

REQUEST FOR APPLICANTS
Summer SEARCH Counselor

1. Project Summary

Summer SEARCH is a 5-day program where for 4 weeks 15 able bodied high school students per week camp on site, prepare their own meals, and work as a group to complete research projects. Summer SEARCH participants are motivated and mature students who demonstrate a commitment to the environment. Each participant must provide one letter of recommendation from a teacher as well as a one-page letter stating why he or she are concerned with today's environmental problems in order to be accepted in the Summer SEARCH program. This year's program will be conducted at Rocky Neck State Park in East Lyme, CT. Research will include a survey of a declining population of Alewife and Blueback Herring, construction of a permanent stream flow gauge, and an inventory and mapping of invasive plants and animals throughout Rocky Neck State Park.

2. Description of Work

Four counselors will be hired to assist DEP staff in conducting a 4-week overnight research camp for high school students; educate students on various biological principles; help students conduct environmental field investigations; responsible for assisting students in preparing and cleaning-up meals (food is provided); camp overnight at Rocky Neck (Monday-Thursday of each week-must provide own tent and sleeping bag); participate in fun activities with students such as swimming and campfires; undergo a week-long training prior to the start of camp; assist DEP staff in compiling and analyzing data; participate in one week of cleanup following the conclusion of camp.

3. Contract Term

July 2, 2007 through August 10, 2007.

4. Training

Each counselor will participate in the Summer SEARCH training week, July 2, 2007 to July 6, 2007 at Kellogg Environmental Center off of Route 34 in Derby, CT and Rocky Neck State Park in East Lyme, CT. Training entails familiarization with Summer SEARCH 2007 research project and equipment used to collect data. Each counselor will be required to participate in a driver's safety course. One day of training will be spent preparing camping gear (i.e. air out tents and sleeping bags, clean cooking materials) and transporting equipment from Kellogg Environmental Center to Rocky Neck State Park.

5. Cleanup

Each counselor will participate in the Summer SEARCH cleanup during the week of Monday, August 6 - Friday, August 10, 2007. Cleanup includes cleaning tents, sleeping bags, and cooking materials and transporting them from Rocky Neck State Park to the storage shed at Kellogg Environmental Center in Derby. Each rented state vehicle will need to be returned to the DMV in Wethersfield. Each counselor will assist DEP staff in compiling and analyzing data and making photocopied packets of information to send to each of the students.

6. Required Qualifications

Must be enrolled in a college or university with a focus in biology, ecology, or related subject
During employment must possess valid certifications in the following: Adult & Child CPR from a nationally accredited association (i.e. – Red Cross, American Heart Association) and Basic First Aid. All certifications must be valid from the first to last day of employment.

Must have valid drivers license

Must be able to meeting the following criteria:

- knowledge of the principles of ecology, zoology, entomology, and marine biology;
- able to identify and educate others about various fish, marine and plant species;
- experience working with high school students;
- experience conducting environmental field investigations/scientific research; and able to work in a harsh environment (i.e. outside all day, camping, communal sanitary facilities)

Preference: Former Summer SEARCH students

7. Submission Deadline

Letter of Intent to Apply must be received by 4:00 p.m. on Friday, April 20, 2007.

All applications must be date stamped by 4:00 p.m. on Friday, May 4, 2007.

8. Review Criteria

The following is the criteria that will be used to determine who will be hired:

Educational background

Must be enrolled in a college or university with focus in biology, ecology or related subject

Preference to those with coursework in ichthyology, botany, invertebrate biology and marine ecology

Experience conducting environmental field investigations/scientific research

Prior experience working with high school students in an educational/camper setting

Possession of Adult & Child CPR from a nationally accredited association (i.e. – Red Cross, American Heart Association) and Basic First Aid

Preference to those who are certified as a lifeguard by the American Red Cross

Minimum of three references

Documentation of up to date physical

Documentation of ability to work in the United States (if not U.S. citizen)

Proof of valid driver's license

Ability to perform physical labor for periods in an outdoor environment

9. Instructions to Applicants

- a. **DEP's Official Agency Contact** - All applications/materials must be submitted to and communications shall be with:

Rachael Sunny

DEP - Office of Communications

79 Elm Street

Hartford, CT 06106-5127
Phone: (860) 418-5981
Fax: (860) 424-4053
e-mail: rachael.sunny@po.state.ct.us

b. Name and Contact Information

Provide the “legal” name, title (if applicable), address, telephone and FAX numbers, e-mail address(s), and normal hours when you can be reached. Social Security or FEIN will be required when the contract is drafted.

