



January 9, 2008

Re: Northwest Certified Forestry's "Preferred Provider Program"

Dear Professional Consulting Forester,

Northwest Certified Forestry is developing a new service for our members and small woodland owners in general that will assist them with identifying high quality consulting forester, loggers and other natural resource management professionals. We're calling this new service our "Preferred Provider Program" as we will recommend specific service providers who have demonstrated a history of high quality forest management services.

This program is being developed in response to a common request we receive from small woodland owners who do not know who to turn to for forest management assistance. Additionally, since most of the landowners we work with are interested in conservation-based forest management, we intend to promote professional consultants who understand various principles of ecological forestry such as low impact logging, variable density thinning, managing species diverse forests, and enhancing wildlife habitat.

Based on recommendations we have received from other landowners, we would like to invite you to consider becoming a member of Northwest Certified Forestry's Preferred Provider Program. As a member, we will actively promote your services to our members and to small woodland owners in general who contact our organization for assistance. Following is a list of services you will receive as a member of our program:

- Direct referrals from NCF staff, board and partners
- Business listing on NCF's website
- Business listings in NCF's newsletters
- FSC market development (see below for further info.)
- Discounts to NCF sponsored educational workshops and trainings
- Access to NCF's on-line business contacts database

**About Northwest Certified Forestry and FSC markets**

Northwest Certified Forestry is primarily a Forest Stewardship Council (FSC) "group certification program" for small woodland owners. If you're not familiar with our program, you can learn more about us by reading the enclosed brochure and visiting our website at: [www.nwcertified.org](http://www.nwcertified.org). In short, we assist small woodland owners both with becoming FSC certified and marketing their wood products into the quickly growing green building industry.

Northwest Certified Forestry is directly engaged with the green building industry in the Pacific Northwest, as well as other markets for FSC certified wood products. As these

markets continue to grow, we continuously seek opportunities to help small woodland owners benefit from these markets by either selling logs to FSC certified mills or custom processing their timber and selling value-added wood products.

Another emerging marketplace is for the “ecosystem services” that forests provide, such as carbon sequestration, clean water and wildlife habitat. Northwest Certified Forestry is at the forefront of researching ecosystem service markets and translating these markets to something of value for small woodland owners. We are currently developing one of the nation’s first carbon credit programs for small woodland owners and expect to make this program available in the Fall of 2008.

As a Preferred Provider, Northwest Certified Forestry will assist you with identifying and understanding FSC markets so you can factor these new opportunities into the traditional wood products markets you may already be familiar with. Additionally, Northwest Certified Forestry will provide opportunities for Preferred Providers to conduct FSC audits and Carbon Credit audits of the small woodland owners in our program. These services will be reimbursable and will greatly improve our ability to efficiently meet the needs of our rapidly expanding membership.

If you are interested in becoming a member of Northwest Certified Forestry’s Preferred Provider Program, please review the enclosed Membership Application and Memorandum of Agreement. You can apply for membership by submitting signed copies of the Application and Agreement, as well as the documents and materials listed on the application, along with your first year membership fee.

If you have any questions about our Preferred Provider Program, please don’t hesitate to contact me directly. I hope you consider joining our program.

Best regards,

Kirk Hanson  
South Sound Regional Director  
Northwest Certified Forestry  
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360-316-9317  
[kirk@nncrg.org](mailto:kirk@nncrg.org)  
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## PREFERRED PROVIDER APPLICATION

*Please complete and mail this form to:*  
Northwest Certified Forestry  
c/o Northwest Natural Resource Group  
P.O. Box 1067  
Port Townsend, WA 98368

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

In order to qualify as a Preferred Provider through Northwest Certified Forestry, please comply with the following:

- Review the Preferred Provider Memorandum of Agreement and submit two signed copies to NCF along with this application.
- Submit the annual service fee of \$150.
- Provide a description of services and any marketing materials
- Provide a resume or curricula vitae
- Provide a minimum of three references for current or past clients
- Provide examples of forest management plans, harvest plans, restoration plans or other planning documents prepared for current or past clients

Once NCF receives this application and all documents referenced above, a staff person will contact you to complete the application process and provide additional details. Your application will be peer reviewed by our Advisory Council and upon their approval you will be confirmed as a member of our Preferred Provider Program.

