

Environmental Council of the States Request for Proposals

FACILITATION SUPPORT FOR THE EXCHANGE NETWORK

Released: March 13, 2026
Responses due: March 20, 2026

1. Project Context

The [Environmental Council of the States \(ECOS\)](#) is seeking proposals to provide agenda planning, facilitation, and meeting documentation support for a two-day in-person meeting about the future of the [National Environmental Information Exchange Network](#) (Exchange Network). ECOS will be hosting the meeting on April 21-22, 2026 from 8:30 AM to 5:00 PM each day. The meeting will be in the Washington, DC area at a venue to be determined. Attendees will include representatives from state and Tribal environmental protection agencies and the U.S. Environmental Protection Agency (U.S. EPA).

1.1. What is the Exchange Network?

The Exchange Network is a standards-based platform for sharing environmental information among states, Tribes, territories, and U.S. EPA. The Network's technical standards and tools support a range of data exchanges for regulatory, monitoring, and other environmental program information. The Network is jointly managed by states, Tribes, and U.S. EPA and is a longstanding example of cooperative federalism in action.

1.2. What is ECOS?

ECOS is the national nonprofit, nonpartisan association of state and territorial environmental agency leaders. The purpose of ECOS is to improve the capability of state environmental agencies and their leaders to protect and improve human health and the environment of the United States of America. Among our many activities, ECOS supports state agency engagement in the Exchange Network partnership.

2. Meeting Purpose

2.1. Why are we holding this meeting?

The Exchange Network has been a successful partnership and data sharing platform for over 20 years. While time-tested, it is now in need of a refreshed vision that incorporates modern technologies and approaches to data sharing. This meeting will bring together approximately 40 representatives from Exchange Network partner agencies to reaffirm a shared vision for the Network, understand the evolving data sharing needs of environmental agencies and programs, and chart a path to incorporate modern technologies and techniques (e.g. REST Application Programming Interfaces-APIs) into the Exchange Network's suite of standards and tools.

2.2. What are our goals for this meeting?

Meeting attendees hope to accomplish the following broad goals at this meeting:

- Reaffirm the shared vision for the Exchange Network, prioritizing modern and interoperable data exchanges.

- Document the various approaches to data sharing that are evolving across programs and partners. Map emerging data exchange patterns, programmatic pain points, and future opportunities to improve data sharing.
- Establish a foundation for an action plan to reinvigorate and modernize the Exchange Network to better align with the business and technology needs of environmental programs.

3. Scope of Work and Key Deliverables

Task 1: Pre-Meeting Planning & Coordination

The contractor will collaborate with meeting organizers to finalize the meeting agenda and ensure it meets the meeting goals.

- **Planning Calls and Agenda Refinement:** Prepare for and participate in up to **three (3) coordination calls** with the organizing team to refine the meeting agenda and approach. Provide expert input to design a session flow that will allow attendees to engage, particularly for technical topics related to REST APIs and other data sharing technologies.
- **Facilitation Plan:** Develop a facilitation approach for managing group discussions, small breakout sessions, and consensus-building exercises for a diverse group of federal, state, and Tribal information technology and program staff.

Task 2: On-Site Facilitation

The contractor will provide an experienced lead facilitator to manage the two-day workshop on **April 21-22, 2026**, in the Washington, DC area. The specific meeting venue is yet to be determined.

- **Session Management:** Facilitate and manage discussion during each of the sessions on the final agenda.
- **Stakeholder Engagement:** Moderate discussions among U.S. EPA program offices, states, and Tribes to identify technological and programmatic pain points and shared opportunities.
- **Consensus Building:** Guide the group toward a "refreshed vision" for the Network and a concrete action plan for modernizing its standards and tools.

Task 3: Meeting Documentation & Reporting

The contractor will provide a dedicated staff person to provide on-site administrative support and comprehensive meeting documentation.

