**Environmental Council of the States**

**Request for Proposals: EN-ENC-17**

**E-Enterprise and Exchange Network Coordinator**

**Released: December 1, 2017**

**Response due: January 5, 2018**

**1. Introduction**

On behalf of the E-Enterprise for the Environment and Exchange Network Management Board (MB) and E-Enterprise for the Environment and Exchange Network Interoperability and Operations Team (IOT), the Environmental Council of the States (ECOS) is seeking an experienced, highly motivated, self-employed, contract professional with strong collaboration skills to serve as the E-Enterprise and Exchange Network Coordinator (Coordinator). The Coordinator’s objective is to advance the success of E-Enterprise for the Environment (EE) which includes the National Environmental Information Exchange Network EN) and all EE/EN Partners and supports the management and promotion of EE and EN.

1.1 Background on E-Enterprise and Exchange Network

E-Enterprise for the Environment puts into practice cooperative federalism for environmental co-regulators. Working together, environmental leaders at U.S. EPA, states, and tribes are using E-Enterprise to deliver better results, often with lower costs and less burden, for the benefit of the public, the regulated community and government agencies. It helps foster greater trust among these groups by improving data integrity and communication. More information on E-Enterprise is available at: <https://e-enterprisefortheenvironment.net/>.

The National Environmental Information Exchange Network (EN) is a partnership among states, territories, tribes, and EPA that has revolutionized the exchange of environmental information between governmental entities. More information about the Exchange Network is available at: <http://www.exchangenetwork.net/>.

E-Enterprise and the Exchange Network share a governance structure. In addition to state, territorial, tribal, and EPA members, EE and EN efforts include a number of partners (hereinafter referred to as “stakeholders”) who exchange data using EN and some EE technologies and services (e.g., local governments, non-governmental organizations, educational institutions, and regulated communities). Given the significant interrelations between EE and EN, effective coordination with governance and other stakeholders to ensure the alignment and mutual success of these two initiatives will be a central part of the Coordinator’s responsibilities. The Coordinator is not a member of governance, but will participate in EE and EN calls and meetings and provide updates on EN developments and priorities.

1.2 Role and Relationship to E-Enterprise and Exchange Network Governance

The Coordinator serves as a nonbiased third-party entity deriving authority and taking high-level policy guidance from the MB and IOT Chairs,, in close coordination with ECOS. The Coordinator facilitates the day-to-day execution of their operations, decisions, and policies; and provides strategic advice concerning their direction and priorities.

The Coordinator’s duties include:

* Facilitating and supporting the work of the MB and the IOT;
* Serving as a primary liaison among the MB/IOT and agency partners and stakeholders;
* Continuously building relationships with and among agency partners and stakeholders to ensure that the Coordinator can effectively facilitate and support their work;
* Identifying synergies and preemptively troubleshooting problems;
* Listening to all agency partners and stakeholders; identifying issues of broad application to EE and EN; cultivating and helping facilitate Agency Partners’ and Stakeholders’ proposed solutions;
* Making recommendations to the MB/IOT Chairs on collaboration opportunities with other Stakeholders;
* Facilitating the integration of the Agency Partners’ and Stakeholders’ efforts to achieve EE and EN goals; and
* Bringing the Exchange Network and E-Enterprise communities together to effectively and efficiently work towards achieving shared goals.

The Coordinator executes the majority of the work independently, in coordination with Governance, EE/EN Partners, and other support contractors. The Coordinator continuously builds relationships with and among these parties to ensure that they remain responsive to information requests and advice.

The Coordinator does not have direct project implementation or resource allocation authority and does not direct ECOS or EPA staff or contractors. When necessary, however, the Coordinator, on behalf of the EELC, advises, coordinates, and expedites work performed using Network resources. These resources include, but are not limited to, ECOS/EPA Cooperative Agreement funding and contractors, EPA contractors, and EPA's Exchange Network grant program funding. More information on EPA's Exchange Network Grant program is available at: <http://www.exchangenetwork.net/about/network-grants>.

1.3 Independent Contractor

The Coordinator is an independent contractor to ECOS. The "Contractor" relationship between ECOS and the Coordinator is presented in Section 5.

