



**Department of
Environmental
Conservation**

Long Island Sound Study Announcement

REQUEST FOR PROPOSALS

Assessment of Existing Coastal Habitat Connectivity Data and Models for feasibility and use in the Long Island Sound

December 17, 2021

NEIWPCC, in cooperation with the Long Island Sound Study (LISS), the New York State Department of Environmental Conservation (NYSDEC), and the LISS Habitat Restoration & Stewardship Work Group, is inviting proposals to conduct a review of existing, local coastal habitat connectivity data and ecosystem models for feasibility and use in the Long Island Sound. The purpose of this project is to promote an updated understanding of the possible options for tracking habitat connectivity within Long Island Sound through literature and data review. The results of the project will inform LISS habitat restoration and stewardship partners and projects in the Long Island Sound coastal watershed.

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 FORMAT

APPENDIX C: TASK-BASED BUDGET FORMAT

I. Overview

NEIWPCC

NEIWPCC is a regional commission that helps the states of the Northeast preserve and advance water quality. We engage and convene water quality professionals and other interested parties from New England and New York to collaborate on water, wastewater, and environmental science challenges across shared regions, ecosystems, and areas of expertise. Our mission is to advance clean water in the Northeast through collaboration with, and service to, our member states. NEIWPCC's vision is for clean and sustainable water throughout the Northeast. We base our work on the core values of leadership, collaboration, education, service, and science.

The Long Island Sound Study

The Long Island Sound Study (LISS) is a federally authorized and funded partnership of the US Environmental Protection Agency (EPA), the states of Connecticut and New York, and multiple federal, state, and local agencies, academic institutions, environmental groups, and businesses. Established in 1985, the program is dedicated to restoring and protecting Long Island Sound, designated by Congress as an estuary of National Significance. It is guided by the mission, goals, and strategies of its Comprehensive Conservation and Management Plan ([CCMP](#)) originally written in 1994, substantially revised in 2015, and updated in 2020. The CCMP's collaborative actions to restore and manage Long Island Sound are implemented through four focal themes: 1) Clean Water and Healthy Watersheds; 2) Thriving Habitats and Abundant Wildlife; 3) Sustainable and Resilient Communities; and 4) Sound Science and Inclusive Management.

The Long Island Sound Study Habitat Restoration and Stewardship Work Group

In 1998 the Habitat and Restoration Stewardship Work Group (HRSWG), (formerly the Habitat Restoration Work Group) acting under the auspices of the Long Island Sound Study, established restoration targets to restore 12 priority coastal habitat types: Beaches and Dunes, Cliffs and Bluffs, Estuarine Embayments, Coastal and Island Forests, Freshwater Wetlands, Coastal Grasslands, Intertidal Flats, Rocky Intertidal Zones, Riverine Migratory Corridors, Submerged Aquatic Vegetation Beds, Shellfish Reefs and Tidal Wetlands. The establishment of these 12 habitat types has since led to more than 2100 acres restored to date, in collaboration with federal, state, and local agencies as well as environmental organizations and local groups. In addition, the HRSWG and its partners have protected over 7000 acres of land from development. As a result of this success, the LISS is well on its way toward achieving its Coastal Habitat Restoration and Protected Open Space Ecosystem Targets outlined in the 2015 LISS CCMP.

General Information

Despite the efforts and success to restore and protect these coastal habitats, the LISS and the HRSWG have found it challenging to track and target habitats for increasing connectivity. The LISS CCMP Habitat Connectivity Ecosystem Target states: Increase connectivity of coastal habitat by 2035 by restoring and/or protecting habitat patches that increase biodiversity and support migratory pathways. To date, no progress has been made toward this Target. The lack of progress is due to the inability to determine a path forward to properly track this factor for the 12 habitat types. The idea of connectivity in the existing ecosystem literature has existed for some time,

however, what remains is how best to define and quantify this cross-cutting variable. Furthermore, it is unclear how best to apply connectivity to project planning for habitat preservation and habitat restoration.

