



## **L.U.S.T.Line**

### **REQUEST FOR PROPOSALS**

#### ***L.U.S.T.Line: A Report on Federal and State Programs to Control Leaking Underground Storage Tanks***

**November 2016**

The New England Interstate Water Pollution Control Commission (NEIWPCC) is inviting proposals from contractors to produce two issues of L.U.S.T.Line between December 15, 2016 and August 31, 2017. L.U.S.T.Line is a national bulletin on underground storage tanks. Funded with support from EPA's Office of Underground Storage Tanks, L.U.S.T.Line keeps state and federal UST regulators, consultants, contractors, and tanks owners informed about UST and LUST activities, cleanup fund issues, spill remediation, and prevention technologies. NEIWPCC has been publishing L.U.S.T.Line since 1985, and it has become the publication of record for UST matters nationwide. L.U.S.T.Line is available both in print and electronically from NEIWPCC's website (<http://www.neiwpcc.org/lustline/>).

This request for proposals (RFP) includes information on:

- I. Overview**
- II. Project Goal**
- III. Scope of Work**
- IV. General Guidelines for Applicants**
- V. Proposal Requirements**
- VI. Submission Process**
- VII. Proposal Evaluation Process**
- VIII. Notification of Awards**
- IX. Contacts**

Appendix A. Title Page Format

Appendix B. Overall Budget Table Format

Appendix C. Project Evaluation and Scoring Criteria

## I. Overview

### NEIWPCC

NEIWPCC is a not-for-profit interstate organization, established by Congress in 1947 to serve and assist its member states individually and collectively by providing coordination, research, public education, training, and leadership in the management and protection of water quality in the New England states and New York. NEIWPCC strives to coordinate activities and forums that encourage cooperation among the states, educate the public about key water quality issues, support research projects, train environmental professionals, and provide overall leadership in the management and protection of water quality.

## II. Project Goal

The goal of this project will be to develop two issues of L.U.S.T.Line, each issue with no less than 20 pages. Additionally, the contractor will develop a concise update of the L.U.S.T.Line index with each issue.

## III. Scope of Work

This RFP is for services from the contractor to include, but not limited to, the following:

*Develop Two Issues of L.U.S.T.Line* – Contractor is responsible for the following items and deliverables:

- develop articles pertinent to UST and LUST activities, regulations, and other relevant topics;
- receive, review, and edit article submissions from outside parties (government and industry UST/LUST employees)
- procure all artwork for L.U.S.T.Line;
- design and layout each issue of L.U.S.T.Line – L.U.S.T.Line is a 8.5x11 in. bulletin, printed on recycled paper, with two-color printing throughout and should be three-hole punched;
- provide draft articles for review and comment by NEIWPCC and EPA;
- integrate NEIWPCC and EPA comments into final version of L.U.S.T.Line; and
- provide an electronic version of L.U.S.T.Line to printer and NEIWPCC. Contractor will work with printer to negotiate costs, timeline, and distribution of L.U.S.T.Line. NEIWPCC will be responsible for paying for the printing and mailing of 400 copies of each L.U.S.T.Line issue.

*Annual Update to the L.U.S.T.Line Index* – Contractor is responsible for updating the L.U.S.T.Line index annually and providing NEIWPCC with the update to post on the NEIWPCC website.

*Quarterly Reports* – Contractor will be responsible for submitting quarterly progress reports to NEIWPCC.

## Project Tasks

### Deliverables Schedule

Issue #	For Review <i>Draft Issue</i>	For Review & Approval <i>Final Copy</i>	For Distribution <i>Publication</i>
Issue # 82	April 1, 2017	April 15, 2017	April 30, 2017
Issue # 83	July 1, 2017	July 15, 2017	July 31, 2017

## IV. General Guidelines for Applicants

### Eligibility

Applicants who are eligible to submit proposals in response to this RFP include: federal (non-EPA), state, or local government agencies; interstate agencies; private non-profit organizations and institutions; for-profit organizations; and academic or educational institutions. Partnerships are allowed.

### Schedule

The contract for this project will be 0 months in length.

