

**STEVENS COUNTY, WASHINGTON
REQUEST FOR QUALIFICATION**

I. PURPOSE OF REQUEST

Stevens County (“County”) is seeking professional assistance with media outreach for the Voluntary Stewardship Program. Implementation of the Voluntary Stewardship Program requires public outreach in various forms, including but not limited to: newspaper articles, blog posts, flyers, newsletters, pamphlets, postcards, signs, posters, letters, and emails. Land Services expects to contract with a qualified professional to work on these tasks for approximately 6-10 hours per week at negotiated rates of pay. Most of the work can be completed remotely from a computer, with occasional in-person meetings in Colville, Washington.

II. TIME SCHEDULE

The County will follow the following timetable, which should result in a selection by January 4, 2019.

Issue RFQ: December 11, 2018

Deadline for Submittal of Quotes: December 26, 2018

Notify Chosen Service Provider: January 4, 2019

III. INSTRUCTIONS TO PROPOSERS

A. All statements of qualification shall be sent to:

Stevens County Land Services
Attention Erik Johansen
215 S. Oak Street, Courthouse Annex
Colville, WA 99109
(509) 684-2401
ejohansen@stevenscountywa.gov

B. All statements of qualification must be in a sealed envelope and clearly marked in the lower left-hand corner: RFQ – VSP Media Outreach Services. Submittals must be received by December 26th, 2018 by 4:00pm. Do not fax or e-mail quotes.

C. The Stevens County Land Services Director or representative will notify the selected services provider by January 4, 2019.

D. All statements of qualification must include the following information:

- The names of individuals from those firms who will be working on the project and their areas of responsibility.
- Specific experience of individuals relative to the purpose of request.
- Copies of resumes for all individuals who would be working on the request.
- Three (3) References.

IV. SELECTION CRITERIA.

- A. Responsiveness of the qualifications to the purpose and scope of RFQ . 20%
- B. Demonstrated ability and qualifications to complete the work as defined in Section I. 60%
- C. Ability and history of successfully completing similar work. 20%

Total Criteria Weight 100%. Each statement of qualifications will be independently evaluated on factors A through C.

V. SCOPE OF SERVICES

Stevens County Land Services is seeking professional assistance with media outreach for the Voluntary Stewardship Program. Implementation of the Voluntary Stewardship Program requires public outreach in various forms, including but not limited to: newspaper articles, blog posts, flyers, newsletters, pamphlets, postcards, signs, posters, letters, and emails. Land Services expects to contract with a qualified professional to work on these tasks for approximately 6-10 hours per week at negotiated rates of pay. Most of the work can be completed remotely from a computer, with occasional in-person meetings in Colville, Washington.

To be considered for these services, qualified professionals must have experience related to agriculture, conservation, and the Voluntary Stewardship Program. Professionals must also demonstrate exceptional written communication skills and an ability to create media products that are informative and visually appealing.

VI. QUESTIONS.

If you have questions regarding this RFQ, please contact either Erik Johansen (Land Services Director) or Adam Cares (VSP Coordinator, Natural Resource Planner) at (509) 684-2401. Their e-mail addresses are: ejohansen@stevenscountywa.gov and acares@stevenscountywa.gov.

VII. TERMS AND CONDITIONS.

- A. The County reserves the right to reject any and all statements of qualification, and to waive minor irregularities.
- B. The County reserves the right to request clarification of information submitted, and to request additional information.
- C. The County reserves the right to award the contract to the next most qualified proposer, if the successful proposer does not execute a contract within thirty (30) days after the award.

E. The contract resulting from acceptance of an RFQ by the County shall be in a form supplied or approved by the County, and shall reflect the specifications in this RFQ. The County reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ, and which is not approved by the County Prosecutor's office.

F. The County shall not be responsible for any costs incurred by the contractor in preparing, submitting or presenting its response to this RFQ.