RFP: Contract Support for RR RISE Fiscal Administrator

Summary:

Redwood Region RISE (Resilient Inclusive Sustainable Economy) is soliciting applications in response to a Request for Proposal (RFP) for the activity of contract writing and support for those projects that selected to receive Catalyst Grant Funds.

**Background:**

California Jobs First (formerly CERF) is a program developed by the State of California to build a community-led, climate-forward economy by aligning investments and maximizing benefits across state agencies and departments who are responsible for economic, business, and workforce development.

These Collaboratives encouraged engagement, created inclusive and equitable economic plans, built capacity, and worked to break down silos. Plans developed during the Planning Phase (which ended September 30, 2024) informed projects eligible for funding during the Implementation Phase.

During the Planning Phase, the state introduced the Catalyst Program to ensure the Regional Investment Initiative effects systemic changes in regional economies. Catalyst funds will support each region’s Collaborative to invest $9 million in pre-development activities, enabling regions to take projects from “exploratory” and “last-mile” to “ready-to-go” projects that can access local, state, and federal government funds, as well as private and philanthropic investments. The projects that will ultimately be realized through the support of Catalyst funds will have similar if not the same criteria as the Regional Roadmap ([Regional Plan Part 2: regional strategies](https://ccrp.humboldt.edu/sites/default/files/regional_plan_report_part_2_final_1.pdf)).

Redwood Region Resilient Inclusive Sustainable Economy (RRRISE) recently received 64 responses to an RFP “exploratory” (early stage or pilot) and last-mile (near implementation-ready) phase projects which are aligned with the RISE Roadmap and Collaborative goals.

$9 million dollars will be awarded to up to 10 projects in the Redwood Region that demonstrate strong alignment, are in the correct stage of readiness, and can be feasibly completed within the period of performance (ends September 2026).

**Objectives:**

North Edge, the fiscal administrator for Redwood Region RISE, will be developing contracts with up to 10 winning proposals for projects (for a total of $9MM) with funds coming from the State of California. Because the state will pay on a reimbursement basis, many of our funders will require advanced funds to start their projects. The advanced funds will come from North Edge and will require a separate contract. We would be looking for somebody with contract expertise who could do the following:

* Create a contract template between CATALYST project recipients and North Edge.
* Create a template to write/track a scope of work for project recipients.
* Create a template for an Advanced Funds contract for applicable project participants.
* Provide technical support to less experienced Fiscal Administrators of CATALYST projects about how to work with North Edge to write an effective scope of work, including understanding their disbursement timelines and reporting expectations. (This could be an online workshop)
* Provide technical support to North Edge if there are questions when going through the contract signing process.

Timeline:

* Date RFP Released: March 10
* **Proposals Due: 5 p.m., March 21**
* Announcement: March 24
* Contract Template Creation: March 24-April 4.
* Contracting Support for Fiscal Administrators: March 24-April 10
* Contracting Support: April 2-May 7

Allowable Budget:

* Please break the proposal into the cost for the contract templates by the hour.
* Please include a plan for the Fiscal Administrator training and include any hours needed for preparation and execution.
* Provide the number of hours anticipated for contracting support, and include any limitations you may have for “as needed” support.
* Total budget $25,000.

Selection Criteria:

Please submit interest by emailing a proposal with the following information:

* Experience writing and monitoring contracts. Please include references.
* Demonstrated capability in coaching people in contracting.
* Understanding of project management to be able to prepare for scope of work criteria.
* Proposals will be reviewed by the staff at North Edge: Executive Director, Program Director and Finance Director.
* Considerations for a successful application will include: experience, thoroughness of the support and cost.

Submission Information:

Please submit your proposal by email to: [susan@northedgefinancing.org](mailto:susan@northedgefinancing.org)

Or deliver to North Edge by mail or in person:   
707 K Street, Eureka, CA 95501