c. Communications Notice

All communications with the agency or any person representing this agency concerning this REQUEST FOR APPLICATIONS are strictly prohibited, except as permitted by this REQUEST FOR APPLICATIONS. Any violation of this prohibition by Parties or their representatives may result in disqualification or other sanctions, or both.

d. Timeline

04/20/07 Letters of Intent must be received from all interested parties
04/20/07 Any Inquiries must be received
04/26/07 Inquiries responded to by mail and posted on web site
05/04/07 All application materials must be received

The following dates are estimates and may vary:

05/07/07 Applications reviewed by screening committee
05/14/07 Interviews scheduled with top candidates
05/21/07 Notice of decisions mailed
05/21/07 Contracts drafted and forwarded for signature
07/02/07 Training begins
07/09/07 Camp starts

e. Letter of Intent

Any party intending to respond to this REQUEST FOR APPLICATIONS must complete and submit a Letter of Intent (form attached) to the Official Agency Contact by US mail or facsimile not later than 4:00 p.m. on Friday, April 20, 2007. As an original signature is required, a letter of intent sent by e-mail will not be accepted. The letter of intent is non-binding, in that the Party is not required to submit an application.

f. Inquiry Procedures

Parties may submit questions about the REQUEST FOR APPLICATIONS to the Official Agency Contact on or before Friday, April 20, 2007. Questions must be in writing and submitted by US mail, facsimile, or e-mail. Questions will not be accepted over the telephone. Anonymous questions will not be answered. The agency reserves the right to provide a combined answer to similar questions. The agency will distribute official answers to the questions, not later than Thursday, April 26, 2007 to all Parties who submitted a letter of intent. Any Party who has not received said correspondence within two business days following the distribution date may contact the Official Agency

Contact by telephone to request a copy or confirmation that no inquiries were received by DEP. Any and all answers to questions regarding clarification of this REQUEST FOR APPLICATIONS will be posted on the agency's website at www.ct.gov/dep/jobs

g. **Confidential Information**

Parties are advised not to include in their applications any proprietary information. The Connecticut Freedom of Information Act generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption. An example of an exemption is a "trade secret," as defined by statute (C.G.S. § 1-19(b)(5)). If the information is not readily available to the public from other sources and the Party submitting the information requests confidentiality, then the information generally is considered to be "given in confidence." Confidential information must be isolated from other material in the application and labeled CONFIDENTIAL.

h. **Minimum Submission Requirements**

At a minimum, applications must (1) be submitted before the deadline, (2) follow the required format, (3) satisfy the packaging and labeling requirements, and, (4) be complete, and. Applications that fail to meet these minimum submission requirements may be disqualified and not reviewed further.

i. **References**

Include three letters of reference from recent teachers, professors, or employers. Provide the following information for each reference: name, title, company address, and phone number.

j. **Packaging and Labeling Requirements**

All applications must be addressed to the Official Agency Contact. The name and address of the Party must appear in the upper left hand corner of the envelope or package. The application must be signed by the Party. Unsigned applications will be rejected.

k. **Interviews**

At its discretion, the agency may convene interviews with Parties. If the agency decides interviews are warranted, the Official Agency Contact will telephone Parties to make an appointment. Any such meetings are tentatively scheduled for the week of May 14, 2007.

10. Required Format for Applications

All proposals must follow the required format (below) and address all requirements listed in the prescribed order, using the prescribed numbering system. Failure to follow the required format may result in the disqualification of a proposal.

A. **Contact Information**

Provide the information requested below:

1. Name of Proposer
2. Business Location
3. Mailing Address
4. Telephone Number
5. E-mail Address (If Available)
6. Federal Employer ID Number / Social Security Number

B. Individual or Organizational Profile

1. Qualifications

Describe how your experience, education and training, or special knowledge, skills or abilities meet the required minimum qualifications of this Request for Application.

2. Legal Status

If the Proposer is a firm or corporation, describe the organization's legal status (e.g., sole proprietorship, partnership, limited partnership, corporation, subchapter S corporation). Report where (in which states) the organization is registered to do business and whether it is nonprofit or profit making.