II. Project Goal

The goal of this project is to develop a path forward for tracking habitat connectivity in the LIS coastal watershed in order to meet the goals outlined in the LISS CCMP Habitat Connectivity Ecosystem Target. The contractor will review the current literature and select, or propose development of, an appropriate habitat connectivity model for LIS. The contractor will be tasked with completing a review of the following: existing habitat and land cover data, habitat connectivity data, and applicable habitat connectivity models for feasibility and use in the LISS coastal watershed boundary.

III. Scope of Work

Tasks in this funding opportunity will require significant involvement in primary research and governmental documents, establishing a cross cutting plan addressing coastal habitat connectivity and determining a path forward for the LISS CCMP Habitat Connectivity Ecosystem Target. During the project development and research phase, the contractor will work with the HRSWG to address the following questions and concerns:

- How do we define connectivity?
- Can we focus on the LISS 12 Priority Habitat Types? Stewardship Areas?
- Should we focus on aquatic connectivity or terrestrial connectivity? Or both?
- Can we determine habitat connectivity without consideration of species use?

The final product, and determination of project success, will be a comprehensive final report answering the questions above, specifically. The final product will also include the proposal of an existing habitat connectivity model for use in the LISS coastal watershed and/or a proposal for a new model that could be developed for the LISS coastal watershed. This includes pilot programs and specific guidance, and instances, where the connectivity models may be applicable to the LISS watershed. The results of this effort will be presented to the LISS HRSWG.

The contractor will meet routinely over the course of the project with a Technical Advisory Committee (TAC). This committee will be comprised of select external members appointed by the contractor as well as selected members of the HRSWG members, to be determined. During these meetings, the contractor will present their research findings to date to the TAC, receive feedback from the TAC on the work, and incorporate the feedback into the project moving forward.

As the project progresses, NEIWPC and NYSDEC may request additional tasks associated with those outlined below from the contractor, with additions made to the budget, as appropriate.

Project Tasks

*Please note that all task deliverables should be submitted in draft format for review and comments; final deliverables should address all comments. Time for review should be accounted for in any submitted timelines.

Deliverables:

- Final report summarizing the existing habitat connectivity data, models, and metrics, and recommendations on a preferred option(s) for tracking habitat connectivity (either an existing model or

an idea for a new model.

- A pilot example(s) of the recommended option(s) is provided for LISS to review.
- Presentations to the LISS HRSWG on project progress and next steps

Task 1:

Meet with TAC to review project goals and timeline. Review of primary literature, governmental publications, LISS websites, LIS habitat and land data, interviews and all other courses of action that allow a proper review of the status of LIS habitat and needs, as well as existing habitat connectivity models and tracking systems. The review of literature will develop an explicitly defined usage of connectivity as it applies to the LISS.

Task 2:

Identification of specific models, metrics, and capabilities applicable to ecosystems of LIS habitat types. Identify potential pilot project to test out preferred model. Review of model and methods of calibration with TAC.

Task 3:

Complete draft report highlighting research and reasoning for the preferred model and/or method for habitat connectivity in the LIS coastal watershed. A pilot project utilizing the refined understanding of connectivity models, as they would apply to the current habitat statuses in the LIS. An effort will be made to examine the impacts of the model on two or more habitat types in the LIS. In this way, the model will be evaluated by the TAC for its utility across several habitat types.

Task 4:

Complete draft final report highlighting preferred model and/or method for habitat connectivity in the LIS coastal watershed. Present report and model to the TAC for truthing and overall review.

Task 5:

Present final report and model to the HRSWG and the greater LISS Management Committee.

Due to the ongoing Covid-19 Pandemic, as well as differences in vaccination requirements, tele-work, and travel policies for federal, state, and local employees, all meetings will be planned and scheduled virtually.

