INVITATION FOR BID: Nevada Sagebrush in Prisons Assistant

Invitation Number: SPPNEV022620
Status: Part time position (approximately 550 hours total from March – November 2020)
Closing date: February 26, 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 assist the Nevada Sagebrush in Prisons Coordinator. The Contractor will assist the SPP Nevada Coordinator at three prisons in Nevada (Lovelock Correctional Center, Northern Nevada Correctional Center and Warm Springs Correctional Center). The Contractor must have their own vehicle and be able to travel to the three prisons. Mileage will be reimbursed at the current federal rate.

Contract will start in March, 2020 and end November 30th, 2020.

Duties Include:
- Assist the Nevada SPP Coordinator for project planning at each prison.
- Work on-site with prison inmates to review plant health, develop solutions to challenges, meet with partners and inmates, and deliver lectures and on-site vocational training to prison inmates. Keep activity log for each facility up to date.
- Complete any needed Department of Corrections (DOC) training to be cleared for entering prisons.
- Provide material for project outreach.
- Monitor progress “on the ground” (sowing, daily care, thinning, fertilizing, preparation for out-planting).
- Track supply needs and submit order requests.
- Communicate with DOC lead, Nevada SPP Coordinator regarding project status, technical difficulties, and any inmate behavior issues.
• Sow sagebrush seeds with inmates and conduct ongoing care of sagebrush plants. Box up plants at end of season in Oct. or Nov.

**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 successfully pass a criminal background check and ongoing compliance with Federal, State and Local statutes (required for working in prisons).
- Background experience and/or education in sagebrush steppe and Great Basin ecosystems.
- Experience propagating and working with sagebrush and other native plant species.
- Must have own vehicle and be willing to travel to the three prisons.
- Positive willingness to work with incarcerated individuals at minimum and medium security facilities.
- Positive willingness to work with people of diverse backgrounds.
- Experience delivering curriculum based lessons.
- 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/Zn9S8yz9194TXAGm8. In addition, you need to submit a resume as a single PDF document emailed to procurement@appliedeco.org with the subject line “SPPNEV022620 Application.”

Applications must be received by February 26, 2020. INCOMPLETE BIDS WILL NOT BE ACCEPTED.

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

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