INVITATION FOR BID: Wyoming Sagebrush in Prisons Project (SPP) Lead

Invitation Number: SPPWY020520

Status: Part time position (approximately 500 hours total from March – December 2020)

Closing date: February 26th 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 Wyoming Honor Farm in Riverton, Wyoming. The Contractor must have their own vehicle and be able to travel to the prison. 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 March 9th 2020 and end December 31st 2020.

Duties Include:

- Coordinate with Institute for Applied Ecology (IAE) for program planning at Wyoming Honor Farm
- Participate in 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.
- Plant out with an AIC work crew in November.
- Submit a final report at the end of the season.

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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.
- Experience working with incarcerated individuals at minimum and/or 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/ZrgBHALCiS2znLVW6](https://forms.gle/ZrgBHALCiS2znLVW6) In addition, you need to submit a resume as a single PDF document emailed to procurement@appliedeco.org with the subject line “SPPWY020520 Application.”

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

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

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