

2017-2018 Request for Proposals
Finger Lakes Partnership for Regional Invasive Species Management (FL-PRISM) Subcontract
Deadline for receipt of Proposals: March 24, 2017

Background and Purpose

The Finger Lakes Partnership for Regional Invasive Species Management (FL-PRISM) is a network of partners in 17-counties of the Finger Lakes region of New York and brings together the resources of a diverse range of organizations to prevent, detect, control, and manage invasive species. With the cost to control invasive species within the United States estimated at \$137 billion annually (Pimentel *et al.* 2005), the FL-PRISM seeks to share and leverage limited resources within the partnership while building a highly-visible program that fosters community awareness and participation.

The FL- PRISM, one of eight Partnerships for Regional Invasive Species Management (PRISMs) in New York State (NYS), is funded through the Environmental Protection Fund via contract with the NYS Department of Environmental Conservation (NYSDEC). The FL-PRISM is hosted by Hobart and William Smith Colleges (HWS) under the Prime Contract from NYSDEC. The FL-PRISM, in order to supplement invasive species work that is done among the partners, offers a subcontract opportunity through an RFP process to complete projects that further the goals and priorities of the FL-PRISM that are in alignment with the 2017 Work Plan. This subcontract under the NYS DEC contract opportunity is offered through HWS, in collaboration with FL-PRISM, Finger Lakes Institute at Hobart and William Smith Colleges, and the NYSDEC. Subcontract awards are subject to final review and approval by NYS DEC Invasive Species Coordination Unit.

Any questions regarding this Request for Proposals should be directed to the Finger Lakes PRISM Coordinator: Hilary R. Mosher, mosher@hws.edu, 315-781-4385

2017/2018 Program Objectives:

The FL-PRISM is requesting proposals for subcontract projects under the two categories below that serve to advance the mission and goals of the [FL-PRISM](#) in alignment with the FL-PRISM Strategic Plan.

1. Comprehensive survey for *Hydrilla verticillata*, a highly invasive species in the region based on NYS [plant](#) assessments and the FL-PRISM priority species list;
 - o The successful project will survey, document, and report Hydrilla in the following high risk locations:
 - Proximity to known infestations,
 - Canals and connecting channels through the Finger Lakes region (e.g., Erie, Seneca-Cayuga),
 - Areas with limited survey or survey capacity

The proposal should document the project's ability to address multiple species during survey work and conduct data analysis including statistical analysis of survey results.

2. Create a dynamic phenology of high priority invasive species in the region, recognizing the climatic differences of the 17 counties. Invasive species to be considered will be those that are high priorities for the FL-PRISM **AND** those on the prohibited and regulated species list (available here: <http://www.dec.ny.gov/animals/99141.html>) within the Finger Lakes region. This

project will necessitate establishing or utilizing partner groups to gain information about when the invasive is in flower/present/breeding and where it is located in the region, when it sets seed, senescence, how best to control or dispose, and information about mechanism of spread. An output for the project should include a communication tool such as a weekly email or blog such as the popular 'Weed of the Week' (https://www.na.fs.fed.us/fhp/invasive_plants/weeds/common-buckthorn.pdf) distributed by the USFS or 'Weed to Watch', which would be disseminated across social media or other platforms. A clear linkage to partnerships and how to gather and disseminate the information will be needed for a successful proposal. The project will require working with partners or collecting data from across the region to document the presence of invasive species and a rationale for selection of partners should be described. A well-developed plan for engaging outside groups to gain information will need to be included in the project proposal. This project will need to address **aquatic and terrestrial invasive** species including insects and fungus such as oak wilt.

Phenology Background

Phenology is the study of seasonal change and timing of organisms in an environment; it is nature's calendar. For more information on a successful phenology program, see link: <https://extension.umaine.edu/signs-of-the-seasons/phenology/>. For more information on the National Phenology Network (NPN), click here: <https://www.usanpn.org/about/why-phenology>. Refer to the scientific approach, protocols, and data sheets available by the NPN (<https://www.usanpn.org/about/approach>)

USA-NPN Technical Report Series 2012-004: https://www.usanpn.org/files/shared/files/USA-NPN_Phenophase_defs-report_FINAL.pdf