**2. Work to be Performed by Contractor**

Contractor will provide a broad range of services, including, but not limited to:

1. Providing technical and procedural advice to the MB, IOT, and their Chairs.
2. Promoting adoption and integration of EE and EN goals, priorities, and tools such as shared services and business process improvements across Partner organizations.
3. Working to increase the participation by State, Territorial, and Tribal Agency Partners on EE/EN Teams.
4. Facilitating communications among all Agency Partners and Stakeholders.
5. Advancing the objectives of EPA’s National Environmental Information Exchange Network Grant program and supporting the efficient and effective communications and coordination among EN grant recipients.
6. Collaborating with ECOS’ and EPA’s contractors and EE Coordinator(s).
7. Facilitating the representation of EE/EN at meetings, conferences, and other stakeholder forums.
8. Exploring and developing opportunities to expand the reach of E-Enterprise through collaboration with non-traditional Stakeholders, such as the human health community and non-governmental organizations.
9. Participating in calls and meetings as follows:
10. Regarding the MB, IOT, and their Chairs: Coordinating calls and meetings, including, but not limited to, collaboratively developing and preparing agendas; providing status updates; offering issue analysis and recommendations; drafting charters, reports, and plans; and contributing to the development of policies, processes, tools, and services.
11. Regarding EE/EN Teams and Workgroups where the Coordinator has direct involvement: Supporting and participating in calls and meetings, including, but not limited to, collaboratively developing and preparing agendas; providing status updates; offering issue analysis and recommendations; drafting charters, reports, and plans; and contributing to the development of policies, processes, tools, and services.
12. Regarding EE/EN Teams and Workgroups where the Coordinator has indirect involvement: Maintaining communication with these groups to stay informed of progress, issues, and overall status.
13. Regarding EELC and E-Enterprise Executive Committee (EEEC): Participating in calls and meetings in order to facilitate the successful communication of EELC and EEEC priorities and strategies to the MB, IOT, and EE/EN Teams and Workgroups and to work collaboratively with these groups to advance EE.
14. Supporting the planning and conduct of Exchange Network National Meetings, including guiding program development, presenting on the status of the Exchange Network, and assisting the National Meeting Chairs, who lead the National Meetings.
15. Meeting with State, Tribal, and Territorial EE/EN Agency Partners at ECOS' semiannual meetings.
16. Participating in Regional EPA and Tribal Exchange Network Meetings.
17. Preparing and submitting to ECOS “Monthly EE/EN Coordinator Activity Reports.”
18. Supporting other tasks as directed by MB/IOT Chairs in close coordination with ECOS.

**3. Qualifications**

As the Exchange Network Coordinator, Contractor will possess and be able to demonstrate the following:

* Bachelor’s degree or higher;
* Basic knowledge of federal and state environmental laws and regulatory programs;
* Knowledge of and experience with strategic and business planning and implementation and project management;
* Basic knowledge of Exchange Network technologies, such as Extensible Markup Language (XML), web services, data publishing, data standards, application programming interfaces, etc.;
* Success in a leadership role, overseeing complicated, multi-stakeholder projects;
* Enthusiasm for the mission of EE and the Exchange Network;
* Understanding of EE and EN guiding principles and the importance of the EE and EN's joint governance structure;
* Ability to impartially build relationships among a wide range of parties with potentially conflicting interests, who do not have direct accountability to the Coordinator or to each other;
* Ability to set reasonable schedules, meet deadlines, prioritize issues and work with minimal supervision;
* Careful attention to detail; and
* Excellent presentation, writing, and verbal communication skills.

**4. Contractor Availability and Travel Requirements**

The E-Enterprise and Exchange Network Coordinator role carries responsibilities equivalent to a "full-time” position, and the Contractor is expected to be available to partners on a basis consistent with an FLSA-exempt employee. Contractor may simultaneously engage in other business; however, Contractor shall not engage in any other business that creates a conflict of interest with the duties of the EE and EN Coordinator.

Contractor must have the ability and flexibility to travel extensively within the United States, up to twice a month.

The Contractor must provide and maintain a suitable, efficient, and robust workspace with modern information technology hardware and software, high-quality telecommunications equipment (e.g., landline phone), and a persistent broadband internet connection. Dial up, and tethering (e.g., via smartphone) is not acceptable as a regular communications solution.

**5. Compensation and Relationship to ECOS**

The EE and EN Coordinator will be a highly skilled and experienced professional. Compensation commensurate with that level of experience will be negotiated with the Contractor. Overhead, insurances, taxes, travel expenses, and all other direct and indirect expenses related to performance of the work are the responsibility of the Contractor; therefore, these expenses are part of the Compensation.

