



## Lower Hudson Partnership for Regional Invasive Species Management 2016 Request for Proposals

### Description

The Lower Hudson Partnership for Regional Invasive Species Management (Lower Hudson PRISM) is a group of organizations and agencies that work cooperatively to promote prevention, early detection and rapid response, and strategic management of invasive species to protect conservation targets. In addition to conducting public outreach and management activities, we support research involving citizen scientists regarding ecological impact and effective control of invasive species.

The Lower Hudson PRISM is one of eight Partnerships for Regional Invasive Species Management or PRISMs in New York State. These partnerships are supported by the New York Invasive Species Council and Invasive Species Advisory Committee and are funded by the Environmental Protection Fund through contract with the New York State Department of Environmental Conservation (NYSDEC).

As the host organization for the Lower Hudson PRISM, the NY-NJ Trail Conference has a contract with NYSDEC to coordinate and administer the Partnership. In order to supplement the great work that is already being done by our partners, we are able to offer sub-contracts from the NYSDEC contract through this RFP process to complete projects that further our goals as outlined in our 2016 Action Plan. This is not a grant program and all project proposals are subject to NYSDEC approval prior to being awarded a final sub-contract.

### Objectives

Projects will be selected that address goals and objectives as outlined in our 2016 Action Plan posted at <http://lhprism.org/document/2016-lhprism-action-plan>.

The steering committee would especially like to encourage proposals related to furthering the annual Block Buster Survey initiative (including for example, refinement of protocol, coordination, recruitment, and/or education). Refer to <http://lhprism.org/content/2015-block-buster-survey>.

Applicants are encouraged to include provisions for reporting invasives to iMapInvasives (<http://www.nyimainvasives.org/>) and for collection of voucher specimens when appropriate.

### Who is Eligible?

Non-profit organizations, local governments, businesses and institutions located in or serving areas within the boundary of the Lower Hudson PRISM (see map on <http://LHprism.org>) may apply. Lower Hudson PRISM steering committee members may apply but will be required to recuse themselves from the selection process.

## Procedure and Requirements

1. Review the attached project selection criteria and posted 2016 Action Plan (<http://lhprism.org/document/2016-lhprism-action-plan>).
2. Complete and submit the attached application along with any relevant supporting materials as a single PDF file no larger than 5MB in size by **February 26, 2016 at 8:00 am** Eastern, emailed to: [Lrohleder@nynjtc.org](mailto:Lrohleder@nynjtc.org).
3. We expect that most funded projects will be between \$2,000 and \$20,000. Proposals outside this range will be considered under exceptional circumstances.
4. Projects do not require any matching funds, but contributed funding will be taken into account when ranking proposals.
5. Projects should be able to be completed in 2016. Multi-year projects will be considered and may be acceptable on a limited basis. In the case that a multi-year project is awarded, funding for the second year will be contingent upon satisfactory progress on the project during 2016.
6. All projects will be ranked based on the criteria listed below and the proposals that best meet our priorities will be selected by the members of the Lower Hudson PRISM Steering Committee and alternates. Groups submitting proposals that have been selected will be notified by March 20 and we will begin the contracting process right away.
7. For more information about the Lower Hudson PRISM or this RFP, contact Linda Rohleder at 201-512-9348 x21 or [Lrohleder@nynjtc.org](mailto:Lrohleder@nynjtc.org).

## Examples of Previously Funded Projects

Please refer to our web site Information Exchange page (<http://LHprism.org/content/information-exchange>) for examples of completed projects.

## Details on the PRISM Contracted Funds

- A final report is required by December 15, 2016 which will be publicly available. A presentation to the PRISM partners may also be required, to be determined as part of the contracting process.
- Any products produced with PRISM funds for public use or display should include the PRISM logo and the content should be approved by the PRISM coordinator and/or the PRISM Steering committee.
- Allowable expenditures include: salary & wages, fringe benefits, travel, supplies and equipment.
- Reasonable Indirect costs are allowed according to the appropriate U.S. OMB circulars (A-122, A-21, A87, etc.).
- PRISM funds may not be used to purchase food or beverages.

- Equipment purchased with PRISM funds is the property of the NYSDEC. Equipment is considered "durable" lasting a number of years, while Supplies need to be renewed.
- Project documents and data are the property of NYSDEC. The following language shall be included in the contract:
  - A. *All Services performed by the Contractor must conform to the Scope of Work, attached hereto as Schedule 1, and shall be subject to acceptance of the Department. Evidence of the Department's acceptance shall be a required document in all payment requests. The Contractor shall revise and correct, without additional compensation therefore, any required work of this Contract until the same shall be accepted by the Department.*
  - B. *All accepted original and other drawings, as well as all notes computations, if applicable, and reports prepared by the Contractor, or other products of the services performed under this Contract, which are required deliverables under this Contract, shall become the property of the Department.*
  - C. *The Contractor may publish papers or other material pertaining to the work performed or to be performed under the Contract after first providing the Department a copy of the proposed publication for review and comment. The Department will provide its comments within 30 days and the Contractor agrees to consider these comments. The Department has the right to require the Contractor to withhold from publication any data that impacts on enforcement issues until resolution of enforcement action. The Contractor will give the Department credit for the support provided to the Contractor in any publication or other copy resulting from this work.*
  - D. *Title to, and the right to determine the disposition of any copyrights, or copyrightable material, first produced or created in the performance of this work shall remain with the Department; provided that the Department shall grant to the Contractor an irrevocable, royalty-free, non-exclusive right to reproduce, translate, and use all such copyrighted material for its own purposes.*
  - E. *Any invention or discovery made or conceived in the performance of this Contract shall be the property of the Department. The Contractor shall be entitled to a non-exclusive royalty-free license under any patent.*
- Money will be awarded via contract which will be contingent on NYSDEC Invasive Species Coordination Unit approval of scope of work and budget. Reimbursement requests will be submitted to the NY-NJ Trail Conference quarterly on the following schedule for 2016: June 15, September 15, and December 15. Final invoices are due December 15, 2016. NY-NJ Trail Conference will submit to NYSDEC ISCU. Once funds are received from NYSDEC ISCU, the NY-NJ Trail Conference will forward to awardee. This process is expected to result in reimbursement within 90 days.

- As required by the Lower Hudson PRISM contract, all those receiving funds from the PRISM through this process are considered subcontractors and are required to show proof of insurance as follows:
  - Workers Compensation
  - Disability coverage
  - Commercial General Liability coverage in an amount not less than \$1,000,000 each occurrence
  - Comprehensive Business Automobile Liability in an amount not less than \$1,000,000 each occurrence (there is a process for obtaining a waiver for the automobile coverage)

**Lower Hudson PRISM 2016 Proposal Selection Criteria**

1. Does the proposal fit into one or more of the categories of PRISM deliverables (early detection/rapid response, eradication and control, education and outreach, support of research via citizen science), or address at least one of the prioritized objectives of the Lower Hudson PRISM? If yes, go to question 2. If no, reject the proposal.
2. Is the work plan feasible and does the organization have the capacity to complete the proposal? If clearly no, reject the proposal.
3. How high does the proposal score (maximum of 100 points)?

Points Possible	Criteria
0-20	<p><b>A1. Importance (0-10 points)</b> How well does the proposal address an important invasive species, an important process (like vector management), or an important audience or address invasive species threats to systems or species of conservation concern?</p> <p><b>A2. Priority Objectives (0-10 points)</b> How well does the proposal address one or more priority objectives in the PRISM’s Action Plan?</p>
0 - 15	<p><b>B. Breadth of application</b> How well does the proposal have broad implications or applications, as shown for example by relevance to the entire PRISM region (and other regions), a wide range of species, and/or a wide range of audiences?</p>
0 -5	<p><b>C. Innovation</b> To what extent does the proposed work address the objective in an innovative way?</p>
	<p><b>D. Feasibility of work plan</b></p>

0 - 15	Is the proposed work likely to meet its stated goals and objectives?
0 - 15	<b>E. Capacity</b> Do the organization and key personnel have the capacity/ability to complete the proposed project well?
0 - 10	<b>F1. Partnership (0-5 points)</b> Does the proposed work involve multiple partners? (higher points for more organizations and stronger partnerships)  <b>F2. PRISM Partner Involvement (5 points)</b> Is the applicant a PRISM partner?
0 - 10	<b>G. Budget</b> Is the funding request cost effective? (high score can be awarded for low overall budget and/or if substantial matching funds are proposed.)
0 - 10	<b>H. Timeframe</b> Is the proposed timeframe reasonable? Is it in line with the timeframe of the PRISM objectives?

## **Application for Lower Hudson PRISM 2016 Project Proposals**

(a Word document version of this application can be downloaded from [http://LHprism.org/documents/proposal\\_template.](http://LHprism.org/documents/proposal_template.))

### **I. Project Title:**

Project Contact Person:

Telephone Number:

Organization/Entity Applying:

Tax ID:

Applicant is a non-profit organization? (y/n):

Applicant is a minority- or women-owned business? (y/n)

Address:

City:

State:

Zip:

Fax #:

Email:

Estimated Start and Completion Dates:

Total amount requested:

Total Cash Match:

Total In-Kind Match:

### **II. Partnering Organizations:**

### **III. Describe the geographic area to be served by this project:**

### **IV. Include a map or GPS coordinates of the area to be served by this project:**

**V. Budget form** (either the form attached or a more detailed breakdown):

Budget Category	Project Total	Requesting	Match
Personal Service: Salary, wages			
Fringe benefits			
Equipment			
Materials and Supplies			
Outside Services			
Printing and Postage			
Travel			
Other (explain below)			
Indirect costs			
<b>TOTAL:</b>			

**VI. Budget justification:**

Explain each line in the budget form (above).

Personal Service: Salary, wages - Include rate of compensation or billing rate for salary and wages line item and estimated hours or days of work.

Fringe benefits

Equipment

Materials and Supplies

Outside Services

Printing and Postage

Travel

Other

Indirect costs

**VII. Project Narrative:** Describe your project (no longer than 6 pages single-spaced, Times New Roman 12 pt, 1" margins). All aspects of the evaluation criteria must be addressed:

**A. Justification of project and its importance**

It is incumbent upon the applicant to justify the project with regards to the PRISM strategies and action plan. Refer to our web site Strategy page (<http://LHprism.org/content/strategy>) for additional information that will help you provide justification.

Where relevant to the project, please include,

- Which conservation target areas the project intersects.
- The Lower Hudson PRISM priority species category of the invasive species targeted and its NYS Invasive rank or evidence of its invasiveness.
- Conservation species or habitats potentially effected and evidence for impacts by the invasive species targeted, if available.

**B. Breadth of application**

Please include,

- Relevance to the entire PRISM region (and other regions).
- Range of invasive species.
- Audiences addressed.

**C. Detailed scope of work:**

- Clearly identify which (if any) and how PRISM objectives and 2016 action items will be addressed.
- Describe contributions to be made to the project by each partner.
- Clearly identify timeline of activities and deliverables (breakdown must be at least quarterly).

**VIII. Documentation supporting applicant's capacity to perform the proposed work:**

Please include documentation (e.g. resumes) highlighting relevant skills or licenses for critical project personnel.

**IX. Letters of commitment from proposed project partners (if applicable).**