The Phenology Handbook (UCSB):

https://ndep.nv.gov/tribe/docs/env_mgr_ref_docs/Climate%20Change/Phenology_Handbook_2nd_ed_Abridged.pdf

Weeds of the Week: https://www.na.fs.fed.us/fhp/invasive_plants/weeds/

Weed of the week- Landscape and Nursery IPM Reports (MD):

<https://www.extension.umd.edu/ipm/weed-week-index>

Weed of the Week, Penn State Extension:

<https://extension.psu.edu/plants/crops/news/2015/06/weed-of-the-week-poison-hemlock>

All projects must be focused on and/or located in the seventeen counties of the Finger Lakes PRISM region (Broome, Cayuga, Chemung, Chenango, Cortland, Livingston, Madison, Monroe, Onondaga, Ontario, Schuyler, Seneca, Tompkins, Tioga, Steuben, Wayne, and Yates). The project period will begin May 1, 2017. All project work should be completed by February 28, 2018.

Evaluation Criteria

- *Measurable results/outcomes expected (40%)*– Include specific units of work to be accomplished (e.g., number of acres surveyed, number of species tracked over the season, use of iMapInvasives to report invasives) and reported as a part of the project
- *Addresses priority species and landscapes (20%)* – Provide a clear connection to invasive species issues or concerns for the FL-PRISM within the 17-counties of the Finger Lakes region
- *Partnerships and impact to region (30%)* – Projects should identify partners that have demonstrated a commitment (through a letter of support) or add value (quantitative or qualitative) towards project planning and implementation, including landowners where work is planned. All partner recipients of FL-PRISM funds should be clearly identified in the partner section of submitted applications and should include the name of the organization and funding amount. The work responsibilities or subcontract objectives of partner recipients should be clearly described in the project proposal. Projects should demonstrate their regional focus and impact on the Finger Lakes region as a whole, versus isolated projects with little regional impact.

Potential for higher score – additional points will be awarded as follows:

- Projects that include invasive species identification and iMapInvasives reporting (5%); and

EITHER

- Objective 1. Hydrilla survey: Documented ability to address multiple species during survey work and data analysis which should include statistical analysis of survey work (5%);

OR

- Objective 2. Phenology: Demonstrated capacity and multiple collaborators/partners (5%);

Eligibility

Proposals will be accepted from the following entities for projects focused on and/or located in the 17-county region of the Finger Lakes (Broome, Cayuga, Chemung, Chenango, Cortland, Livingston, Madison, Monroe, Onondaga, Ontario, Schuyler, Seneca, Tompkins, Tioga, Steuben, Wayne, and Yates):

- Not-for-profit organizations
- Local governmental or public agencies, such as municipalities and regional planning or environmental commissions; and,
- Educational institutions, including, but not limited to, public and private K-12 schools, colleges, and universities.
- All applicants must be willing and able to accept the insurance requirements outlined in Appendix A and have the organizational capacity to successfully manage the project and properly administer the subcontract funds. Organizational capacity will be evaluated prior to issuance of subcontracts. Exceptions cannot be made to this requirement.

Minimum Requirements

- The proposed project must lie entirely within the 17-counties of the Finger Lakes, although the applicant does not need to be housed within the FL-PRISM region.
- Proposals must be fully implemented and completed during the proposed period of performance.
- A letter (or e-message) of support from identified supporters must be included in the project proposal. Projects that span ownership types will need concurrence from each relevant entity before a subcontract can be issued
- There is no match requirement.
- A progress report is required 30-days after commencing the project and a final report is due upon project completion or no later than February 28, 2018
- Recipients of an award will present their final report at the spring full partnership meeting and/or venues such as the annual Finger Lakes Research Conference which typically occurs in late fall.
- Successful proposals will directly address elements listed in the evaluation criteria below and include key metrics (areas surveys, number of people reaches, etc.) Proposals should include a narrative description of the budget and a map of the project area.

Funds:

The maximum level of funding will be \$20,000 per subcontract, including indirect costs. The money for this program comes from the NYS Environmental Protection Fund. Funds will be made available upon completion of work and will be issued upon completion of all reports and other deliverables as described in the subcontract. We expect to fund **no more than three** projects through this solicitation.

