



AHEAD OF THE WAVE

REQUEST FOR QUALIFICATIONS

CASCADIA REGION EARTHQUAKE WORKGROUP (CREW)

Title: Executive Director.

Function: Administrator for CREW.

The Cascadia Region Earthquake Workgroup (CREW) is a 501c(3) not for profit corporation incorporated in Washington state. CREW is a coalition of private and public representatives working together to improve the ability of Cascadia Region communities to reduce the effects of earthquake and tsunami events.

CREW intends to award one contract to provide the services described in this request.

Response due date: January 15, 2016.

Nature of Contract: The contractor will provide administrative services to CREW as set out in Attachment B, Duties of the Administrator. The contract involves essentially about 80 hours per month as needed to accomplish the duties as described. The contractor will be required to sign a Personal Services Contract and will work in cooperation with the CREW Board of Directors.

Minimum Qualifications: The Administrator should be familiar with not for profit corporation requirements, federal grant writing and administration. Minimum qualifications include:

- Ability to perform the tasks listed in List of Duties.
- Not on the prohibited contractors list per www.epls.gov
- Experience with web based applications such as meetings, web seminars, maintaining databases for membership and financial records.
- Familiarity with social media and public speaking.

Desired Qualifications:

- Experience with reporting requirements to the Federal Emergency Management Agency (FEMA) or similar federal agency.

Funding: Funds will be payable in monthly installments of five thousand two hundred dollars (\$5,200) upon receipt and approval of contractor invoice by the CREW President or other duly designated officer of the corporation. Monthly payment does not include potential travel costs, which are budgeted separately. Any contract awarded is contingent upon the availability of funding.

Duration of Contract: The contract is scheduled to begin on or about February 1, 2016. It is intended to be a 1-year contract, but includes a 6-month performance review by July 31, 2016. Federal funding for this contract is assured through July 2016 and is anticipated to be renewed. A good performance review will continue the contract period until January 31, 2017, and is renewable for continued good performance.

How to Submit: Email response to:

director@crew.org

Please include the following materials:

- Letter of interest detailing why the candidate feels they can successfully perform the functions of the Administrator.
- Current resume
- List of at least three professional references. CREW reserves the right to contact the references listed.
- Representative list of past and current clients.

Evaluation: Applicants will be evaluated on their demonstrated ability to perform the functions set forth in Attachment B. The evaluators will ensure that small businesses, minority owned firms and women's businesses are used to the fullest extent practicable in accordance with 2 CFR 215.40-.48.

Notification: CREW will notify all candidates of the decision to award the contract if possible, within four weeks of the response due date.

Additional Information: Contact:

Ines Pearce, CREW President
info@pearceglobalpartners.com
877-898-9747 ext. 1