Request for Qualifications:  
Program Manager Services

Responses Due: October 8, 2021, by NOON PST

Summary of Service Needs

The purpose of this Request for Qualifications (RFQ) is to identify an individual (e.g., sole proprietor / individual contractor) to provide Program Manager services for CASQA’s projects, programs, and initiatives. The Program Manager will serve as a sub-contractor to the Executive Director. As CASQA is a virtual organization (no physical office location), services will be provided remotely, with limited travel, as needed.

Essential Service Needs (Roles and Responsibilities)

The Program Manager will provide the following services:

- Lead, direct, and manage CASQA’s various BMP Handbooks, which include Construction, Industrial and Commercial, and Development. Lead, direct, and develop additional future handbooks, as needed (note: the technical content is supported by CASQA’s BMP Handbooks Subcommittee and outside consultants)
- Lead, direct, and manage CASQA’s training programs, which include the Construction General Permit (CGP) training program and the Industrial General Permit (IGP) training program. Lead, direct, and develop additional future training programs, as needed (note: the technical content is supported by the CGP Training Team, the IGP Training Team, and CASQA’s Training Subcommittee)
- Lead and support CASQA’s projects and initiatives focused on our Strategic Plan and the Vision for Sustainable Stormwater Management. Projects vary from year to year and may include (but are not limited to) the following areas:
  - Stormwater Capture and Use
  - True Source Control (includes CASQA’s Urban Pesticides Program)
  - BMP Effectiveness / Program Effectiveness
  - Regulatory Initiatives
  - Statewide Stormwater Permits (CGP, IGP, Phase II)
  - Public Education (stormwater as a resource)
  - Funding
- Lead, direct, and manage projects of special significance requested by CASQA member agencies
- Support CASQA’s various subcommittees, including the development of Annual Work Plans and initiative proposals
- Support the Executive Director, as needed
Expertise, Skills, Abilities

The individual providing Program Manager services must demonstrate the following areas of expertise, skills, and abilities:

- Ability to work collaboratively with volunteers and the CASQA membership
- Ability to work collaboratively with CASQA’s partners and outside organizations
- Ability to manage projects, including delivering high quality work products, on time and on budget
- Ability to develop proposed project budgets
- Ability to manage and lead outside consultants
- Expertise in the various technical and policy issues related to stormwater management
- Flexibility and adaptability
- Ability to work remotely and independently
- Strong communication skills
- Expertise in leading and managing stakeholder groups
- Excellent writing skills, in both technical and policy related areas
- Energy and commitment to making an impact through CASQA
- CASQA experience (preferred, but not required)
- Work history: 5 years (required); 10 years (preferred, but not required)

Estimated Budget

The annual budget will be discussed with and determined by the Executive Director, but is estimated in the range of $125,000-$140,000 per year.

How to Respond

CONTENT FOR RESPONSES

Individuals interested in providing Program Manager services should submit the following as part of a statement of qualification (SOQ):

- Letter that addresses (1) interest in providing Program Manager services for CASQA and (2) how the individual will apply their expertise, skills, and abilities to provide the essential services identified in this RFQ.
- Resume
- References (3)

DUE DATE AND SUBMISSION INFORMATION

Submit responses to CASQA’s Executive Director, Karen Cowan at CASQA@casqa.org, with the following subject line: Program Manager Services SOQ.

Submissions must be received by October 8, 2021, by NOON PST.

Evaluation and Selection Process

All SOQs will be evaluated by the Executive Director. At her sole discretion, a subset of individuals will be asked to interview. The Executive Director will make a recommendation for consideration by the CASQA Board of Directors.
About CASQA

CASQA is a 501(c)(3) organization, dedicated to the advancement of stormwater quality management, science and education. With over 2,000 members, our membership is comprised of a diverse range of stormwater quality management organizations and individuals, including over 180 cities, 23 counties, special districts, federal agencies, state agencies, ports, universities and school districts, wastewater agencies, water suppliers, industries, and consulting firms throughout the state. Collectively, CASQA represents over 26 million people in California.

Mission Statement

On behalf of California stormwater permittees, CASQA advances sustainable stormwater management protective of California water resources.

Vision Statement

CASQA advances the stormwater field through a network of highly engaged professionals that:

- **Lead**: CASQA provides leadership that results in sustainable statewide stormwater policies, regulations, and programs
- **Collaborate**: CASQA provides a forum for stormwater professionals to share ideas and identify solutions for regulatory, technical, and scientific challenges
- **Educate**: CASQA produces resources and hosts events that inform, educate, and train stormwater professionals, regulators, and the public on the value, challenges, and scientific and technical aspects of stormwater management
- **Support**: CASQA tools and guidance promote implementation of sustainable stormwater programs
- **Develop**: CASQA provides opportunities for the growth of stormwater professionals and development of current and future stormwater leaders

Reserved Rights

CASQA reserves the right to reject any and all SOQs. CASQA reserves the right to determine an SOQ is non-responsive to this RFQ and stop the evaluation of such an SOQ. CASQA reserves the right to decline to enter into a contract for any reason that CASQA, in its sole discretion, determines.