



Request for Proposals (NR233A750004G069-PC-2024): CERNA Project Coordinator



Iowa Tribe of Kansas and Nebraska
3345 B Thrasher Rd.
White Cloud, KS 66094

Request for Proposals (RFP) Number: CERNA-PC-2024

1. General Information

Invitation

The Iowa Tribe of Kansas & Nebraska's Center of Excellence for Regenerative Native Agriculture (CERNA) invites qualified vendors to submit proposals to fill a part-time contract position for a **CERNA Project Coordinator**. The selected candidate will provide crucial support to CERNA's Executive Director and operational team, ensuring efficient administrative processes and contributing to the organization's climate-smart agricultural mission.

Background

CERNA, funded by the USDA's Partnerships for Climate Smart Commodities, supports Native American producers in adopting regenerative agriculture practices. Our mission is to promote sustainability, soil health, and climate-smart farming practices within Indigenous communities.

Project Description

The CERNA Project Coordinator will play a pivotal role in supporting executive leadership, handling documentation, coordinating schedules, and performing various administrative tasks essential to CERNA's operations.

2. Scope of Services

The contracted Project Coordinator will work approximately 20 hours per week and provide services including, but not limited to:

1. Administrative Support

- Provide administrative assistance to CERNA's Executive Director and operational team.
- Manage scheduling, organize meetings, and assist with event planning.
- Assist with commodity marketing and business development.

2. Documentation and Record Management

- Prepare, edit, and format documents and presentations for internal and external stakeholders.
- Organize and maintain digital and physical files, records, and other documentation.

3. Communication and Correspondence

- Handle email correspondence, ensuring timely responses and proper documentation.
- Coordinate and track various operational activities, deliverables, and staff travel.

4. Project Coordination

- Assist in coordinating travel arrangements and tracking expense reports.
- Support daily operations, including data entry, filing, and other office tasks.



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3. Schedule

Project Duration:

The anticipated duration is approximately 3.75 years (15 quarters), with a renewable quarterly contract.

Key Dates:

- **Release of RFP:** 11/14/2024
- **Proposal Submission Deadline:** 11/27/2024
- **Evaluation Period:** 11/27/2024 - 11/28/2024
- **Contract Award Notification:** 11/29/2024
- **Contract Start Date:** 12/02/2024

4. Selection Process

The selection will be based on the applicant's qualifications, experience, and ability to meet CERNA's expectations. The evaluation process may involve an investigation into the applicant's reliability, experience, and financial standing.

Selection Criteria:

1. **Cover Letter** – 10 points
2. **Technical Proposal** – 40 points
 - Understanding of the role, approach, and qualifications of key personnel.
3. **Relevant Experience and References** – 40 points
 - Description of experience in project coordination, administrative assistance, and knowledge of Indigenous communities.
4. **Native American Preference** – 10 points
 - Individual Preference: Preference will be granted to submitter upon validation of proof of Tribal citizenship.
 - Business Preference: Preference will be granted to submitter upon validation of business ownership that is not less than 51% Native American ownership.

5. Eligibility Criteria

Vendors must meet the following requirements:

- Prior experience in project coordination, administrative support, or a similar role.
- Strong organizational skills and proficiency with Microsoft Office and Google Workspace.
- Excellent written and verbal communication skills.
- Familiarity with scheduling tools and digital file management systems.
- Preferred experience with Native American communities or regenerative agriculture.

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- Experience with commodity marketing and business development; existing relationships and networks preferred.

6. Proposal Requirements

Submission Format:

Proposals should not exceed 5 pages, excluding the cover page, table of contents, dividers, and appendices. Submit a PDF file to Primary Contact and Secondary Contact.

Content Requirements:

1. **Cover Letter**
2. **Project Understanding and Approach**
3. **Experience and Qualifications**
4. **Timeline and Availability**

7. Terms and Conditions

Upon contract award, vendors may be required to submit additional documentation, such as:

- **Certifications:** Business certifications, affirmative action compliance, and statement of good standing.
- **Payment Terms:** Contractors are expected to submit invoices monthly. Invoices are paid Net30.

Contact Information:

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Secondary Contact:

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Cost of Proposals

All costs related to proposal preparation are the responsibility of the vendor.