Anticipated Project Meetings (Virtual)

Meeting Type	Purpose	Potential Participants
Introduction Meeting	Review the proposed tasks and intentions for the project;	Contractor and TAC
Update meeting	Review research collected to date and potential model idea.	Contractor and TAC
Update meeting	Review draft report and pilot model	Contractor and TAC
Update meeting	Review draft final report and pilot model	Contractor and TAC
Update meeting	Present Final report and pilot model	Contractor and LISS HRSWG and LISS Management Committee

Desired Outcome

A comprehensive report and pilot model option (either an existing model or an idea for a new model) that will inform land conservation and habitat restoration planning in the LIS coastal watershed. This project will directly address the goals outlined in the LISS CCMP Habitat Connectivity Ecosystem Target.

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.

NEIWPCC COVID-19 Policy

NEIWPCC is committed to providing a working environment that keeps all staff as safe as possible and promotes the well-being of our community. All RFP applicants who may come into close contact with NEIWPCC staff are required to be [fully vaccinated](#). Close contact may occur during the course of a project with a QAPP (via a QAPP audit), during project planning meetings, during project implementation, or other occasions. While some of these may occur virtually, please note that NEIWPCC reserves the right to audit a project at any time. Applicants must be prepared to show proof of vaccination prior to any close contact with NEIWPCC staff. Accepted proof of vaccination includes the original vaccination card, a printed copy of the vaccination card, or a digital photograph of the vaccination card. To protect confidential information, NEIWPCC will not maintain copies of these documents, and any records provided will be discarded.

In addition, NEIWPCC is committed to providing events that keep all participants as safe as possible and promote the well-being of our community. NEIWPCC requires all individuals who participate in NEIWPCC-funded events to be fully vaccinated in order to attend. Any events hosted with funding from NEIWPCC must follow our pandemic procedures.

This policy also applies to the contractor's subcontractors.

Schedule

Project timelines should be submitted as part of a complete application; applications will be judged on whether timelines are realistic (Section VIII). The table below describes the expected timeline for the application and selection process.

The schedule* for this RFP is as follows:

Proposals Due to NEIWPCC	February 22, 2022, 12:00 PM EST (noon)
Applicants Notified of Funding Decisions	March 21, 2022
Detailed Project Work Plans Due	April 11, 2022
Project Start Date	June 1, 2022

*Schedule is subject to change.

Funding

There is \$35,000 available for this project and it is anticipated that one successful project will be chosen. Proposals with budgets that exceed the identified funding cannot be considered. Final proposal budgets cannot exceed pre-proposal budgets. Awarded funds may be used for expenses specifically related to the proposed project, including wages and contractor 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 NEIWPCC 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 NEIWPCC project manager no later than the 10th day of January, April, July, and October during the duration of the project.
2. Approved Quality Assurance Project Plan. See below for additional information about this deliverable.
3. **Summary report of Task 1** in Adobe .pdf format including:
 - a. Summary of all activity
 - b. Description of existing conditions in project focus area broken down by coastal habitat type, following LISS guidelines of 12 coastal types.
 - c. Summary of the literature review and discussion of the state of connectivity models.
4. **Summary report of Task 2** in Adobe .pdf format including:
 - a. Identification of specific models using R, GIS, or similar, with clear description of functionality within established programming software used by and familiar to LISS and HRSWG.
 - b. Definition and standardization of metrics that correlate with LISS implementation actions (IA's) and align with existing data present in LISS, or its state and local partners.
 - c.
5. **Summary report of Task 3** in Adobe .pdf format, alongside R markdown code, GIS data layers, or similar, for connectivity models discussed in Task 2. Identification and rationale for the selection of pilot project locations/habitat types (at least 2 sites)
6. **Task 4**
7. **Final report** in Adobe .pdf format, as described in Task 5.).
8. **Project team calls and meetings for progress review** as described in Tasks 1-4.

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.

