Washington Native Plant Society (WNPS)
6310 NE 74th St. Ste 215E, Seattle, WA 98115



REQUEST FOR PROPOSAL

CONTRACTOR TITLE: Native Plant Stewardship Program Coordinator

TOTAL COMPENSATION: ROUND ONE $23,225, ROUND TWO $24,300 TOTAL $47,525

LOCATION: Work will predominantly be in the City of Lynnwood; Contractors will provide their own office (can be a home office).

CLASSIFICATION: Independent Contractor
(**Please note**: This is not an employee position. Employer-provided insurance, benefits, and tax collection are not offered)

PROPOSAL DUE DATE: Email received by November 16, 2026, at 5 PM. Send proposals to YEERAdvisory@wnps.org Subject Line "Native Plant Stewardship Program Proposal".

PROPOSAL SUBMISSION CONTENTS: Please provide a proposal explaining your **professional** qualifications and capacity to complete this work (not to exceed four pages) with **particular** focus on adult learning, urban restoration, preparing stewardship restoration plans, long-term volunteer retention/engagement, and event organization and promotion. Please clearly explain your readiness/capacity to do this work within the timeline defined in this RFP. Cite three professional references, as identified in 'Qualifications'.

BACKGROUND: WNPS seeks to provide two collaborative, 30-hour Native Plant Stewardship program cycles that provide communities with urban forestry ecology-based education and service opportunities that empower citizens to improve local ecosystem health, increase their community's resilience to environmental challenges, improve mental health, and support community participation and cohesion.

Restoration and Community Engagement Outcomes:
Work completed at all sites will be completed by a team of 4-5 stewards and be supported by the WNPS Native Plant Steward Coordinator (hereafter Coordinator) and will include:

- Site preparation and restoration activities including plant installation;
- Educating local community members about their site's existence, history, ecological and recreational value to the community, and opportunities to volunteer;
- Conduct ongoing maintenance, including mulching, for a period of 18 months after training is completed in Round 1, and 6 months for Round 2;
- Sites will have restoration needs mostly for weed control, allowing stewards to practice the techniques outlined above that will be useful in their future stewardship efforts.
- Coordinator will work with City of Lynnwood's Forester to identify sites, coordinate events, and complete stewardship restoration plans.

SCOPE OF SERVICES The Coordinator shall conduct the following tasks:			
Tasks	**Deliverables**	**Due Date**	**Billable Amount**
A. Planning Stages: Program logistics; Coordinator onboarding; curriculum development	1. Signed contract between Coordinator & WNPS 2. Contracts responsibilities, scopes, deliverables, and sites are established 3. Curriculum schedule developed with speaker and field work schedule is complete; Coordinator develops outreach materials and manages application process	1. Dec 1, 2026 2. Jan 31, 2027 3. Jan 31, 2027 & Jan 31, 2028	2. $500 3. Round 1: $2,000 Round 2: $1,000
B. Steward Recruitment & Onboarding: Build a cohort of 20-25 Native Plant Stewards from the Lynnwood area	1. Interview and recruit total of 20-25 community members recruited as Stewards 2. Steward cohort orientation completed; Stewards prepared to attend and understand the program model, partners, etc.	1. Round 1: Mar 2027 2. Round 2: Mar 2028	1. Round 1: $2,000 2. Round 2: $2,500

C. Implementation of Curriculum & Field Work Planning: Coordinator will lead 6 – 3 hour classes and 3 – 4 hour field trips to complete 30 hour training in both 2027 and 2028. Stewards welcomed; participate in field trips, weed removal day, restoration site assessment; teams, sites, and work parties are planned; final assessment	1. Stewards understand collaborators, course flow, syllabus; they have field trip details and background materials and are prepared to meet at a designated site to travel to the field trip locations. 2. Stewards understand ecosystem processes, native and noxious plant ID 3. Stewards understand noxious ID and removal strategies and tools 4. Stewards understand principles of site assessment, restoration planning preparation 5. Stewards are organized into teams and understand how to plan and lead volunteer work parties	1. Round 1: Apr 1, 2027 - Jun 30, 2027 Round 2: Apr 1, 2028 - Jun 30, 2028 2. to 5. Same dates as #1	1. Round 1: $9,500 Round 2: $10,000

D. Restoration Site Preparation & Planting: Coordinator will complete stewardship restoration plan for City of Lynnwood's review. Coordinator will supervise 18 monthly work parties between June 2027 and December 2028 for each of the sites, co-led by the trained stewards. Work parties are one Saturday per month, 3 hour events until June 2028, then 5 hour events through December 2028.	1. Coordinator completes 4 restoration plans 2. Stewards begin to prepare their restoration sites and understand the principles of restoration ecology 3. Stewards have removed most of the plants of concern on their restoration sites and recognize their increased leadership skills around leading volunteers 4. Stewards have mulched most of their restoration sites and continue to develop their communication and leadership skills 5. Stewards have completed the preparation of their sites to begin planting. Stewards and the community can note progress in their sites. 6. Stewards have installed (planted) native plants at their sites and have been inspired to continue learning the benefits of restoration in their local areas 7. Mulching/spot removal has continued 8. Stewards continue to provide care to their sites, including watering, with a high number of plants surviving. Accomplishments documented at each site.	1. Round 1: March 31, 2027 & Round 2: March 31, 2028 2. to 8. Round 1: July 2027 - December 2028 2. to 8. Round 2: July 2028 - December 2028	1. Round 1: $1,800 Round 2: $1,800 2. to 8. Round 1: $4,425 total Bill quarterly 9/30/27: $1,106.25 12/31/27: $1,106.25 3/31/28: $1,106.25 6/30/28: $1,106.25 2. to 8. Round 2: $5,000 total Bill quarterly 9/30/28: $2,500 12/31/28 $2,500