3. Financial Condition

If the Proposer is a firm or corporation, include the two most recent annual financial statements prepared by an independent Certified Public Accountant, and reviewed or audited in accordance with Generally Accepted Accounting Principles (USA). If a Proposer has been in business for less than two years, such Proposer must include any financial statements prepared by a Certified Public Accountant, and reviewed or audited in accordance with Generally Accepted Accounting Principles (USA) for the entire existence of such firm or corporation.

4. References

Include three letters of reference from recent teachers, professors, employers or clients. Provide the following information for each reference: name, title, company address, and phone number.

C. Conflict of Interest

Include a disclosure statement concerning any current business relationships (within the last 3 years) that may pose a conflict of interest, as defined by C.G.S. § 1-85.

11. Conditions

- A. All materials submitted in response to this REQUEST FOR APPLICATIONS are to be the sole property of DEP.

- B. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of the REQUEST FOR APPLICATIONS is to be the sole property of DEP.
- C. Timing and sequence of events resulting from this REQUEST FOR APPLICATIONS will ultimately be determined by DEP.
- D. Any costs and expenses incurred by Parties in preparing or submitting applications are the sole responsibility of the Party.
- E. The Party represents and warrants that the application is not made in connection with any other Party and is in all respects fair and without collusion or fraud. The Party further represents and warrants that the Party did not participate in any part of the REQUEST FOR APPLICATIONS development process, had no knowledge of the specific contents of the REQUEST FOR APPLICATIONS prior to its issuance, and that no agent, representative or employee of DEP participated directly in the Party's application preparation.
- F. All responses to the REQUEST FOR APPLICATIONS must conform to instruction. Failure to include any required signatures, provide the required number of copies, to meet deadlines, answer all questions, follow the required format, or failure to comply with any other requirements of this REQUEST FOR APPLICATIONS may be considered appropriate cause for rejection of the response.
- G. The contract will represent the entire agreement between the Party and DEP and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. DEP or the State shall assume no liability for payment of services under the terms of the contract until the successful Party is notified that the contract has been accepted and approved by DEP and (if applicable) by the AG's Office. The contract may be amended only by means of a written instrument signed by DEP, the Party, and (if applicable) the AG's Office.
- H. Rights Reserved to DEP

The DEP reserves the right to award in part, to reject any and all applications in whole or in part for misrepresentation or if the Party is in default of any prior State contract, or if the application limits or modifies any of the terms and conditions and/or specifications of the REQUEST FOR APPLICATIONS. The

DEP reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a Party and subsequently awarding the contract to another Party. Such action on the part of DEP shall not constitute a breach of contract on the part of DEP since the contract with the initial Party is deemed to be void ab initio and of no effect as if no contract ever existed between DEP and the Party.

12. Agency's Standard Contract and Conditions and State's Contract Compliance Requirements

See Attached for Standard Contract Conditions

APPENDIX A **SCOPE OF WORK**

Purpose: This contract is to provide field research assistance by teaching high school students how to complete research projects.

Description: The Contractor agrees to participate in a project entitled: Summer SEARCH 2007.

- 1. Training:** The Contractor shall participate in the Summer SEARCH training week, July 2, 2007 to July 6, 2007. Training will be held at Kellogg Environmental Center off of Route 34 in Derby, CT as well as at Rocky Neck State Park in East Lyme, CT. Training entails familiarization with Summer SEARCH 2007 research project and equipment used to collect data. Contractor shall complete required driver's safety course. During this same week the contractor will also be responsible for airing out tents and sleeping bags that will be made available to the students as well as transporting camping materials to Rocky Neck State Park.
- 2. Teaching:** The Contractor shall teach the Summer SEARCH program during the four weeks of the program, 7/9-7/13/2007, 7/16-7/20/2007, 7/23-7/27/07, and 7/30-8/3/07, in accordance with instructions received at the Summer SEARCH training week. The Summer SEARCH program will be held at Rocky Neck State Park in East Lyme, CT. Contractor will train students on the use and operation of field laboratory equipment under the supervision of camp staff.
- 3. Residency:** The Contractor is required to be present at Rocky Neck State Park during each of the 4 weeks of the Summer SEARCH program from 8:00 a.m. Monday through 5:00 p.m. Friday. Contractor is responsible for assisting students in preparing and cleaning-up meals (food is provided). Contractor is responsible for providing his or her own tent and sleeping bag. Rocky Neck State Park is equipped with communal bathrooms (toilets and showers). Contractor is responsible for bringing his or her own personal hygiene items.
- 4. Research:** The Contractor shall work with Summer SEARCH students to conduct a survey of a declining population of Alewife and Blueback Herring, construct a permanent stream flow gauge at Rocky Neck State Park, and conduct an inventory and mapping of invasive plants and animals throughout Rocky Neck State Park.
- 5. Cleanup:** The Contractor shall participate in the Summer SEARCH cleanup during the week of Monday, August 6 - Friday, August 10, 2007. Cleanup includes cleaning tents, sleeping bags, and cooking materials and transporting them to the storage shed at Kellogg Environmental Center in Derby and returning rented state vehicles to the DMV in Wethersfield. Contractor shall assist DEP

