



Request for Proposals

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The Northeast Waste Management Officials' Association (NEWMOA) is inviting proposals from individuals or firms interested in providing strategic planning services related to identifying, targeting, and contacting foundations and other possible private sources of funding for the Association. The Board is interested in working with someone that has expertise and contacts with foundations and private entities interested in addressing toxic and hazardous materials in the environment, pollution prevention, cleanup of contaminated sites, solid and hazardous waste management, and sustainable materials management.

NEWMOA anticipates engaging the selected consultant from early to mid 2012 subject to satisfactory performance. The Association invites you to submit a proposal by **February 10**.

About NEWMOA

The Northeast Waste Management Officials' Association (NEWMOA) is a nonprofit, nonpartisan, interstate association that has a membership composed of the hazardous waste, solid waste, waste site cleanup, and pollution prevention program directors for the environmental agencies in Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, and Vermont. NEWMOA was established by the Governors of the New England states as an official regional organization to coordinate interstate hazardous and solid waste, pollution prevention, and waste site cleanup activities, and was formally recognized by the U.S. Environmental Protection Agency (EPA) in 1986.

NEWMOA's mission is to develop and sustain an effective partnership of states that helps achieve a clean, healthy, and sustainable environment by exploring, developing, promoting, and implementing environmentally sound solutions for:

- Reducing materials use and preventing pollution and waste,
- Properly reusing and recycling discarded materials that have value,
- Safely managing solid and hazardous wastes, and
- Remediating contaminated sites.

The group fulfills this mission by providing a variety of support services that:

- facilitate communication and cooperation among member states, between the states and the U.S. EPA, and between the states and other stakeholders;
- provide research on and evaluation of emerging issues, best practices, and data to help state programs maximize efficiency and effectiveness; and
- facilitate development of regional approaches to solving critical environmental problems.

For more information about NEWMOA, visit www.newmoa.org.

Over its 25 year history, NEWMOA has been funded by grants from the U.S. EPA and other federal agencies and contracts from member state agencies. The Board has developed a new policy that enables the Association to seek funding from private foundations and other private

sources. NEWMOA is interested in procuring contractor assistance with identifying foundations and other private sources that would be interested in supporting the kind of work that the Association does and developing a winning strategy for reaching out to them. The Association has limited ability to conduct these types of fundraising efforts and wants to be sure to develop and deploy a strategy that has a high chance of success.

Services Required

NEWMOA is seeking a qualified contractor to conduct the following services:

- Provides advice and assistance with developing an overall approach to private foundations and other private funding sources to support Association projects and initiatives;
- Prepares a strategic fundraising plan for NEWMOA that identifies projects and initiatives related to NEWMOA's priorities that could be supported by particular foundations and other private sources of funding;
- Assists the Association's Executive Director with making contacts with key people in foundations and provides coaching on how to effectively present the Association's strength and value;
- Trains NEWMOA's staff on the key elements of developing a winning grant proposal for private foundations; and
- Assists with preparing a 2012 -2014 workplan to implement the strategy.

The Selection Process

NEWMOA must receive proposals no later than **February 10, 2011**. Members of the Association's Board and management will review the proposals and, based on the information provided by the applicant and references, will select a few individuals or firms to interview.

Proposals

NEWMOA is interested in learning about your services and your qualifications, your approach to working with clients on fundraising strategies, your expertise in both the governmental and non-profit areas, and your knowledge of funding of non-profit environmental protection initiatives foundations. In your proposal, please provide the following:

1. Your philosophy with regard to providing strategic fundraising assistance and services;
2. Approach and timing of services – this should cover your proposal for services to the Association, number and timing of meetings with NEWMOA management; activities required of the Association staff; and approach to developing a strategic plan and training;
3. Extent of knowledge in the areas of state government, environmental protection, and non-profit funding;
4. Example of fundraising strategies or similar work with other non-profits that you have developed;

5. A list of the individuals that would be providing the services to NEWMOA, including their qualifications, particularly their education, experience, and length of time performing non-profit fundraising support;
6. A list of client references and contact information; and
7. Estimated number of hours to complete the work and cost in the format presented below.

In order to expedite review of the proposal, please submit your proposal electronically to Lois Makina, lmakina@newmoa.org.

Fee

NEWMOA is seeking the most qualified firm to conduct these proposed services. While low overall cost is of importance, the review of the proposal will focus on qualifications. The term of the contract will be one year; NEWMOA will reserve the right to continue the contract for a one-year extension, subject to satisfactory performance.

Submission

Proposals must be submitted to:

lmakina@newmoa.org

If you have any questions regarding this Request for Proposal, contact Terri Goldberg, Executive Director at (617) 367-8558 x302, tgoldberg@newmoa.org.

Format for Presenting Hours & Cost Proposal

Strategic Planning (hours)	Contacting Foundations (hours)	Training (hours)	Workplan Development (hours)	Follow-up Assistance (hours)	Total Cost (\$\$)
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Principles

Staff

Other Expenses

Administrative

Total Fixed Fee

Please provide the hourly rate for each of the employees involved in the services.