Quality Assurance & Quality Control Requirements

The NEIWPCC Quality Management Plan requires that Quality Assurance Project Plans (QAPPs) are developed and approved for all projects involving environmental data operations (i.e., collection, analysis, and/or manipulation of environmental data). For projects that involve environmental data operations, the contractor will be responsible for developing the project QAPP and submitting it to EPA and NEIWPCC staff for review after the start of the contract period. NEIWPCC will provide guidelines for QAPP development. The QAPP must be approved by the EPA, the NEIWPCC Project Manager, and the NEIWPCC Quality Assurance Program Manager prior to any data collection or analysis. If your proposed project will include environmental data operations, development of the QAPP can be completed as a task under this project and should be included in the proposal narrative, timeline, and budget. While preparing your proposal, please account for the additional time and resources necessary for QAPP development. Allow a minimum of 30 days for the development of your QAPP and 90 days for the review and approval of your QAPP by NEIWPCC and EPA QA officers. It is appropriate for an applicant to utilize or build upon an existing, relevant, approved QAPP if one exists.

For more information about QAPPs, see <http://neiwpcc.org/our-programs/assessment-and-research/quality-management/> and <http://www.epa.gov/quality/qapps.html>.

Questions regarding the QAPP process or the necessity of a QAPP for a proposed project should be directed to the NEIWPCC Project Manager (see contact information in Section IX) by February 7, 2022.

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 NEIWPCC shall be made available to NEIWPCC, LISS, and the U.S. EPA in the formats in which it is stored or maintained. NEIWPCC, LISS, 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 NEIWPCC and subject to any other approvals required by state or federal law. Reports and other deliverables will credit NEIWPCC, LISS, and U.S. EPA for any work completed under the grant award.

Geographic Information System (GIS) Data Requirements

GIS data produced under this project must adhere to the requirements of EPA's National Geospatial Data Policy (see <https://www.epa.gov/geospatial/epa-national-geospatial-data-policy>). Specifically, the selected contractor must provide documentation for all produced data, including source information for each digital data layer (i.e., scale and accuracy, map projection, coordinate system, etc.), and specific information about the data layer itself (i.e., method used, geographic extent of data layer, file format, date of creation, staff contact, description and definition of data fields and their contents, related files, if any, and description of data quality and quality assurance methods used). The EPA Metadata Editor (EME) was developed to simplify and standardize metadata development and is a recommended tool for streamlining production of required metadata. The EME and related training materials can be downloaded from <https://edg.epa.gov/EME/>. Specific technical guidance on geospatial deliverables and acceptable formats can be found at <https://www.epa.gov/geospatial/epa-region-2-gis-deliverables-guidance>. GIS data produced under this project will be submitted to NEIWPCC as a deliverable.

Insurance Requirements

NEIWPCC requires its contractors to maintain Workers Compensation and General 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) budgets (both overall and task-based budget formats), (6) budget justification, (7) description of qualifications, and (8) letters of commitment or support. Page limits for each of these components are provided in the individual descriptions below. GIS maps, aerial photographs, and/or other supporting visual materials, where appropriate, must be referenced within the proposal body and attached as appendices. Appendices will not contribute to overall page limits. 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.

All full proposals submitted to NEIWPCC must have a budget that falls within the \$35,000 limit.

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 per a task-based schedule for tasks completed.
- You have read and understand NEIWPCC's COVID-19 policy as stated within the RFP.

Title Page

For your convenience, an electronic version of the title page is available as a Microsoft Word document at <http://neiwpcc.org/about-us/working-with-neiwpcc/>. 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.
- Organization: Provide the organization name.
- 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 NEIWPCC 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 Number¹: A DUNS number is a unique, non-indicative 9-digit identifier that verifies the existence of a business entity globally. Contractors must provide NEIWPCC with a DUNS number to comply with an administrative condition of NEIWPCC's EPA grant (individuals are exempt).
- Unique Entity Identifier (UEI) Number: The official identifier for doing business with the U.S. Government will be changing from using a DUNS number to a SAM.gov created Unique Entity Identifier ("UEI") number. Contractors will no longer need to go to a third-party website (Dunn & Bradstreet) to obtain their identifier. Instead, they will register for a their UEI through the System for Award Management (SAM) at <https://www.sam.gov/portal/SAM>. This SAM-generated number will become the official identifier for doing business with the U.S. Government and NEIWPCC.²
- Certified Disadvantaged Business Enterprise (DBE): Indicate if your organization is a DBE.
- NEIWPCC's COVID-19 Policy: Confirm you have read and understand NEIWPCC's COVID-19 policy as stated within the RFP.
- 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 to Long Island Sound. **The abstract must fit within the title page.**

Proposal Narrative

The proposal narrative must not exceed 5 consecutively numbered, single-spaced, typed 8.5" x 11" pages with 11-point font and 1-inch margins. The 5-page narrative must include all of the following information:

- **Problem Description:** Briefly describe the project and its relevance to the Long Island Sound Study and the CCMP. This section can also include brief background or introductory information.
- **Objectives:** Outline how the project will achieve the goal of this RFP.
- **Methodology:** Outline the project's design and describe the methods and techniques that will be used to meet the project's goal and tasks.
- **Expected outputs and outcomes:** Describe the project's expected outputs and outcomes, and list and describe each of the specific deliverables and end-products.
- Briefly discuss the **process to be used to evaluate the effectiveness and success** of the project.
- **Roles and Responsibilities:** Define the roles and responsibilities of all project participants.
- **Citations:** Include references as appropriate within the proposal narrative.

Timeline

Provide a detailed timeline for meeting identified tasks and completing deliverables, with a completion date no later than September 30, 2024. All timelines should be stated in terms of Month #1, #2, #4, etc. rather than specific dates, e.g. "August 5, 2021." Although the project start date is anticipated to be on or about June 1, 2022, 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.

Budget

¹ 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>).

² In April 2022, the federal government will stop using the DUNS number to uniquely identify entities registered in the System. All NEIWPCC Contractors will be required, as part of the contract process, to submit their UEI as part of the agreement process. The DUNS number will no longer be used as a unique entity identifier and only the Sam.gov created number will be accepted.

The project budget must be provided in two formats:

First, provide a complete, detailed budget using the format provided in Appendix B. For your convenience, an electronic version of the budget form is available at <http://neiwpc.org/about-us/working-with-neiwpc/>. The budget must be no more than one 8.5" x 11" page with 1" margins and 11-point font. Along with this budget, provide a brief justification (one page maximum) for the proposed costs in terms of meeting project objectives. 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. This documentation does not count toward the page limit.

Second, prepare a budget that is broken down by project tasks. For your convenience, an electronic version of the budget form is available at <http://neiwpc.org/about-us/working-with-neiwpc/>. As you develop this budget, keep in mind that contractual payments will be made based on this budget. This budget 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.

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 government. Applicants must be able to demonstrate extensive experience in and knowledge of habitat enhancement, habitat connectivity, ecosystem function, coastal ecology, modelling, and community planning and outreach. Applicants should have experience and capacity to conduct and manage effective public meetings. 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.

Letters of Support

Projects undertaken in partnership with other organizations, particularly where the partner will provide a service or action must include support letters from each partner stating their specific commitments. If your project includes matching funds and the match is to be provided by partners, letters of commitment for the match from those partners must be included. General "letters of support" should not be included with the application.

VI. Submission Process

Proposals must be submitted by no later than **12:00 PM EST (noon) on February 22, 2022**. No late submissions will be considered. Applicants **must submit their proposals electronically** through the NEIWPCC 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 <http://neiwpc.org/about-us/working-with-neiwpc/contractor-proposal-submissions/> 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: "LISS Habitat Connectivity

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 NEIWPCC (mail@neiwpcc.org) with the subject line “RFP Submission Confirmation” confirming your submission. For questions regarding submission of proposals, contact Jordan Bishop, NEIWPCC, jbishop@neiwpcc.org, (978) 349-2524.

