

Background:

The Regional Coalition of LANL Communities ("RCLC") was founded in 2011 and is comprised of Counties, Municipalities and Pueblos surrounding Los Alamos National Laboratory ("LANL").

LANL is one of the largest employers in Northern New Mexico and is a critical economic driver in the region. The local economy and environment of each member of the RCLC is affected by LANL activities and programming. RCLC members thus share a common interest in assuring that LANL's missions remain sustainable and diversified, while assuring protection of the environment. The shared goals of RCLC members are to engage LANL, DOE, the State of New Mexico and other government agencies with respect to local concerns about LANL's activities, and of increasing the Members' ability to participate in and influence federal and state government decision-making affecting LANL. In addition, the RCLC members share a common interest with respect to promoting the broader economic development, cultural and educational activities and environmental protection for the benefit of their citizens, and the RCLC provides a mechanism for this interest.

The RCLC is a policy-making forum, and thus, requires Executive Director Services that can bring together governments with varied interests and goals to develop and advocate for policies that address the needs and interests of the region. Given that the Board of Directors is comprised of elected officials, the Executive Director will also need to be well versed in local political issues and concerns.

The RCLC is committed to exploring issues and identifying solutions that are broadly representative of the regional communities' needs, interests and goals. The Board of Directors will seek to reach a broad consensus on policy matters, working collaboratively with the Department of Energy, Los Alamos National Laboratory, Congress, the regulatory agencies, site contractors and other community members as decisions are formulated and policies are implemented.

Scope of Work

The Contractor shall provide the following services:

1. Advocate for the RCLC Mission
 - a. Continue and build upon the Regional Coalition's efforts as an effective advocacy organization.
 - b. Advise the Board of Directors on the group's strategic direction and policies, including legislative strategies, to achieve the organizational mission. Make recommendations where appropriate.
 - c. Negotiate and collaborate with outside entities, and convey and advocate for organizational policies, as directed by the Board.
 - d. Monitor regional and national issues and coordinate with outside agencies on issues affecting LANL.
 - e. Generate supporting funds from a variety of sources to continue the operations of the Regional Coalition.
2. Provide Administrative Leadership of the RCLC
 - a. Manage the organization and ensure its legal and financial responsibilities are met.
 - b. Provide technical assistance to the organization. Summarize and analyze issues, and provide comment and advice as necessary or requested. Prepare technical memos and issue briefs as needed.
 - c. Report progress on the strategic plan, and annually provide an updated plan for the Board's discussion and approval.
 - d. Prepare the draft annual budget for approval by the Board, and implement as appropriate.
 - e. Be the point of contact and manage any grants received.
3. Provide Support to the RCLC Board

- a. Prepare and distribute minutes of the Board meetings.
 - b. Serve as an independent facilitator for the Board meetings.
 - c. Develop and circulate agenda items and briefing memos for the Board meetings.
 - d. Prepare monthly updates on relevant congressional and DOE policies and actions.
 - e. Make monthly presentations to the Board and at other forums on a range of issues.
 - f. Provide monthly updates to the Board regarding progress.
 - g. Develop and present to the Board an Annual Report, detailing the prior year's activities and achievements.
4. Communicate with the Public, Member and External Organizations about the RCLC.
 - a. Make presentations to each participating member governing body, at least annually, or as requested by board members.
 - b. Maintain a website and keep it current with corporate documents, meeting agendas and minutes, and other relevant documents for public review.
 - c. Implement public information strategies on behalf of the organization.
 - d. Serve as spokesperson of the Regional Coalition with the Department of Energy, state and federal agencies, the media, and the public.
 - e. Represent the organization at national meetings as directed by the Board.
 5. Other tasks that are identified and assigned by the Board.

Level of Effort:

As currently funded, this is a half-time level-of-effort. Pending receipt of an outstanding DOE-EM grant, the level-of-effort of this contract may increase up to full-time.

2021 Work Plan

In addition to the regular duties as listed above, Executive Director will be tasked with the following specific goals during the 2021 Calendar Year:

1. Develop timely legislative priorities and action plan for Board review, approval and implementation.
2. Complete application for DOE-EM grant and manage any work supported and funds received.
3. Request data and work with LANL to develop strategy for increasing procurement of LANL goods and services within the RCLC member region.
4. Support and finalize effort for new JPA approval by all RCLC members and receive necessary review/approval by appropriate State agencies.
5. Schedule RCLC progress and future plans to each member governing body within 4 months of contract start.
6. Schedule and facilitate regular presentation to Board on status and plans for each priority LANL cleanup campaign.
7. Complete and present 2021 activity report and 2022 strategic plan in January 2022 for board review, approval, and implementation.