

REQUEST FOR PROPOSALS (RFP)

Workforce Education Development

Planning Activities – EPA Region 3 Thriving Communities / GHFI Tier II Planning Grant

Issued by: Eastern WV Workforce Opportunity Regional Center and Services (WORCS)

Project: *Planning a Profitable Circular Food System by Reducing Airborne and Effluent Nitrogen Discharge to the Chesapeake Bay Watershed*

1. Purpose of the RFP

Eastern WORCS is seeking qualified contractors, consultants, and technical partners to support a set of planning tasks for the EPA Region 3 Thriving Communities Tier II project.

2. Background

The project focuses on reducing nitrogen-related air, water, and soil pollution from poultry CAFO operations in the Potomac Highlands and creating an economically viable circular food system. Activities include planning air/water filtration systems, modeling manure management practices, developing nitrogen reduction accounting, creating circular-economy frameworks, and designing new workforce training systems.

3. Scope of Work

A. Nitrogen Pollution Abatement – Filtration & Systems Planning

Contractor will support planning and design activities, including:

1. Technical plan for air and water manure filtration systems for a model CAFO.
2. Review of schematic tracing for nitrogen pollution cycles (air & water).

B. Solid/Liquid Manure Management – Profitable Practices Planning

Scope includes:

1. Planning improved nutrient management practices for manure land application.
2. Participating in improved equipment & field practice model development.

C. Profitable Remediation Accounting – Model Framework Development

Contractor responsibilities:

1. Develop a model framework connecting interventions to nitrogen crediting systems.
2. Produce planning components that quantify reductions monetizable through credits.
3. Coordinate with economic modeling partners on pollution-reduction valuation.

D. Workforce Development Planning – Technical Training Alignment

Contractor tasks:

1. Survey existing workforce curriculum, including:
 - CAFO management
 - Manure management

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- Air/water remediation
- 2. Identify gaps in curriculum and required competencies.
- 3. Draft recommendations for new micro-credentials, certifications, and training modules aligned to the installation and maintenance of:
 - Air filtration systems
 - Water filtration systems
 - Manure management technologies
 - Nitrogen remediation systems

4. Deliverables

Each contractor must produce deliverables aligned to the applicable scopes:

Required Deliverables

1. Technical planning documents
2. Curriculum evaluation matrix & recommendations
3. Participation in stakeholder meetings

Final deliverable formats may include Word, PDF, diagrams, spreadsheets, or presentations.

5. Proposal Requirements

Proposals must include:

1. Cover Letter that includes
 - Summary of Expertise
 - Past Performance
2. Copy of CV/Resume
3. Completion of the form attached to this RFP
4. Confirmation of availability for the term of the project

6. Proposals will be evaluated on:

- Understanding of the project
- Qualifications and relevant experience
- Ability to meet timelines
- Experience with agricultural, environmental, or nitrogen-related systems
- Experience with workforce program development

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7. Submission Instructions

Send proposals electronically to:

Robert Burns

Director of Non-Profits

Eastern Workforce Opportunity Regional Center and Services Email: robert.burns@easternwv.edu

Deadline: *December 18th, 2025*

8. Project Timeline

Contract activities correspond to Workplan Months 1–10. The exact start date will be coordinated upon award.

9. Questions

Questions may be submitted via email. Responses will be shared with all bidders.

RFP Required Form

Name:

Mailing Address:

RFP Checklist

Cover Letter with a summary of expertise and past performance, if applicable
Copy of your latest CV or Resume

I, the undersigned, am willing to do the work described in the RFP for this flat rate (understanding that this amount must cover all related project time payments, travel, and other related expenses to my participation in the described project:

Initial

I, the undersigned, understand that a Federal Grant funds this project and that the Federal Government has the right to cancel this grant. Such cancellations will not require EWORCS to pay for any unpaid work or work that occurs after the cancellation date.

Initial

I, the undersigned, am available and committed to the terms of this project and deliverables as outlined in the RFP.

Initial

Print Name:

Signature

Date: