



Request for Proposal: Leave No Trace Level 2 Instructor Course Provider

Leave No Trace requests proposals from organizations interested in becoming official, approved providers of the Leave No Trace Level 2 Instructor Course, as described in this Request for Proposal (RFP).

Interested parties must submit a letter of intent to JD Tanner, jd@lnt.org, Director of Education and Training, Leave No Trace, P.O. Box 997, Boulder, CO 80306. If requested by the organization, a full proposal will be requested.

The letter of intent should be no more than two pages. They should include a brief organizational background, an explanation of why the organization desires to provide the Level 2 Instructor Courses, and a description of the course's target audience(s).

The following phases will be conducted to complete this RFP process:

Phase I: Reply to this RFP with a letter of intent.

Phase II: If requested by Leave No Trace, submit a complete proposal fulfilling the requirements outlined in section E of this document by a date specified in the response to the letter of intent.

Phase III: Follow up with additional information as requested by Leave No Trace.

Phase IV: Pending approval by Leave No Trace, be able to offer Leave No Trace Level 2 Instructor Courses. Start and end dates to be determined based on RFP dates and approvals.

A. The National Leave No Trace Program

Leave No Trace was established 30 years ago as a non-profit organization to promote responsible enjoyment of the outdoors. Leave No Trace partners — land management agencies, the outdoor industry, outdoor enthusiasts groups, colleges, universities, non-profit organizations, youth-serving organizations, and other affiliates — support a unified, consistent minimum impact program based on the best available scientific research and outdoor expertise. A principal goal is the continued expansion of a training structure that instills outdoor ethics and provides a deep understanding of and teaches skills necessary for enjoying the outdoors responsibly. Development and dissemination of high-quality Leave No Trace training programs are critical to the overall success of Leave No Trace.

B. The Leave No Trace Level 2 Instructor Course

The Leave No Trace Level 2 Instructor Course is a core and vital component of the Leave No Trace training structure. The course delivers comprehensive Leave No Trace skills, ethics, and teaching practices to participants. The Level 2 Instructor Course is the most in-depth course offered by the organization. The course produces a cadre of highly knowledgeable Leave No Trace educators who can disseminate Leave No Trace information and provide effective outreach and training to diverse audiences.

The National Outdoor Leadership School (NOLS) was the first provider of the Level 2 Instructor Course (formerly the Master Educator Course), beginning in 1991. Since then, Leave No Trace has approved additional course providers to offer courses. If any existing providers wish to continue offering Courses, they must compete in this RFP process to renew their status as authorized Course Providers. Leave No Trace will authorize the selected training institution(s) to offer the Level 2 Instructor Course for five years beginning in 2025.

Nearly 12,000 individuals have been trained as Level 2 Instructors, and approximately 600 new course participants each year. The Level 2 Instructor Course is intended for guides, outdoor educators, land agency personnel, scout leaders, trail club members, outfitters, outdoor instructors, university and college faculty, outdoor industry staff, and other outdoor enthusiasts who will train others in Leave No Trace. Course costs are not directly controlled by Leave No Trace. Still, there is a strong desire to keep training costs affordable for the broadest possible audience (current prices range from \$650-\$950 for the five-day course, depending on provider and location). In summary, prospective institutions should be aware that compared to other outdoor courses or guided trips, the market for this course is specific, but there is room for growth. The primary motivation for offering this course should be a strong organizational commitment to Leave No Trace and promoting outdoor skills, ethics, and stewardship.

C. Curriculum Content

The Level 2 Instructor Course requires a minimum of four eight-hour days. Three nights camping in the backcountry and/or front country settings is encouraged but is not required. Providers are given the flexibility to offer courses in a variety of settings. A mix of course offerings by the potential Provider is desired. However, most providers offer a five-day/four-night course. Minimum standards and related supporting information relevant to the Level 2 Instructor Course and this RFP are included in the National Leave No Trace Training Guidelines, which are available online: https://lnt.org/sites/default/files/National_Training_Gdlns_12-15.pdf

D. Training Institution Core Requirements

Institutions or organizations interested in receiving authorization to provide the Leave No Trace Level 2 Instructor Course must have verifiable experience in successfully teaching and instructing Leave No Trace outdoor skills and ethics, including minimum impact travel and camping techniques. Interested institutions or organizations must also have an existing cadre of Leave No Trace Level 2 Instructors (4–12) on staff who have experience facilitating Leave No Trace Level 1 Courses and who can provide high-quality training. Such organizations must be current partners of Leave No Trace <http://lnt.org/join/business>, possess adequate liability insurance and risk management systems to cover course-related accidents and mishaps, and obtain all necessary permits and permissions for operating on public or other lands. Additionally, any newly selected course providers that are not returning providers must undergo a Leave No Trace **Level 3 Instructor Course** at their expense (approximately \$9000) to ensure a qualified pool of instructors. Participants for this course must already be Level 2 Instructors.

E. Submission and Evaluation of Proposals

Following the letter of intent, a proposal *may* be requested by Leave No Trace, which shall include the following:

- 1) A sample Level 2 Instructor Course agenda that describes the course content, course progression, support materials, and a curriculum that meets the requirements outlined in the National Leave No Trace Training Guidelines.
- 2) Organizational qualifications, including organization purpose, risk management procedures, relevant accreditations/certifications, universal access considerations, structure, size, history of training in backcountry settings, and staff qualifications (including staff knowledge of Leave No Trace outdoor skills and ethics, safety and first aid training, as well as expertise as educators).
- 3) Organizational experience in various regions, environments, and with various types of outdoor activities (e.g., backpacking, climbing, sea kayaking, stock use, rafting, frontcountry, canoeing, etc.).
- 4) Proof of liability insurance and permissions to operate on public or other lands (Level 2 Instructor Courses require appropriate permits to operate on public lands).
- 5) Specific proposed course location(s), course size, student/staff ratios, tentative dates (or seasons), and estimated costs per participant.
- 6) A comprehensive plan for Leave No Trace course marketing and ensuring student enrollment (and participant screening process).
- 7) Describe any provided field equipment, facilities, meals, or field rations.

Proposal reviews will be conducted by Leave No Trace's RFP Task Force, and Leave No Trace will make final decisions. Selections will be based on the degree to which interested organizations meet or exceed the core requirements and the anticipated need for additional Leave No Trace training institutions.

Approved Course Providers will be periodically reviewed and audited (course quality audit) by Leave No Trace for evaluations of quality and compliance. Authorization as a Level 2 Instructor Course Provider may be revoked if such reviews are unfavorable and adequate corrections are not implemented.

Leave No Trace is committed to equal opportunity and treatment for all qualified individuals. For all Level 2 Instructor Courses, authorized providers agree not to unlawfully discriminate based on race, color, gender, sexual orientation, national origin, age, religion, marital status, veteran status, disability, or any other factors that have no bearing on one's ability to participate in a Level 2 Instructor Course.

For questions, inquiries, or more information on the RFP process, please contact JD Tanner, Director of Education and Training, at jd@lnt.org or call 1.800.332.4100