E. Certification, Reporting, & Continuing Stewardship: Certification and celebration; grant reporting and partnership celebration; continuing education	1. Projects are complete; 40 stewards are certified with a sense of accomplishment and inspired to maintain their sites. Round 1 report due December 2027, Round 2 and final report December 2028. 2. Lynnwood and WNPS have wrapped up their contracts and reported on the grant. 3. Stewards continue to care for their sites and have a sense that they belong to a community of stewards.	1. Round 1: Dec 31, 2027 Round 2 (and Final Report): Dec 31, 2028 2. Dec 2028 3. Into the future	1. Round 1: $3,000 Round 2: $4,000

*All final deliverables must be provided, in final draft form, to the Program Manager for review one week before stated deadline.

WNPS / City of Lynnwood Recognition:
At the outset of the training program and at publicity events, the Contractor will display WNPS and City of Lynnwood informational and promotional materials provided by WNPS and City of Lynnwood including brochures, banners, stickers, etc. each volunteer event. Official Logos will be provided for promotional material.

The Contractor shall acknowledge WNPS and City of Lynnwood as a project partner for activities in the Scope of Work on all printed, web-based and electronic document (including social media); audio-visual materials; all signs; or any other materials produced in association with this agreement.

The Contractor shall provide an Annual Leverage Report by December 15th of each year that details leveraged activities or dollars contributed during 2027 and 2028 to the WNPS and the City of Lynnwood outside the scope of this agreement, including any uncompensated costs, such as value of trainer time, donated materials or rooms, indirect costs, volunteer contributions to the planning of the project, etc.

Fee Schedule and Communications with WNPS:

Monthly telephone or face-to-face meetings will be scheduled between the Contractor and the Program Manager to plan and coordinate work. These meetings will take place at mutually convenient times.

The Fee schedule for implementing the program is shown above. Fees can be billed based on the schedule and upon completion of work and verification by the Program Manager. Compensation for this scope of work shall not exceed $47,525. Payments will be made upon completion of deliverables and documentation in an approved report. The fees do not include costs for print materials, transportation, and refreshments, WNPS does have budget for these items but they are not presented in this contract.

Essential Functions:

- Utilize effective organization skills to develop curriculum, using WNPS Native Plant Stewardship general formatting, to meet learning objectives as well as facilitating all sessions and providing support materials (note that the training will be held weeknights April to June with field trips on weekends)
- Provide environment and support that cultivates leadership of adult learners and volunteers
- Assist steward teams with event promotion and coordination, as well as recruiting a class of 20-25 Native Plant Stewards
- Demonstrate effectiveness in conducting event promotion, including developing outreach and publicity materials (social media, public service announcements, flyers, calendar notices, etc.)
- Ability to prepare a variety of reports (monthly progress, final cumulative) and support steward teams in restoration and community engagement activities in collaboration with Lynnwood Parks and Recreation Staff
- Be communicative and responsive to the needs of WNPS leadership, partner organizations, municipal leadership, field expert speakers/instructors, course students, volunteers and members
- Provide leadership and technical expertise as new steward teams work in a field environment to help them build their skills and meet the restoration goals laid out in site plans
- Demonstrate capability in program evaluation, community restoration, and education projects
- Able to adapt to changing situations, interpersonal dynamics and outside forces
- Act in ways that reflect a high level of professionalism and understanding of contractor role
- Ability to prioritize and organize tasks during high volume periods of service
- Lift up to 25 lbs. frequently and walk up to 1 mile per event on uneven terrain
- Ability to work predominantly in Lynnwood, Washington

QUALIFICATIONS:

- Bachelor's degree in Natural Resource Sciences or related area of study or equivalent experience & skills
- At least 3 years of experience in event organization and volunteer engagement
- Proficiency in managing adult learning programs involving formal curriculum and learning objectives
- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook

CONTRACTOR BUSINESS STATUS:

Must be capable of legal classification as an independent contractor with verification provided at the signing of a final agreement. Specifically, this means the applicant must:

- Manage an established, independent business in a field relevant to the position
- be licensed to do business in Washington and maintain all business or similar permits or licenses required by applicable law
- File a schedule of expenses with the Internal Revenue Service
- Maintain Business accounts with the Department of Revenue, and any other state agencies as required for the business they are conducting, for the payment of all Washington state taxes normally paid by employers and businesses
- Provide a unified business identifier number from the State of Washington
- Maintain a separate set of records that reflects all items of income and expenses incurred by their business, by the effective date of the Independent Contractor Agreement