The schedule\* for this RFP is as follows:

Proposals Due to NEIWPC	11/30/16, 12:00PM EST
Applicants Notified of Funding Decisions	12/2/16
Project Start Date	12/15/16

\*Schedule is subject to change.

### Funding

It is anticipated that only one successful project will be chosen. Awarded funds may be used for expenses specifically related to the proposed project, including wages and consultant fees. Expendable and non-expendable equipment directly related to the proposed project may qualify for funding, but requires pre-approval (prior to proposal submission) by NEIWPC and must be justified in the proposal. Indirect costs are allowed, but must be in line with the following procedures: Applicants with a valid Negotiated Indirect Cost Rate Agreement with their cognizant federal agency must use that rate, and must provide documentation of the negotiated rate. Applicants that do not have a Negotiated Indirect Cost Rate Agreement may charge a maximum indirect rate of 10 percent of direct costs.

### Match

Although cost share or match is not required, projects providing non-federal cost share or match will receive favorable consideration over projects without cost share or match.

Cost share or match can be satisfied with cash or in-kind services, or a combination of both. Cash contributions are those funds used to purchase goods or services associated with the project. In-kind contributions represent the value of non-cash contributions provided by the applicant. Any contributions must be clearly explained in the proposal and must be documented.

### Deliverables

The primary deliverables for this project will be the following:

1. **Quarterly reports** delivered to the NEIWPC project manager no later than the 10<sup>th</sup> day of January, April, July, and October during the duration of the project.
2. **Draft Articles:** in word format. Send edited draft article to NEIWPC & EPA Project Officers.
3. **Final Copy:** in Adobe .pdf format. Final design and layout of issue sent to NEIWPC & EPA Project Officers for review. Proofreading is the responsibility of the contractor.
4. **Publication:** Provide an electronic version of L.U.S.T.Line to printer and NEIWPC. Contractor will work with printer to negotiate costs, timeline, and distribution of L.U.S.T.Line. NEIWPC will be responsible for paying for the printing and mailing of 400 copies of each L.U.S.T.Line issue.

All deliverables are to be submitted in draft form in Microsoft Word format for review by project partners and approval by the project manager (See Contact Information in Section IX). All final reports are to be delivered in Adobe .pdf format upon approval by the project manager.

### **Deliverables, Ownership, and Credit Due**

All materials, software, maps, studies, reports, and other products or data, regardless of physical form or characteristics, produced as a result of this solicitation and funded, in whole or in part, under an agreement with NEIWPCCC shall be made available to NEIWPCCC and the U.S. EPA in the formats in which it is stored or maintained. NEIWPCCC and the U.S. EPA shall have an unrestricted right to use any materials, software, maps, studies, reports, and other products or data generated using assistance funds or specified to be delivered. The contractor shall not obtain, attempt to obtain, or file for a patent, copyright, trademark or any other interest in any such materials, software, maps, reports, and other products or data without the express, written consent of NEIWPCCC and subject to any other approvals required by state or federal law. Reports and other deliverables will credit NEIWPCCC and U.S. EPA for any work completed under the grant award.

### **Surveys & Information Collection**

This project is funded through a U.S. EPA Assistance Agreement with NEIWPCCC. NEIWPCCC cannot use these funds to support a survey without completion of an Information Collection Request (ICR) describing the survey. The ICR must be submitted to the U.S. EPA Office of Management and Budget (OMB) for review and approval. This is an extensive process that can take several months to complete. A survey is defined as the collection of identical information from ten or more non-Federal respondents within a 12-month period. OMB approval must be received before any survey activities supported by NEIWPCCC funds can begin. If the selected contractor is providing non-federal match for this project, these matching funds may be used to support the cost of designing and administering a survey without the development of an ICR. NEIWPCCC funds may be used for analysis of the survey data and publication of the results regardless of whether or not an ICR is completed.

### **Insurance Requirements**

NEIWPCCC requires its contractors to maintain workers compensation and liability insurance. More details will be provided to applicants selected for funding. Note this applies for all contractors, including sole proprietors. If you cannot provide proof of insurance, please do not apply for this funding opportunity.