\_\_\_\_\_  
Printed Name Title

\_\_\_\_\_  
Signature Date



## **Preferred Provider MEMORANDUM OF AGREEMENT**

The Northwest Natural Resource Group (NNRG) is a non-profit organization committed to promoting innovative forest management strategies that support the health of forest and freshwater ecosystems while enhancing economic development in the Pacific Northwest. NNRG's *Northwest Certified Forestry* (NCF) program provides small woodland owners a wide range of conservation-based forest management services, including group Forest Stewardship Council (FSC) certification and marketing assistance.

As part of the services provided to members of NCF, NNRG is developing a "preferred provider program" through which it will recommend highly qualified consulting foresters, loggers, and other professional consultants to small woodland owners.

This memorandum serves as a formal agreement that establishes the responsibilities of NNRG and a Preferred Provider.

### ***NNRG hereby agrees to the following:***

#### **1 - Administration:**

1.1 - NNRG will maintain a listing of all participating NCF members as well as copies of forest management plans, site monitoring records, and other relevant documents for each landowner in its group certification program.

1.2 - NNRG will review and approve management plans, associated documents, and forest management practices for FSC compliance for all parcels within its group certification program. Review and approval responsibilities may be delegated to another party through the development of an explicit written contract for services with NNRG.

1.3 - NNRG will ensure consistent, FSC-compliant forest management on NCF member lands through the following means:

1.3.1 - Provide templates for forest management planning and monitoring compatible with FSC certification.

1.3.2 - Provide information and resources regarding recommended management practices.

1.3.3 - Provide assistance in identifying priorities for restoration and conservation on members' lands.

1.3.4 - Develop and recommend training opportunities for members and the general public.

1.3.5 - Ensure that Preferred Providers meet eligibility requirements as defined in this agreement.

## **2 - Monitoring**

2.1 - NNRG will maintain a system of inventory that tracks management operations across NCF member lands, evaluates resource conditions, facilitates future planning, and supports marketing efforts for members of its group certification program.

2.2 - NNRG has developed monitoring guidelines for use by NCF members that assist with improving management practices and demonstrates the long-term effect of management activities. These guidelines are available upon request.

## **3 - Member Services**

3.1 - NNRG will provide copies of all operating manuals and procedural documents related to NCF and FSC to members and Preferred Providers.

3.2 - NNRG will represent members' concerns regarding FSC and certifier actions and policies to FSC and any of its third party auditors.

3.3 - NNRG will communicate any changes in its group certification status or significant changes in FSC policy to members and Preferred Providers.

3.4 - NNRG will notify members in writing when their management is in non-compliance with FSC's standards and assist them in reestablishing compliance when possible.

## **4 – Preferred Provider Benefits**

NNRG will provide the following services and benefits to participating Preferred Providers:

4.1 – FSC Certification – NNRG will assist Preferred Providers with developing a working understanding of FSC's Pacific Coast Forest Management Standards as well as all policies and procedures NNRG has developed to facilitate certification and marketing of certified wood products. NNRG will also provide the following services and opportunities:

- Provide an informational packet to all Preferred Providers that contains materials relevant to FSC Certification, FSC markets and the NCF membership program.
- Provide on-site visits with Preferred Providers to any new landowner and/or current member of NCF to demonstrate FSC and NCF's policies on the ground.
- Provide all relevant documents and references relating to FSC's forest management standards and marketing procedures.
- Provide opportunities for Preferred Providers to conduct annual FSC Certification Assessments of NCF's members. Preferred Providers will be compensated for this service.
- Provide opportunities for Preferred Providers to conduct annual or semi-annual assessments of NCF members who are participating in NCF's Carbon Credit Program. Preferred Providers will be compensated for this service.