Award decisions are expected to be made in April 2017. Work should be completed no later than February 28, 2018. This program requires that two reports be provided by the award recipient to the FL-PRISM Coordinator. The initial report will be due 30-days after commencing work and the final report will due by February 28, 2018. Recipients of funding will also be expected to present their results at a full partnership for the FL-PRISM.

Cost-Share Requirements

Cost sharing is not required.

Proposal Submission:

Proposals should be submitted electronically as a single PDF file attachment to FLPRISM@gmail.com by 5pm on or before **March 24, 2017**. Award recipients are expected to be notified in April 2017. The expected period of performance for this program will be May 1, 2017 through February 28, 2018.

Proposal Review:

The Steering Committee of the FL-PRISM will review and rank the project proposals based on the projects' merit and the Evaluation Criteria (above), and will make the final decision regarding awards. All awards are subject to final approval by the NYS DEC.

Proposal Format:

- A. Cover Sheet
 - 1. Project Title
 - 2. Project Leader (Name, Affiliation, Address, City, State, Zip, Phone, Fax, Email)
 - 3. Collaborator(s) (Name, Affiliation, Address, City, State, Zip, Phone, Fax, Email)
 - 4. Amount Requested
 - 5. Authorized Institutional Signature –all proposals must be signed by an **Institutional Official** who is authorized on behalf of the organization to approve the budget and the organization's participation in the project as proposed in the documentation supplied at the time the proposal is submitted. If the Project Leader is also the Institutional Official, that should be made clear on the signature line. Submissions that do not carry an authorized institutional signature will be rejected without review.

***Please note:** if the applicant will use a separate entity as fiscal agent to administer funds on their behalf, the Cover Sheet must include the authorized signature for that fiscal agent.

- 6. Authorized Signature of Fiscal Agent, if applicable

B. Proposal Description

The project description should be succinct and no longer than four pages (cover sheet, references, letters of support, and budget excluded), single-spaced pages in 12-point Times New Roman font, and should include:

- 1. Project summary- briefly summarize the project's focus and goal, scope of work, nature of collaboration, and significance to the mission of the FL-PRISM
- 2. Scope of work (include goals, methods, and reporting)
- 3. Timeframe
- 4. Personnel and collaboration
- 5. Project location: all projects must take place within the 17-county Finger Lakes PRISM region.

C. Personnel and Partners

- a. Key personnel involved in the project including Director or Principal Investigator. Include a BRIEF (≤ 2 pages) biographical sketch for the three top personnel. Include name, address, phone, email address for each. If you are working with other partner organizations, state the name of the organization and how the partnership will work (does NOT count towards 4-page project description)

- D. Documentation letters for projects including activities on public or private property
If the proposal is funded, applicants will be required to provide support documentation from municipal governments and/or private property owners if the proposal includes activities on public or private lands within four weeks from the start of the project (not included in the 4-page project description). General project letters of support from references or other partners are not necessary and will not be considered.

E. Timeline

Schedule for starting and completing project. Projects must be completed by February 28, 2018. An initial report will be due 30-days after commencing the project and a final report will be due February 28, 2018.

F. Budget and Justification

Budget should reflect key project milestones, deliverables, and schedules to support invoicing. Categories include the following:

- a. Labor costs: list each person separately. Provide basis for labor cost.
- b. Fringe benefits: provide explanation of how fringe benefits are calculated and documentation for the rate.
- c. Expendable supplies: Provide a list of expendable supplies needed for the project to succeed.
- d. Travel/Transportation: Describe the nature and purpose and amount based on the Federal Government reimbursement rates (available [here](#)).
- e. Office support and miscellaneous: Provide breakdown for items needed. General office supplies, telephone, postage, and copying costs are considered indirect costs unless otherwise justified.
- f. Indirect cost: provide Indirect Cost Rate Agreement,. Indirect Costs are capped at the equivalent of 15% of Total Direct Costs (TDC) or the applicant's official negotiated IDC rate, whichever is lower. In the absence of a documented indirect cost rate, the *de minimus* rate of 10% of TDC should be used.

*NOTE: Any equipment purchased through this subcontract program becomes the property of the State of New York once the program period is over. Equipment purchased for this program will be made available for use by FL-PRISM partners after the award period is over. Please note that refreshments are not allowable costs, and will not be reimbursed.