## **V. Proposal Requirements**

Proposals must include a (1) cover letter, (2) title page with abstract, (3) narrative with citations, (4) timeline, (5) budget, (6) budget justification, and (7) description of qualifications. Page limits for each of these components are provided in the individual descriptions below. Proposals that do not contain all of the information requested and/or do not meet the format requirements will be eliminated from consideration. Pages that exceed the maximum number specified for each section will not be reviewed.

### **Cover Letter**

Please include a one-page cover letter, printed on official letterhead and signed by an authorized representative of the lead agency, firm, or institution, with each proposal. The cover letter must state that:

- You are applying for funds under this program.
- You acknowledge that funding is provided on a task-based reimbursement basis.

### **Title Page**

For your convenience, an electronic version of the title page is available as a Microsoft Word document at <http://www.neiwpc.org/contractors/opportunities.asp>. The title page must adhere to the format provided in

Appendix A and include all of the following information, using a maximum of one single-spaced, one-sided, typed 8.5" x 11" page with 11-point font and 1-inch margins:

- Project Name: Use the exact project name as it appears throughout the proposal.
- Primary Investigator Name and Contact Information: Provide the name, title, and affiliation of the primary investigator, as well as mailing address, phone number, and email address.
- Financial Contact Name and Contact Information (if applicable): Provide the name, title, and affiliation of the individual responsible for financial/contractual negotiations (if different from primary investigator), as well as mailing address, phone number, and email address.
- Project Partners (if any): Provide the names, titles, affiliations, for each of the additional investigators or support staff who will significantly contribute to the project (if any).
- Funds Requested: Provide the amount of money you are requesting from NEIWPCCC for the project.
- Matching Funds: Provide the amount of matching funds you and/or your partners will be contributing to the project (if any).
- Federal Tax Identification Number (FID).
- DUNS Number<sup>1</sup>: A DUNS number is a unique, non-indicative 9-digit identifier that verifies the existence of a business entity globally. Contractors must provide NEIWPCCC with a DUNS number to comply with an administrative condition of NEIWPCCC's EPA grant (individuals are exempt).
- Certified Disadvantaged Business Enterprise (DBE): Indicate if your organization is a DBE.
- Abstract: The abstract must accurately describe the project being proposed and include: (1) the objectives of the project, (2) the methodology to be used, and (3) the expected outputs and outcomes of the project and how it addresses this RFP, including environmental benefits. **The abstract must fit within the title page.**

### **Proposal Narrative**

The proposal narrative must be single-spaced, typed 8.5" x 11" pages with 11-point font and 1-inch margins. The narrative must include all of the following information:

- Description of the organization, relevant history, and resources relevant to this project.
- Description of services to be performed by staff of the organization.
- Staff biographies.
- Names, description of services, and credentials for all subcontractors.
- A statement that indicates understanding of the project and why the organization is interested in doing it.
- A description of the outputs and outcomes related to the completion of this work.
- Examples of past relevant work – please provide publication titles and for what/whom it was written, as well as links to the publications.

### **Timeline**

Provide a detailed timeline for meeting identified tasks and completing deliverables, with a completion date no later than August 31, 2017. All timelines should be stated in terms of Month #1, #2, #4, etc. rather than specific dates, e.g. "March 5, 2017." Although the project start date is anticipated to be on or about December 15, 2016, this date may change based on the time the actual agreement is established. The timeline must be no more than one 8.5" x 11" page with 1" margins and 11-point font.

---

<sup>1</sup> Obtaining a DUNS number is free for all entities doing business with the Federal government. Under normal circumstances the DUNS number is issued within 1-2 business days when using the web form process (<http://fedgov.dnb.com/webform>).

## **Budget**

Provide a complete, detailed budget using the format provided in Appendix B. Along with this budget, provide a brief justification for the proposed costs associated with development of L.U.S.T.Line. Costs should be broken down by project tasks per L.U.S.T.Line issue. Other costs, such as supplies and travel costs should be broken out separately. Include an explanation of how indirect costs are calculated. Justify subcontracts, if any. Identify and describe current and pending financial resources (including the source) for non-federal cost share or matching funds that are intended to support the project. Entities intending to use a Negotiated Indirect Cost Rate must provide documentation of their rate. As you develop this budget, keep in mind that contractual payments will be made based on this budget. This budget justification must be no more than two 8.5" x 11" pages with 1" margins and 11-point font. Matching funds should not be included in the task-based budget.