VII. Proposal Evaluation Process

NEIWPCC 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 NEIWPCC 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. Complete and eligible proposals will be reviewed by a panel composed of a panel composed of scientists and managers from NEIWPCC/NYSDEC and partner agencies. Proposals may also be submitted for external peer reviews. The review team will evaluate the proposals based upon the following criteria:

Submitted proposals will be judged according to the following criteria:

1. (30 points) Knowledge and Experience: Evaluators will consider the qualifications, experience, and expertise of the project team. Preference will be given to those with research experience related to coastal ecology.
2. (25 points) Performance Capability: Ability of the applicant to accomplish the proposed project on schedule with quality given its history of past performance, facilities, and resources. Evaluators will assess the ability of the proposed team to complete project tasks effectively and on time.
3. (25 points) Addresses Desired Outcomes in a Reasonable Timeframe: Degree to which the proposal can accomplish the desired outcomes within specific reasonable timeframe(s) and demonstrates an understanding of the relationship of the expected results/benefits to addressing this RFP’s topic.
4. (20 points) Appropriateness of the Proposed Budget: Clarity and adequacy of the proposed budget to accomplish project objectives; vague or inflated budgets will not be competitive.

VIII. Notification of Awards

Award notification to applicants is expected by March 21, 2022. 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 and all mandatory documentation, including proof of General Liability Insurance and Worker’s Compensation, is received by NEIWPCC. NEIWPCC 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 deliverables.

IX. Contacts

NEIWPCC and NYSDEC will accept questions about this RFP by email or phone through **COB** on February 18, 2021.

For information regarding the application process, contact **Jordan Bishop**, the NEIWPCC Project Manager:

Jordan Bishop
NEIWPCC

650 Suffolk Street, Suite 410
Lowell, MA 01854
978-349-2524
jbishop@neiwppcc.org

For information regarding the RFP topic, contact **Victoria A. O'Neill**:

Victoria A. O'Neill
NEIWPCC Environmental Analyst
Long Island Sound Study Habitat Restoration and Stewardship Coordinator
NYSDEC Division of Marine Resources
123 Kings Park Blvd
(Nissequogue River State Park)
Kings Park, New York 11754
Victoria.oneill@dec.ny.gov

APPENDIX A: TITLE PAGE FORMAT

Project Name:

Organization:

Primary Investigator Name and Contact Information:

Financial Contact Name and Contact Information (if applicable):

Project Partners (if any):

Funds Requested: \$ Matching Funds: \$

Federal Tax Identification Number:

DUNS Number:

Unique Entity Identifier (UEI) Number:

Certified Disadvantaged Business Enterprise (DBE): (Yes or No)

NEIWPCC's COVID-19 Policy:

Project Abstract

The abstract must fit within this title page, using a maximum of one single-spaced, one sided typed 8.5" x 11" page with 11 point font and 1" margins (remove this instructional text when completing page and prior to submitting proposal).

APPENDIX B: OVERALL BUDGET FORMAT

PROJECT BUDGET		
BUDGET CATEGORY <i>(Add/remove itemizing lines below major categories as necessary, but do NOT delete major categories)</i>	MATCH	GRANT REQUEST
A. PERSONNEL (list individual names and titles below)	\$	\$
	\$	\$
	\$	\$
	\$	\$
B. FRINGE BENEFITS _____ % of _____ (e.g., 10% of total personnel costs) TOTAL:	\$	\$
C. TRAVEL (estimate number/purpose of trips below)	\$	\$
	\$	\$
	\$	\$
D. EQUIPMENT (itemize below) TOTAL:	\$	\$
	\$	\$
	\$	\$
E. SUPPLIES (itemize below) TOTAL:	\$	\$
	\$	\$
	\$	\$
F. CONTRACTS (identify & itemize below) TOTAL:	\$	\$
	\$	\$
	\$	\$
G. OTHER (identify & itemize below) TOTAL:	\$	\$
	\$	\$
	\$	\$
H. TOTAL DIRECT COSTS (SUM OF A-G)	\$	\$
I. INDIRECT COSTS _____ % of _____ (e.g., 10% of total direct costs) TOTAL:	\$	\$
J. TOTAL PROJECT COST (SUM OF H+I)	\$	\$

APPENDIX C: TASK-BASED BUDGET FORMAT

Cost	Task Number	Task Name	Expected Date of Completion