



## REQUEST FOR PROPOSALS (RFP)

### QUALITY ASSURANCE SERVICES FOR THE ENVIRONMENTAL JUSTICE EASTERN REGION GRANTMAKING PROGRAM (EJ-ERG)

**DATE ISSUED:** December 18, 2024

**PROPOSAL DUE DATE:** January 20, 2025

**PROJECT LENGTH:** The consultant's engagement is anticipated to initially be forty hours a week for approximately eight months, potentially extending to three years depending on program needs.

**CONTACT PERSON:** Please submit proposals via email to Dalia Caplan, Director, Measurement, Evaluation, and Learning, [dcaplan@sustain.org](mailto:dcaplan@sustain.org), with the subject line RFP - Quality Assurance Consultant.

**QUESTIONS:** Email Dalia Caplan @[dcaplan@sustain.org](mailto:dcaplan@sustain.org) with the subject line Questions—Quality Assurance Consultant.

### INTRODUCTION

ISC seeks proposals from qualified Quality Assurance individuals or consultation service firms to support the EPA-funded [Environmental Justice Eastern Region Grantmaking](#) program (EJ-ERG). This project aims to provide expertise and guidance in developing, implementing, and maintaining effective Quality Assurance processes, ensuring compliance with EPA standards and successful program delivery.

### ABOUT ISC

The Institute for Sustainable Communities (ISC) has over 30 years of experience addressing climate equity and resilience across the United States and Asia. ISC works at the intersection of climate and justice, supporting communities worldwide to implement equitable, sustainable solutions.

As the Eastern National Grantmaker, ISC works with EPA Regions 1, 2, and 3 to facilitate grantmaking for community-based organizations focused on addressing environmental and climate justice. ISC collaborates with five statutory partners to provide training, capacity building, and technical support to ensure effective program implementation.

### PROJECT OVERVIEW AND OBJECTIVE

The **EJ-ERG program** provides grant funding to community-based organizations for projects that address environmental injustices, build capacity, and respond to climate challenges. ISC leads the program in partnership with Emerald Cities Collaborative Groundwork USA, River Network, Trust for Public Land, and Urban Sustainability Directors Network.

The primary objective of this engagement is to support ISC and its partners in implementing a robust **Quality Management Plan (QMP)** and developing project-level **Quality Assurance Project Plans (QAPPs)** for subgrantees. The consultant will provide technical expertise to establish consistent quality standards, ensure data compliance, and align processes with EPA requirements.

## SCOPE OF WORK

The selected consultant will:

### 1. Develop Quality Systems

- Implement quality control and data management systems to ensure consistency and reliability.
- Create QAPP templates for grantees to support EPA compliance requirements.

### 2. Technical Assistance

- Provide direct support to subgrantees and Regional Grantmakers (RGMs) on QAPP development, submission, and approval.
- Conduct one-on-one coaching virtual meetings and office hours on QA requirements and compliance

### 3. Process Improvement

- Advise on procedures and processes to align program activities with EPA QA standards.
- Recommend tools for monitoring quality and data compliance.

### 4. Training & Oversight

- Ensure team members and subgrantees are trained on Quality Assurance (QA) / Quality Control (QC) methodologies.
- Facilitate workshops and ensure competency in EPA QA compliance processes.

### 5. Collaboration & Reporting

- Work closely with ISC team members, statutory partners, and EPA headquarters to streamline QAPP approvals.
- Provide final recommendations and reporting for sustainability and long-term QA implementation.

## DELIVERABLES

- QAPP templates for grantees.
- Training materials and facilitated training sessions for team members and subgrantees.
- A comprehensive report documenting QA systems, templates, processes, and recommendations.
- Regular technical assistance reports tracking progress, challenges, and outcomes.

## QUALIFICATIONS

Applicant must demonstrate:

- Experience in Quality Assurance processes, particularly related to EPA grantmaking requirements.
- Familiarity with QAPP/QMP development and federal environmental programs.
- Expertise in delivering training and technical assistance to diverse stakeholders.
- Proven ability to provide process improvement recommendations and hands-on implementation support.
- Strong analytical skills and attention to detail.

## PROPOSAL SUBMISSION REQUIREMENTS

Interested parties must include the following in their proposal:

- Cover letter with detailed name, contact person, and contact details (½ page) outlining qualifications and relevant experience.
- A narrative document outlining the proposed approach and methodology to meet the scope of work(maximum four pages).
- Detailed budget, including breakdown of costs (consulting fees, etc.)
- Three references who can speak to your successful completion of similar work.
- Timeline for completion of key deliverables.

Please submit proposals via email to Dalia Caplan, Director, Measurement, Evaluation, and Learning, @dcaplan@sustain.org, with the subject line RFP - Quality Assurance Consultant.

*Issuance of this RFP in no way constitutes a commitment by ISC to award a contract. ISC reserves the right to accept or reject, in whole or part, all Proposals submitted and/or cancel this announcement if it is determined to be in the ISC's best interest.*