INVITATION FOR BID: Nevada Sagebrush in Prisons Project (SPP) Lead  
Invitation Number: SPPNVLead022620  
Status: Part time position (approximately 1170 hours total from April– December 2020)  
Closing date: February 2, 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 three prisons/units in Nevada (Warm Springs Correctional Center, Lovelock Correctional Center, and two units in Northern Nevada Correctional Center) and California (Federal Correctional Institution Herlong). 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. Contractor will also manage a "Sagebrush in Prisons" contractor assistant.  

Contract will start in April, 2020 and end December 31st 2020.  

Duties Include:  
- Coordinate with Institute for Applied Ecology (IAE) for program planning at each prison  
- Participate in DOC security and safety training as needed  
- Manage “Sagebrush in Prisons” assistant  
- Coordinate training of inmates, provide relevant education materials, and act as intermediary between inmates, DOC, and IAE  
- Implement seeding and initial care of sagebrush plants with inmates  
- 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.  
- 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 and/or regarding program status, technical difficulties, and any behavior issues  

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• Box up plants at end of season in Oct. or Nov. with inmates
• Write a final report to be submitted to IAE

**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.
• DOC training and clearance in Idaho and OR ability to successfully pass a criminal background check and ongoing compliance with Federal, State and Local statutes (required for working in prisons).
• Experience propagating sagebrush and bitterbrush with inmates.
• Experience delivering education lectures and workshops at prisons and recruiting volunteers for lectures.
• Experience out-planting sagebrush with inmates.
• Working relationships with natural resource partners such as the BLM and Fish and Game.
• Positive willingness to work with incarcerated individuals at minimum and medium security facilities.
• 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/USgi6gP48nYs3y98A](https://forms.gle/USgi6gP48nYs3y98A). In addition, you need to submit a resume as a single PDF document emailed to procurement@appliedeco.org with the subject line “SPPNVLead022620 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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