4.2 – *Marketing Preferred Provider Services* – Preferred Providers and their services will be marketed to NCF members and partners, as well as the public at large, through a variety of outreach methods, including:

- The NNRG website ([www.nnrg.org](http://www.nnrg.org) or [www.nwcertified.org](http://www.nwcertified.org))
- The NCF quarterly newsletter
- Periodic email updates
- Educational workshops, conference exhibits, and recruitment presentations
- Recruitment materials
- Direct referrals via NNRG staff, board and partners

4.3 – *FSC Market & Supply Chain Development* – NNRG will provide Preferred Providers with up-to-date information on current markets for certified wood products including: mills, manufacturers, wholesalers, retailers, lumber yards and builders. Additionally, NNRG will assist Preferred Providers with developing markets within their specific geographic areas.

4.4 – *Education and Training* – NNRG hosts quarterly educational and training workshops that cover topics relevant to conservation forestry and certified markets. Preferred Providers will receive the same discount rates to workshops as NCF members (minimum 20% discount).

4.4 - *Information* – NNRG maintains a comprehensive searchable on-line business contacts database that includes landowners, wood products businesses, government and non-government organizations and many other regional contacts. Preferred Providers will receive member level access to this database.

***The NCF Preferred Provider hereby agrees:***

**5 - Policy**

5.1 – To provide NNRG any of the following qualifications:

- Description of services provided to small woodland owners and any marketing materials the Preferred Provider would like to be made public
- Resume or curricula vitae
- Minimum of three references for current or past clients
- Examples of forest management plans, harvest plans, restoration plans or other planning documents prepared for current or past clients

5.2 - To follow an individual landowner's forest management plan and implement forest management practices to landowner's specifications.

5.3 – To demonstrate an understanding of, and long-term commitment to forest management practices that are compatible with FSC standards.

5.4 – To be willing to facilitate FSC market development (note: NNRG will provide assistance with identifying FSC markets).

5.5 – To negotiate the highest possible return for forest products harvested from a client's forestland.

5.6 – To demonstrate a willingness to continually improve forest management knowledge and practices by attending NCF sponsored workshops or trainings, maintaining certifications and accreditations with professional forestry organizations, participating in regional forestry organizations and/or events, or other demonstrable means.

5.7 – To demonstrate an understanding of local and regionally significant forest resources and issues.

5.8 – To encourage current clients to consider becoming members of NCF.

## **6 - Monitoring & Compliance**

6.1 - To notify NNRG when:

6.1.1 - Any significant changes are made to the forest management plan of a client who is a member of NCF. Changes must be reviewed for FSC compliance and be approved by NCF.

6.1.2 - They are no longer interested in providing services to NCF members.

6.1.3 - Long-term objectives or activities are no longer compatible with NCF.

6.2 - To participate, as necessary, in on-site FSC audits and/or certification compliance assessments. Typically no more than one on-site audit or assessment is held per year.

6.3 - To comply with all corrective actions and other procedures relevant to maintaining a client's certification status as requested by NNRG or NNRG's third-party FSC auditor.

## **7 – Fees**

To pay the Preferred Provider annual fee within 15 days of invoice. The annual fee is currently \$150.

***Both parties agree to the following:***

## **8 - Contract Duration**

The period of this contract is enduring from the date of signing by NNRG to the date when either NNRG or the Preferred Provider chooses to end the contract.

## **9 - Termination**

Failure by NNRG or the Preferred Provider to abide by the provisions of this contract shall, upon written notification by either party, be grounds for termination of the agreement. Both parties also reserve the right to terminate the agreement with 30 days written notice for any reason.

## **NCF Preferred Provider**

Northwest Natural Resource Group • P.O. Box 1067 • Port Townsend, WA 98368  
Tel. 360.379.9421 • Fax. 360.385.7455 • Email. info@nnrg.org • Web. www.nnrg.org

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Director, Northwest Certified Forestry**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date