G. Notification and Reporting Requirements

Award recipients are required to submit an initial report 30-days after commencing the project and a final project report by February 28, 2018. Recipients will also be required to present their results at a full FL-PRISM partnership meeting.

Additional Requirements of Successful Applicants:

Certificate of Liability Insurance- Subcontract recipients are required to have insurance coverage. Recipients will be required to carry insurance at a level specified by the NYS DEC. *See Appendix A. NYS DEC Insurance Requirements.

Permits- For projects requiring permits and licensing, all necessary permits, and or licenses must be obtained prior to conducting the relevant activity. PRISM Coordinator will confirm that appropriate permits are in place prior to issuance of subcontracts, but they are not required for submission of a proposal.

Documentation of Ownership and Public Interest in Property- Prior to receiving the subcontract award, a successful recipient must be able to document adequate ownership rights in and to the subject property. Alternatively, recipients may provide letters of documentation from municipal, county, or state governments and/or private property owners if the proposal includes activities or access through private lands. **All documentation should be sent to the PRISM Coordinator.** This documentation **is not** required at the time of submission of the proposal, but it will be required and reviewed before a subcontract can be issued.

Municipal Endorsement- required if conducting project on municipal property.

F. Budget and Justification Template

Proposal Budget Template	
Project Title:	
Sponsor/Institution:	
PI:	
Period of Performance for Project:	
BUDGET	
LABOR COSTS	
Personnel	
Salaries	
Fringe on salaries	-
Total Salaries, Wages + Fringe	
Expendable Supplies	
Travel	-
Office Support and Miscellaneous	
Total Direct Cost	-
Indirect Costs – explain calculation (capped at the equivalent of a <i>maximum</i> of 15% of Total Direct Costs -see note below)	-
Total Request to Sponsor	-

Note: Proposers should provide a copy of their negotiated Indirect Cost Rate Agreement that is in effect at the time of proposal submission along with their budget request. If the proposer's rate is less than the equivalent of 15% of TDC, that is the rate that should be used. If it exceeds 15% of TDC, 15% of TDC should be used. If there is no officially documented Indirect Cost Rate, a *de minimus* rate of 10% of TDC should be used.

** Food and beverages are unallowable expenses and may not be budgeted. They will not be reimbursed

Appendix A. NYS DEC Insurance Requirements

1. Policy covering the obligations of the successful contractor in accordance with the provisions of the Worker's Compensation Law, Employers Liability, and Disability Benefits.

The *only* forms which are accepted as proof of Workers' Compensation Insurance are as follows:

<u>FORM #</u>	<u>FORM TITLE</u>
C-105.2	Certificate of Workers' Compensation Insurance
CE-200	Certificate of Attestation of Exemption – (no employees)
U-26.3	State Insurance Fund Version of the C-105.2 form
SI-12	Certificate of Workers' Compensation Self-Insurance
GSI-105.2	Certificate of Participation in Worker's Comp Group Self-Insurance

The *only* forms which are accepted as proof of Disability Benefit Insurance are as follows:

<u>FORM #</u>	<u>FORM TITLE</u>
DB-120.1	Certificate of Disability Benefit Insurance
DB-155	Certificate of Disability Benefit Self-Insurance
CE-200	Certificate of Attestation of Exemption – (no employees)

An ACORD form is **NOT** an acceptable proof of Workers' Compensation coverage. **ALL OF THE ABOVE REFERENCED FORMS, EXCEPT CE-200, SI-12 & DB-155 MUST NAME:** The New York State Department of Environmental Conservation, Division of Lands and Forests, Invasive Species Coordination Unit, 625 Broadway, Albany, NY 12233- 4250, as the Entity Requesting Proof of Coverage (Entity being listed as the Certificate Holder).

Additional information can be obtained at the Worker's Compensation website:

<http://www.wcb.ny.gov/content/main/Employers/Employers.jsp>

2. Commercial General Liability Insurance with a limit of not less than \$1,000,000 each occurrence. Such insurance shall cover liability arising from premises operations, independent contractors, products-completed operations, broad form property damage, personal and advertising injury, cross liability assumed in a contract (including tort liability of another assumed in a contract).
3. Comprehensive Business Automobile Liability Insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any automobile including owned, leased, hired and non owned automobiles.
4. The successful contractor shall require that any subcontractors hired, carry insurance with the same limits and provisions as provided herein.