

## Request for Proposals: Seed trainer

Northwest Natural Resource Group (NNRG) seeks proposals for a trainer to host a series of three seed-oriented workshops.

Prospective bidders who have questions must submit them in writing by 5:00 pm on May 8. Answers will be posted at [www.nnrg.org/pssp](http://www.nnrg.org/pssp) by May 13.

Proposals must be received by 3:00 pm on May 15.

NNRG anticipates selecting the contractor for the project by May 20, and concluding a contract with the successful party by December 31. Final deliverables will be due no later than March 1, 2027.

### Background

NNRG is a Seattle-based nonprofit that helps people understand and implement ecological forestry across Washington and Oregon. This training contract is being planned and implemented on behalf of the Puget Sound Seed Partnership (PSSP). As part of the partnership's work, this contract is interested in ensuring area practitioners are equipped with the skills needed to source and grow seedlings from local sources.

This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement PC-01J22301 through the Washington Department of Fish and Wildlife. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency or the Washington Department of Fish and Wildlife, nor does mention of trade names or commercial products constitute endorsement or recommendation for use.

### Commercial terms and deadlines

The entity or person undertaking this study will be an independent contractor, and will not be considered an employee of NNRG. They will be responsible for all taxes and any licensing requirements. Additional detail can be found in Appendix A.

### Contract terms

The contract will provide funding to host a series of workshops to increase the practical skills of area professionals in seed sourcing, cleaning, storage, and planting.

The trainer will:

- Prepare and lead three (3) separate one-day (~7-hour) seed sourcing trainings, taking registrants' seed experience levels and requested topics into account.

- Topics covered should include seed collection, cleaning, storage, and propagation techniques with an emphasis on species native to the Puget Sound area, and incorporating hands-on learning techniques.
- We suggest one workshop each be oriented toward 1) an introduction for adult professionals; 2) advanced techniques for adult professionals; 3) a broader introduction for young professionals and students.
- Identify a suitable location(s) for said trainings within a reasonable distance of the Seattle/Tacoma area.
- Provide participants with resources or materials, as appropriate and available, to solidify participant learning.

NNRG will:

- Have final rights of approval over topics and agenda for trainings.
- Assist with finding a location for the trainings if needed.
- Advertise trainings and handle registration and communications.

The exact topics, locations, and dates of the workshops will be finalized in collaboration between the two parties.

Trainer shall invoice quarterly, with final invoice submitted no later than April 1, 2027.

NNRG projects the cost for the three trainings to be \$5k - \$8k (without rental, food, materials, or transportation fees), or \$12k - \$18k (with rental, food, materials, and transportation fees). Quotes outside this range should include a rationale for expense.

To submit a proposal, use the format provided in Appendix B: Proposal Format and email the proposal as a single pdf file to [rowan@nnrg.org](mailto:rowan@nnrg.org). Modifications to proposals already submitted will be allowed if sent by email prior to the May 20 deadline set in this Request for Proposals. Modifications shall be submitted also via email, as a single pdf submission to take the place of the previous one.

Before bidding, please also read Appendix A: Commercial terms and indicate whether you would request any exceptions or adjustments to the terms listed there.

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## **Appendix A: Commercial Terms**

### **1. Procurement Process And Obligations**

Procurement activities will be conducted in a nondiscriminatory manner with fair treatment given to all Contractors. NNRG is an equal opportunity employer and contractor. All firms — including disadvantaged, minority, and women-owned firms — are encouraged to submit proposals. NNRG shall incur no obligation or liability whatsoever by reason of issuance of this RFP or action by anyone relative thereto.

### **2. Bidder's Obligations**

In order to bid, Contractor must review and analyze all sections of this RFP and submit all information and materials required. Bidder must provide sufficient information to allow NNRG to evaluate the submitted bid. Contractor, by submitting a bid, agrees that any costs incurred by the Contractor in responding to this RFP are to be borne by Contractor and may not be billed to NNRG.

Contractor's bid materials must follow the format described in Appendix B. NNRG may consider informal any bid not prepared and/or not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. If any bid is unclear, it may result in disqualification. Contractor has the ability to resubmit its bid proposal to NNRG. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered.

NNRG requests firm fixed pricing for bids through May 15, 2026. If chosen as an award winner and any additional costs are presented at the time of agreement negotiations or implementation, NNRG has the right to rescind your organization as the award winner.

### **3. Disposition Of Proposals**

All material submitted in response to this RFP will become the property of NNRG and may be returned only at the option of NNRG and at the expense of the Contractor. Successful and unsuccessful contractors will be notified via email. NNRG shall not be obligated to detail any of the results of the evaluation.

### **4. Contractual Commitment Of Proposal**

The contents of submitted bids will be considered obligations of the successful Contractor. No information should be submitted that is not intended to be incorporated into the proposal and any contract that may result from such proposal. If there is any inconsistency between the terms herein and any of the other contract documents, the terms in the other contract documents shall prevail.