staff in compiling and analyzing data and making photocopied packets of information to send to each of the students.

6. **Project Operation and Oversight:** Educators and biologist from the DEP will operate and oversee this project.
7. **Submission of Materials:** For the purposes of this contract, all correspondence, summaries, reports, products, and extension requests shall be submitted to:

Rachael Sunny
DEP – Office of Communications
79 Elm Street
Hartford, CT 06106-5127
Phone: (860) 418-5981
Fax: (860) 424-4053
rachael.sunny@po.state.ct.us

8. **Extensions/Amendments:** Formal written amendment of the contract is required for extensions to the final date of the contract period and to terms and conditions specifically stated in the original contract and any prior amendments, including but not limited to:
 - a. Revisions to the maximum contract payment,
 - b. The total unit cost of service,
 - c. The contract's objectives, services, or plan,
 - d. Due dates for reports,
 - e. Completion of objectives or services, and
 - f. Any other contract revisions determined material by DEP.
9. If it is anticipated that the project cannot be completed as schedules, a no-cost extension must be requested in writing no later than 60 days prior to the expiration date of the contract. Said extension request shall include a description of what work has been completed to date, shall document the reason for the extension request, and shall include a revised work schedule and project completion date. If deemed acceptable, approval will be received in the form of a contract amendment.
10. **Request for Payment:** Contractor shall submit an invoice (See Appendix C) to the Program Coordinator requesting the first payment following completion of the first Summer SEARCH session (concluding July 13, 2007). Contractor shall submit an invoice for the second payment following completion of the third Summer SEARCH session (concluding July 27, 2007). Contractor shall submit an invoice for the final payment following completion of the remaining Summer SEARCH session and cleanup session (concluding August 10, 2007).

\$350 shall be paid for each week of training, teaching, and cleanup of camp operations completed by the Contractor.

APPENDIX B
SCHEDULE OF PAYMENTS

The maximum amount payable under this contract is two thousand one hundred dollars (\$2,100).

The payments by the Commissioner shall allow for use of funds to meet allowable financial obligations incurred in conjunction with this project, prior to expiration of this contract, and shall be scheduled as follows provided that the total sum of all payments shall not exceed the maximum contract amount noted above.

- a. \$350.00 shall be paid for each week of training, teaching, and cleanup of camp operations completed by the Contractor. This contract covers up to six weeks of training, teaching, and cleanup for a total not to exceed \$2,100.00. Payments shall be processed contingent upon receipt of detailed invoices with any required supportive documentation, subject to review and approval by DEP. Total sum of all payments shall not exceed total project costs.
- b. The first payment shall be initiated following DEP's receipt and approval of an invoice from the Contractor depicting completion of the first Summer SEARCH session (concluding on July 13, 2007).
- c. The second payment shall be initiated following DEP's receipt and approval of an invoice from the Contractor depicting completion of the third Summer SEARCH session (concluding July 27, 2007).
- d. The final payment shall be initiated following DEP's receipt and approval of an invoice from the Contractor depicting completion of the remaining Summer SEARCH session and cleanup session (concluding August 10, 2007).

Should total project costs be less than the amount of payments made, any remaining funds must be refunded to the Connecticut Department of Environmental Protection through a check made payable to "Department of Environmental Protection" within 90 days of the contract expiration date.

APPENDIX C

SUMMER SEARCH INVOICE

Contractor Name: _____

Period Covered: _____

PSA #: _____

DESCRIPTION	# of Sessions	Cost per Session	Total Costs
Salaries for Sessions Completed		\$350.00	