- **Note-Taking:** Capture detailed notes of all presentations and meeting discussions.
- **Meeting Summary:** Develop a post-meeting report that explicitly documents:
 - Key decisions and outcomes.
 - Specific action items and assignments for follow-up.
 - Proposed frameworks for future workgroups or engagement forums.

4. Contractor Qualifications

The ideal contractor must demonstrate:

- **Sector Expertise:** At least 10-15 years of proven experience facilitating high-level meetings specifically among **environmental regulators** from the U.S. EPA, states, and Tribes.
- **Subject Matter Familiarity:** Demonstrated experience with or understanding of data management principles, technologies, and the cooperative model of the Exchange Network.
- **Logistical Readiness:** Ability to travel to Washington, DC for the duration of the event.

5. Required Proposal Content

The proposal should be streamlined and concise. Complete responses will include the following information:

1. A description of the proposed approach for meeting our goals and the requested scope of work.
2. A project budget that includes a breakdown of the proposed costs to conduct the activities in the scope of work. Bidders should submit hourly rates of all key staff proposed for the project as well as estimated travel costs. ECOS will provide access to a room block to reserve a hotel room at the government per diem rate for Washington, DC (\$276). The contract will be awarded on a time and materials basis with a negotiated cap on the total budget.
3. Information on corporate and staff experience and qualifications for the work described in this RFP. Please include brief bios for proposed staff that demonstrate their relevant experience.

6. Submittal Instructions

Responses to this Request for Proposals are **due to ECOS by 5:00 PM ET on March 20, 2026**. Responses must be e-mailed as one (1) PDF file to krakouskas@ecos.org. ECOS will not accept hard copy submittals.

In the Subject Line of the e-mail, enter "RFP 01-ENFAC-2026." Do not include any additional information in the Subject Line.

7. Questions and Answers

All questions regarding this Request for Proposals should be directed to krakouskas@ecos.org.

8. Waiver and Acknowledgments

By submitting a response to this Request for Proposals, "Responder" expressly waives any and all claims against ECOS, its officers, directors, employees, subcontractors, and agents, and assumes full responsibility for any and all damages, claims, losses, costs, and expenses that the Responder may incur arising from or relating to this Request for Proposals or its response to this Request for Proposals. This waiver does not apply to damage or loss resulting from the sole negligence, gross negligence, or willful misconduct of ECOS, its directors, officers, employees, or agents.

Responder expressly acknowledges that its response to this Request for Proposals does not create a contract between Responder and ECOS.

Responder expressly acknowledges that ECOS is under no obligation to provide one-on-one feedback to any Responder concerning its response, ECOS' methodology and deliberations for evaluating responses, or ECOS' selection of a contractor.

ECOS reserves the right to contact individual bidders for any reason and at any point in its decision-making process. ECOS is under no obligation to disclose any contact with any bidder(s).

Responder expressly acknowledges that the decision to select or not select a contractor in response to this Request for Proposals is:

- made at ECOS' sole discretion;
- may be based on any factors ECOS chooses to consider; and
- may or may not be based solely on cost considerations.

9. Confidentiality and Disclosure

By submitting a response to this Request for Proposals, the bidder agrees to keep confidential and not use or disclose any information acquired during the review process concerning ECOS, its business, finances, or operations. The provisions of this Section shall not prevent the Responder from disclosing information to the extent required by a judicial order or other legal obligation, provided that, in such event, the bidder shall promptly notify ECOS in writing, and shall cooperate with ECOS to contest or minimize the scope of the disclosure (including application for a protective order).

Bidder expressly acknowledges that ECOS may distribute some or all responses, via e-mail, to members of the project team, whose agencies may be bound by Federal or State requirements to disclose information sent to their e-mail system. ECOS will take reasonable steps to keep the content of responses confidential, but the bidder expressly acknowledges that ECOS or project team members may be required, under certain circumstances, to disclose the contents of any response received. Consequently, neither ECOS nor members of the project team are obliged to keep responses confidential.