## **5. Insurance Requirements**

The Contractor shall provide NNRG with a Certificate of Insurance verifying its limits for commercial and professional liability, property damage, and automobile insurance in an amount not less than One Million Dollars (\$1,000,000), per occurrence. For the awarded Contract, NNRG shall be specifically named as an “additional insured” on all policies covering work under the Contract and the required Certificate of Insurance shall show that NNRG has been added to the policies.

## **6. Applicable Local, State, And Federal Requirements**

Contractor shall comply with all applicable federal, state and local laws and regulations, whether or not specifically referenced herein.

## **7. Drug Free Workplace**

The Contractor shall comply with all applicable federal, state and local laws regarding smoke-free and drug-free workplaces and shall make a good faith effort to ensure that none of its employees or permitted subcontractors engaged in the work being performed hereunder purchase, transfer, use, or possess illegal drugs or alcohol, or abuse prescription drugs in any way.

## **8. Independent Capacity Of Contractor**

The parties hereto agree that the Contractor, and any agents and employees of the Contractor shall act in an independent capacity and not as officers, employees, or agents of NNRG. Nothing herein or in the submitted bid documents shall be construed so as to create a partnership, joint venture, or other relationship between the parties.

## **9. Liability**

The Contractor agrees to indemnify and to hold NNRG harmless and immune from any and all claims for injury or damages arising from this RFP or any awarded Contract which are attributable to Contractor’s own actions or omissions or those of its trustees, officers, agents, employees, subcontractors, suppliers, third parties utilized by Contractor, or joint ventures.

## **10. Right To Reject**

NNRG reserves the right to reject, in its sole and absolute discretion, any and all bids, for any reason, to waive technicalities, and to pursue purchasing that is in the best interest of the organization. NNRG shall not be required to award a contract to any entity that responds to this RFP. Reasons for non-award of this contract may include but are not limited to NNRG’s dissatisfaction of the submitted bids and/or lack of contractor qualifications required to complete the project. The final award of the Project is

conditional on Contractor executing a written Contract acceptable to NNRG, in its sole and absolute discretion.

### **11. Proposal Evaluation and Selection Process**

Contractors are to make written proposals, which present Contractor's qualifications and ability to perform the necessary work to complete the project, following the format and subject to the maximum lengths described in Appendix B. Submittals will be evaluated and ranked according to the following equally weighted criteria:

- A. Demonstrated ability to perform the project
- B. Qualifications of trainer
- C. Cost of the project

### **12. Questions Regarding this RFP**

Contractor understands and agrees that they have a duty to inquire about and clarify any RFP requirements or questions that the Contractor does not fully understand or believes may be interpreted in more than one way. Only written questions can be submitted regarding this RFP. Contractors can send questions to NNRG via the email listed in Appendix B by 5:00 pm May 8. No phone calls, please. NNRG is not required to answer any questions that are not pertinent to the RFP or are considered to be proprietary information.

### **13. Restricted Communications**

It is the policy of NNRG to avoid situations which (1) place it in a position where its judgment may be biased; (2) create an appearance of conflict of interest with respect to rendering an impartial, fair, technically sound, and objective decision prior to selection; or (3) give an unfair competitive advantage to competing Contractors. Therefore, to ensure an ethical RFP process, bidders will not be able to submit questions or otherwise communicate with NNRG between the final date for accepting questions and the announcement of the selected contractor, with the exception of the submittal of their actual bid and any modifications thereto.

## **Appendix B: Proposal Format**

To submit your proposal for consideration, please follow the following format and email it as a single pdf to [rowan@nnrg.org](mailto:rowan@nnrg.org) by **3:00 pm on May 15, 2026**. The subject line should read, "Trainer contract proposal". For your convenience, a version of this Appendix in Microsoft Word format is also available on the project web page, [nnrg.org/pssp](http://nnrg.org/pssp).

If you have any questions, please reach out to Rowan Braybrook at [rowan@nnrg.org](mailto:rowan@nnrg.org). Questions must be received by 5:00 pm on May 8, 2026; the questions and our answers will be posted on our website by May 13.

- 1. Name of the entity (person or firm) submitting this bid:**
- 2. Name of the person who would be the official contact for any contractual relationship:**
- 3. Describe your experience conducting similar trainings and the background you and your team bring to this project. (Maximum 200 words)**
- 4. Would you engage the services of any subcontractors, and if so, whom and for what segments of the project? (Maximum 200 words)**
- 5. What are key deadlines for your firm to successfully complete this project? (e.g., date by which trainings locations will need to be confirmed).**
- 6. What would be the total cost of the project to NNRG, inclusive of all expenses and fees?**

**Please include a description and explanation of costs (max. 1 page)**

**Bidder should specify if they are including prices for location rental, food, materials, transportation, and other fees, and if so, include pricing in bid total. Bidder may offer two levels of analysis or detail, each with a different price.**

**Website/other info:**

**Other attachments (optional):**