush in Prisons Project (SPP) Lead
Invitation Number: SPPID020620
Status: Part time position (approximately 950 hours total from March – December 2020)
Closing date: Feb 25th, 2020

About Us: The Institute for Applied Ecology is a dynamic nonprofit organization founded in 1999 whose mission is to conserve native species and habitats through restoration, research and education. We fill a unique niche among nonprofits and work with a diverse group of partners including federal, state and county agencies and municipalities to accomplish our mission. Our main office is in Corvallis, OR and our Southwest office is in Santa Fe, NM.

Contract Summary: The Contractor will support IAE’s Sagebrush in Prisons Project (SPP), a multi-state, multi-partner effort to improve habitat for wildlife that depend on the sagebrush ecosystem and engage diverse incarcerated people in pro-social action, conservation science, and vocational training.

The contractor will lead the SPP at two prisons near Boise (South Boise Womens Correctional Center and Idaho State Correctional Center), and one prison in Ontario, Oregon (Snake River Correctional Institution). The Contractor must have their own vehicle and be able to travel to the prisons. Mileage will be reimbursed at the current federal rate. The contractor must register in the federal SAM database and obtain a DUNS number.

Contract will start in March 2020 and end December 31st 2020.

Duties Include:
- Coordinate with Institute for Applied Ecology (IAE) for program planning at the prisons
- Participate in Department of Corrections (DOC) security and safety training as needed
- Coordinate training of adults in custody (AICs), provide relevant education materials, and act as intermediary between AICs, DOC, and IAE
- Implement seeding and initial care of sagebrush plants with AICs
- Work on-site with AICs to review plant health, develop solutions to challenges, meet with partners and AICs, and deliver lectures and on-site vocational training to AICs. Keep activity log for each facility up to date.
- Monitor progress “on the ground” (sowing, daily care, thinning, fertilizing, preparation for out-planting).
- Work with team to identify and problem solve program related issues
- Track supply needs and submit order requests
- Communicate with DOC program lead, IAE staff regarding program status, technical difficulties, and any behavior issues
- Box up plants at end of season in October or November with AICs.
- Possibly plant out with an AIC work crew in October or November.
- Submit a final report at the end of the season.
**Independent Status:** Contractor is and shall be an Independent Contractor. While performing the work or services provided, Contractor or Contractor's employees shall not be construed as being IAE employee(s) for any purpose, including but not limited to the accrual of any employee benefits such as health insurance, life insurance, retirement or vacation time. As an Independent Contractor, Contractor assumes full responsibility for making all necessary federal, state and social security tax payments and will file all returns and forms required in connection with compensation received in connection with this Agreement.

**Preference will be given to those with:**
- Bachelor’s degree in biology, natural resources, forestry, horticulture or a related field.
- Current US driver’s license.
- Ability to pass a criminal background check and ongoing compliance with Federal, State and Local statutes (required for working in prisons).
- Horticulture experience.
- Leadership experience.
- Positive willingness to work with people of diverse backgrounds.
- Experience with data collection.
- Ability to lift up to 30 lbs. and work in outdoor conditions while standing or stooping.

**HOW TO APPLY**

You must complete the online application form [https://forms.gle/YwiHxFQDCWeVwvo6](https://forms.gle/YwiHxFQDCWeVwvo6). In addition, you need to submit a resume as a single PDF document emailed to procurement@appliedeco.org with the subject line “SPPID020620 Application.”

Applications must be received by Feb. 25th, 2020. INCOMPLETE BIDS WILL NOT BE ACCEPTED.

If you have any questions, please contact: procurement@appliedeco.org