

Technical Assistance Field Support in the Long Island Sound Watershed FAQ's

- 1. Will NFWF select more than one contractor to cover a specific state or geographic area?**

A: The Long Island Sound Program plans to award as many contracts as fit for the program and capacity needs. To clarify, only one award will be made to each organization selected.

- 2. Does NFWF have an anticipated funding amount to execute this work?**

A: NFWF cannot share information about the budget for this contract. The proposed cost should be adequate for the level of effort necessary to produce the deliverables. The final scope and budget will be negotiated between NFWF and the selected contractor.

- 3. Is this a lump sum contract?**

A: The resulting contract(s) will be time and materials with a cap on total costs.

- 4. Does NFWF have an anticipated level of effort they anticipate for each scope item, and can they provide it as a percentage of the total number of hours?**

A: The offeror should estimate what is needed to deliver the scope in order successfully develop the outreach and technical assistance.

- 5. This project appears to be well suited for a Time-and -Materials based contract where respondents could provide their rates and then bill NFWF according to their time spent. This option would also give NFWF the most flexibility over the term of the contract without issuing modifications as time needs to be adjusted from one task to another. Rather than providing specific tasks and a breakdown as listed in the above questions 1-4, would NFWF be open to respondents only providing rates and travel expenses on the *Contractor Budget Template* and not including a "total" or task breakdown of cost(s)?**

A: Offerors must estimate a level of effort and total budget; however, both rates and proposed hours will be considered in evaluating the budget. NFWF may negotiate adjustments to the proposed level of effort once a contractor is selected.

- 6. The *Contractor Budget Template* provided outlines Tasks 1-9. Can you please similarly number the tasks in your RFQ, to ensure that all responders understanding of the Scope of Work are comparable?**

A: The budget should be completed in a way that allows for successful outreach and technical assistance. Tasks identified in the RFP do not need to directly align with individual tasks in the budget. For example, an applicant may choose to group tasks in the budget if that better suits their technical approach.

- 7. Would NFWF prefer for each contractor to execute this work across all states, or would NFWF prefer that respondents have a more focused geographic support area (I e. specific states(s))?**

A: The offeror should estimate what is needed to deliver the scope in order successfully develop the outreach and technical assistance geographically.

8. Is there an estimate in the number of post-award site visits/consultations that the program is expecting?

A: The offeror should estimate what is needed to deliver the scope in order successfully develop the outreach and technical assistance geographically.

9. Is there an estimate in the number of prospective applicants the program is expecting that might request technical support?

A: No. The LISFF has received an average of 4-7 proposals from the targeted geography to date. The purpose of this contract is to increase the number of proposals submitted, projects in the pipeline and projects successfully completed.

10. Will this technical support apply to only projects that involve nutrient, sediment, and stormwater pollution prevention projects, or will the opportunity of technical support be provided to all LISFF project types funded under the NFWF program?

A: Under this contract, technical support should focus on projects that involve nutrient, sediment, and stormwater pollution prevention. LISFF projects in this geography must be explicitly and specifically focused on nitrogen and nutrient pollution prevention.

11. We would like to confirm that NFWF expects that this support to apply solely to northern Connecticut and the upper basin states or if we should be considering the full geography of the watershed?

A: At this time, northern Connecticut and the upper basin states of Massachusetts, New Hampshire and Vermont will be the primary focus of this contract.

12. Can we provide NFWF amongst our list of references?

A: Yes, you can include other NFWF staff members as references. In general, we ask that these not include NFWF staff that work directly on the Long Island Sound Futures Fund program.

13. Please confirm that you would like to see 6 documents at the time of submission: Understanding the Scope, Technical Approach, Qualifications, Project Experience, Corporate Capacity, and Budget as separate and individual documents?

A: You may combine the following into one document: Understanding the Scope, Technical Approach, Qualifications, Project Experience, Corporate Capacity. Please submit the budget as a separate excel spreadsheet.

14. What are the policies in place regarding conflict of interest for liaisons?

A: We expect any conflicts of interest to be fully disclosed to NFWF during the review process. Please disclose any possible conflict of interest in the statement of qualifications (Criteria materials #4 Contractor's Past Performance). NFWF will then work out a solution to manage any real or perceived conflict of interest.

15. If a firm has been involved with assisting with past LISFF grant applications, is that a conflict of interest? What steps can be taken to avoid a conflict of interest?

A: No, Offerors are not categorically excluded based on conflicts of interest. We expect any existing actual or perceived conflicts of interest to be fully disclosed in the statement of qualifications (Criteria materials #4 Contractor's Past Performance). NFWF will address or manage any real or perceived conflict of interest in consultation with the selected Contractor.

- 16. Is a liaison or a liaison's firm precluded from 1) bidding on projects funded by the LISFF entirely 2) bidding on projects in the geography that they are acting as a liaison in (i.e. CT, MA, NH, and VT), or 3) bidding on projects they are directly acting as the liaison for?**

A: Regarding 1 and 2, Offerors are not categorically excluded based on conflicts of interest. NFWF will work with the selected contractor to manage any real or perceived conflicts, and Offerors should disclose any current or potential conflicts in the statement of qualifications. However, if existing or potential conflicts of interest are so plentiful that they would hinder the delivery of the scope of work, then that will be a factor in contractor selection. For example, if an Offeror were intending to be an applicant, contractor or subawardee on multiple LISFF proposals each year, that situation likely would result in conflicts that would hinder delivery of the scope of work for the field liaison.

Regarding 3, a field liaison would be prohibited from having a financial stake, as an applicant, contractor or subawardee, in a LISFF grant to which they provided assistance as a contractor for NFWF.

- 17. Can you please provide the Contract Terms and Conditions which the selected liaison or firm will be operating under?**

A: NFWF does not share the contract terms at this point in the application process. Terms and Conditions will vary depending upon the final contract amount and scope as well as the sources of funding.

- 18. Under submission requirements, corporate capability is listed as a distinct section, but it is not shown as being considered under the scoring criteria. Can you please advise if the corporate capability is required, and if it is, what the page limits or other requirements NFWF wants included under the corporate capability section?**

A: The Offeror's response to corporate capability is reviewed by NFWF's Compliance Department to assess the Offeror's financial stability. It is not an evaluation criterion, but rather is a minimum requirement.