

Scope of Work and Request for Qualifications for IPM Coordinator

A. General Information

Improving Kids' Environment, Inc. seeks a Pest Management Professional or Pest Management Team ("the Contractor") with experience in school Integrated Pest Management (IPM) to join Improving Kids' Environment, Inc. (IKE), and its sub-awardee, The Ohio State University (OSU), to ensure a cleaner, safer and healthier learning environment for children. Under a pending cooperative agreement or grant from the U.S. Environmental Protection Agency, the Contractor will work with IKE and OSU to achieve verifiable IPM, with a goal of reducing pest complaints and pesticide use by 70-90% in 10 demonstration schools in Indiana and Ohio at no additional cost to the schools.

Funding for this project is pending via a cooperative agreement with the U.S. Environmental Protection Agency. Contractors must also meet all federal requirements associated with the U.S. EPA cooperative agreement. IKE reserves the right to accept or reject any proposals received. All proposals may be rejected if funding is not received for this project from the U.S. EPA.

B. Project Description

The benefit of school IPM is threefold: human health, environmental and economic. Reducing the risk of exposure by children, staff and other school constituents to pests and pesticides and decreasing the risk of pesticide overuse and misuse in schools have an impact on both human health and the environment. Economic benefits come from efficiently employing tried-and-tested tools and expertise to educate school staff, assess pest management options, and manage pest complaints in a manner that promotes pollution prevention and environmental stewardship. The Contractor will work with IKE and OSU to achieve these goals through the following objectives:

Objective 1: Coalition-Building

Expand the existing IPM coalitions in Indiana and Ohio to include critical change agents, such as the state lead FIFRA agency; state health and environmental agencies; members of the North Central IPM Working Group (NCIPMWG); school IPM leaders; pest management professionals; associations and organizations representing school administrators; state and local asthma coalitions; and children's health experts. Hold train-the-trainer events to build capacity to provide technical assistance to schools on IPM practices.

Responsibilities:

- Assist IKE and OSU in recruiting additional members to Indiana and Ohio coalitions, including the state lead FIFRA agency; state health and

environmental agencies; members of the North Central IPM Working Group (NCIPMWG); school IPM leaders; pest management professionals; associations and organizations representing school administrators; state and local asthma coalitions; and children's health experts.

- Assist with one train-the trainer event during the project period.

Objective 2: Education

Increase school facility managers' general knowledge of safer pest management practices through coalition-sponsored free educational workshops open to all schools in both states, developed with the input of school IPM leaders and IPM experts.

Responsibilities:

- Participate in peer-to-peer networking.
- Develop workshop calendar and associated learning objectives.
- Work with IKE and OSU to plan and/or conduct coalition-sponsored free workshops in both states, with training topics developed with the input of school IPM leaders, IPM experts and coalition members (2 in fall, 2 in spring, 1 in summer).

Objective 3: Demonstration Schools

Successfully pilot IPM in five demonstration schools in Indiana over two years and work collaboratively with Ohio State University to pilot IPM in 5 demonstration schools in Ohio, leading to the eventual adoption of full-scale, verifiable IPM practices that reduce pest complaints and pesticide use by 70-90% within three years.

Responsibilities:

- Conduct initial and mid-year on-site assessments at one demonstration school in each of the 10 partnering school districts (five in Indiana and five in Ohio), including a review of district pest management policies and practices using standard metrics. These metrics will assess whether the demonstration schools have:
 1. Written and effective policies and protocols regarding pesticide use and storage, with an emphasis on least hazardous approaches.
 2. Appropriate food storage practices.
 3. Appropriate trash and garbage management protocols.
 4. Systematic and regular building maintenance (pest exclusion) protocols.
 5. Effective monitor use in major food service areas.
 6. Effective system for reporting pest sightings.
 7. Implementation of appropriate turf cultural practices in athletic fields and campus grounds.
 8. Accessible and comprehensive recordkeeping.

- After each assessment, prepare a written report for the district on the results plus recommendations for improvement.
- Provide assistance and support to the districts in implementing the recommendations.
- Conduct 10 school visits per school.
- Provide training for teachers and kitchen staff.
- Conduct final on-site assessments at the end of the project year using the same metrics as the initial assessment.

Objective 4: Develop National IPM Tools

Participate in the development of national pest management software, training modules, measurement instruments and standards, leading to nationally recognized measurement, verification and certification of IPM in the school environment.

Responsibilities:

- Participate in field-testing and disseminating tools such as:
 1. iPestManager©
 2. The school “IPM Cost Calculator”
 3. The Texas A&M University’s IPM Coordinator Training

C. Grant requirements

The Contractor will be responsible for providing a monthly invoice that includes a description of billed activities with sufficient detail to allow IKE to prepare its reports to U.S. EPA.

The Contractor will also be required to:

- Gather data from demonstration schools regarding number of pest complaints (pre- and post-demonstration); amount and type of pesticides applied (pre- and post-demonstration); the number of schools advancing from low- to mid- to high-level IPM; the number of schools achieving third-party IPM certification, if any; and the number and type of “illegal” pesticides (items possessed by non-licensed personnel).
- Gather data in regard to the number of schools using iPestManager© and/or the IPM Cost Calculator; the number of IPM Coordinators and school IPM coordinators trained with Texas A&M training materials; projected and actual pest management costs; documented reductions in pest sightings, changes in pest management practices, pest management costs and pesticide applications.
- Gather data regarding the number of verifiable IPM schools and their associated student enrollment, square footage and school property acreage managed through verifiable IPM.

C. Funding Plan

The Contractor (or team of contractors) will be paid up to \$75,000 over a two-year project period, not including travel costs. The contractor will be required to perform 10 half-day visits, three (3) written assessments and two (2) group trainings at each demonstration school over the course of the project period.

D. Qualifications:

The Contractor must be in compliance with all federal, state, and local pest control operator requirements and regulations and maintain current licenses.

The Contractor must demonstrate qualifications by submitting the following information:

- Resumes of the contractor, service technicians or relevant subcontractors who will be on site to perform assessments, provide training or supply technical support.
- A description of experience in the design or implementation of school-based IPM programs (including specifics about preventive approaches, training, equipment and products used or recommended to control pests).
- A list of current or past clients receiving IPM services from the contractor.
- A summary of all regulatory inspections and violations in the past five years and the company's response to any violations.

Proposals are due on or before midnight on January 30, 2012. Proposals may be sent via email to ike@ikecoalition.org or via hard copy to:

Improving Kids' Environment, Inc.
1111 E. 54th Street, Suite 212
Indianapolis, IN 46220

Questions regarding the RFQ package should be directed to:

Jodi Perras
Executive Director
Phone: (317) 677-4760
E-mail: jperras@ikecoalition.org

Responses to this RFP will be reviewed by a review committee appointed by IKE's Board. The committee may request additional information or interviews before a selection is made.