Invoices shall be submitted in conjunction with the completion of a draft issue of L.U.S.T.Line and then the completion of that issue of L.U.S.T.Line. Final payment will be made upon approval of all deliverables by NEIWPC. Invoices shall be submitted to NEIWPC for approval and payment.

## **Qualifications**

The applicant chosen for this project should possess the academic and/or professional expertise and certifications in the relevant subject areas, and have a strong track record in delivering projects of this nature and facilitating successful working relationships with municipal and state governments. Attention to detail in documenting qualifications that meet the scoring requirements is strongly advised. The qualifications section, including resumes, CVs, descriptions of past projects, etc. must not exceed 3 pages.

NEIWPC anticipates that the successful candidate for this contract will have skills and experience consistent with the following:

- demonstrated experience in writing and editing articles for a periodical;
- ability to generate ideas for L.U.S.T.Line articles and locate authors for those articles when necessary;
- ability to travel to meetings and conferences related to Underground Storage Tanks to develop ideas for L.U.S.T.Line;
- knowledge of UST/LUST issues;
- experience designing and laying out a periodical; and
- experience working with printers.

## **VI. Submission Process**

Proposals must be submitted by no later than **12:00 PM EST (noon) on November 30, 2016**. No late submissions will be considered. Applicants **must submit their proposals electronically** through the NEIWPC website. Unless prior approval is given, proposals received through e-mail, postal delivery, or any other delivery method will not be accepted.

To submit your proposal, go to [www.neiwpc.org/rfp2/](http://www.neiwpc.org/rfp2/) and follow the instructions provided for uploading your file(s). It is highly preferred that the proposal and all supporting information are submitted as a single PDF document. This requires Adobe Acrobat or similar Adobe product (the free Adobe Reader does not allow the conversion of documents into PDF format), or a scanner. If multiple files are to be submitted, you will need to create an archive file (.zip, or .rar) containing all of the files you wish to submit. The file name should be in the following format: "LUSTLine\_NAME OF YOUR ORGANIZATION." Once you have clicked the "submit" button, please allow adequate time for your submission to process and do not hit the back button or close your browser window. The process is not considered complete until you have reached the confirmation page. If submitted successfully, you will receive an email from NEIWPC ([mail@neiwpc.org](mailto:mail@neiwpc.org)) with the subject line "RFP Submission

Confirmation” confirming your submission. For questions regarding submission of proposals, contact Drew Youngs, NEIWPC Environmental Analyst, via email at [dyoungs@neiwpc.org](mailto:dyoungs@neiwpc.org) or phone at 978-349-2525.

## **VII. Proposal Evaluation Process**

NEIWPC will screen all proposals to ensure that they meet all requirements of this RFP. If a proposal is found to be incomplete, the proposal will be eliminated from the competition and NEIWPC will notify the applicant. To be considered complete, proposals must include all of components described in Section V. Proposal Requirements. Pages in excess of the limits specified for each component will not be reviewed. Proposals may be submitted for external peer reviews. The review team will evaluate the proposals based upon the criteria found in Appendix C.

## **VIII. Notification of Awards**

Award notification to applicants is expected by December 2, 2017. Award recipients may be asked to submit a revised work plan, timeline, and budget at this time. Projects cannot start until the contract is signed by both parties. NEIWPC will not pay for expenses incurred prior to the contract start date. Payment for costs incurred will be on a reimbursement basis per the contract payment schedule and contingent upon completion of quarterly progress reports and project tasks.

## **IX. Contacts**

NEIWPC will accept questions about this RFP by email or phone through December 30, 2016 at 12:00 p.m. (EST).

For information regarding the application process, contact **Drew Youngs**, the NEIWPC Project Manager:

Drew Youngs  
New England Interstate Water Pollution Control Commission  
650 Suffolk Street, Suite 410  
Lowell, MA 01854  
978-349-2525  
[dyoungs@neiwpc.org](mailto:dyoungs@neiwpc.org)