The Coordinator is an independent contractor to ECOS. As such, the Contractor has the sole responsibility and control of the manner and means of providing the services required, including but not limited to the right to determine the hours and sequence of the work. ECOS does not provide Workers Compensation insurance to the Contractor. ECOS does not withhold funds on behalf of the Contractor for Social Security, Medicare, income taxes, or unemployment insurance. The Contractor is not entitled to any benefits of employment that are offered to employees of ECOS.

**6. Period of Performance**

ECOS intends to offer the Coordinator a Service Agreement that will be in effect for a maximum of five years, with an initial Period of Performance starting in early 2018 and ending 31 January 2019.The Period of Performance of this Agreement may be extended subject to the availability of future funding and mutual agreement by the Coordinator and the EELC.

**7. Submittal Instructions**

A Cover Letter, Resume, requested Compensation, and up to three (3) References are requested. Responses must not exceed 5 pages, inclusive of all attachments. Submission of additional materials not specifically requested in this Request for Proposals will not be reviewed.

Responses to this Request for Proposals are due to ECOS by 5:00 PM ET on Friday, January 5, 2018. Responses must be e-mailed as one (1) PDF file to:

Owen McAleer

Environmental Council of the States

omcaleer [at] ecos.org

In the Subject Line of the e-mail, enter “RFP EN-ENC-17.” Do not include any additional information in the Subject Line. Receipt of Proposals will be acknowledged by return e-mail within three business days (not counting Federal Holidays). Hard copy submittals will not be accepted or acknowledged.

**8. Questions and Answers**

All questions regarding this Request for Proposals must be submitted by e-mail to Owen McAleer at omcaleer [at] ecos.org by 5:00 PM ET on Friday, December 15, 2017. Receipt of questions will be acknowledged by return e-mail within three business days (not counting Federal Holidays). Questions and corresponding answers will be posted periodically to: <http://www.exchangenetwork.net/en-coordinator-rfp>. All answers will be posted by 5:00 PM ET on Thursday, December 21, 2017.

Hard copy questions and phone inquiries will not be accepted or acknowledged.

**9. Waiver and Acknowledgments**

By submitting a response to this Request for Proposals, "Responder" expressly waives any and all claims against ECOS, its officers, directors, employees, subcontractors, and agents, and assumes full responsibility for any and all damages, claims, losses, costs, and expenses that the Responder may incur arising from or relating to this Request for Proposals or its response to this Request for Proposals. This waiver does not apply to damage or loss resulting from the sole negligence, gross negligence, or willful misconduct of ECOS, its directors, officers, employees, or agents.

Responder expressly acknowledges that its response to this Request for Proposals does not create a contract between Responder and ECOS.

Responder expressly acknowledges that ECOS is under no obligation to provided one-on-one feedback to any Responder concerning its response, ECOS’ methodology and deliberations for evaluating responses, or ECOS’ selection of a Contractor.

ECOS reserves the right to contact individual Responders for any reason and at any point in its decision-making process. ECOS is under no obligation to disclose any contact with any Responder(s).

Responder expressly acknowledges that the decision to select or not select a Contractor in response to this Request for Proposals is:

1. made at ECOS' sole discretion,
2. may be based on any factors ECOS chooses to consider, and
3. may or may not be based solely on cost considerations.

**10. Confidentiality and Disclosure**

By submitting a response to this Request for Proposals, Responder agrees to keep confidential and not use or disclose any information acquired during the review process concerning ECOS, its business, finances, or operations. The provisions of this Section shall not prevent the Responder from disclosing information to the extent required by a judicial order or other legal obligation, provided that, in such event, the Responder shall promptly notify ECOS in writing, and shall cooperate with ECOS to contest or minimize the scope of the disclosure (including application for a protective order).

Responder expressly acknowledges that ECOS may be required to disclose the contents of any response received. Further, Responder expressly acknowledges that ECOS may distribute some or all responses, via e-mail, to members of E-Enterprise and Exchange Network governance, who may be bound by federal or state requirements to disclose information sent to their organization’s e-mail system. Consequently, neither ECOS nor members of E-Enterprise or Exchange Network governance are under any obligation to keep any response confidential.