



NFWF

REQUEST FOR PROPOSALS

NFWF Request for Proposal (RFP) Delaware River Watershed Field Liaison Support

NFWF Responses to Applicants' Questions

October 11, 2023

Scope of Work:

1. How many applicants and new and existing grantees would this opportunity serve?
 - *There are currently 142 active or pending DWCF grantees. Field Liaison applicants should account for serving a small subset of these grantees plus additional DWCF 2024 applicants requesting assistance—but the exact number is undetermined at this stage.*
2. How many site visits to existing and upcoming projects should we assume during the period of performance?
 - *The exact number is undetermined at this stage, but applicants can expect a subset of approximately 25-30% of DWCF grantees will require site visits. Given the amount of funding available for field liaison support it is anticipated this responsibility will be shared between a field liaison and NFWF Delaware program staff.*
3. Approximately how many workshops, webinars, and priority conferences and events are expected to occur during the period of performance?
 - *NFWF does not have a preference but asks applicants to propose what they believe is an optimal mix of grantee engagement and collaboration activities with clear costs included for each. Budget adjustments can be made as needed.*
4. When will the 2024 program request for proposals be released?
 - *We anticipate releasing the 2024 program request for proposals in mid-January.*

Budget:

5. Can you give an estimated range for hours expected per task or some additional details that will help us estimate hours/task required? While we understand that the estimated level of effort needs to change prior to contracting, it would be helpful to have more details so that budgets can be compared equally across the board.
 - *NFWF anticipates providing around \$80,000 to fund activities outlined in the Request for Proposals. Applicants are encouraged to include grantee*

engagement activities and technical assistance that can be supported in accordance with the availability of funding. NFWF does not have a set number of meetings/workshops/webinars in mind but asks applicants to propose what they believe is an optimal mix of grantee engagement and collaboration activities with clear costs included for each. Budget adjustments can be made as needed. On average, NFWF receives approximately 65 proposals per year and applicants may expect to provide technical assistance to a small subset of the 65, likely no more than 20-25 applicants, consistent with the field liaison's area of expertise. Applicants can also expect to perform site visits for a subset of active DWCF grants and will be expected to provide quarterly written reports on progress along with more frequent verbal reports in meetings with NFWF program staff.

6. For the budget, would a travel rate be accepted in lieu of a fixed-fee as it can vary significantly depending on where the site is located.
 - *Applicants are encouraged to complete the budget as outlined in the template, however line items within the budget may adjust over time based on the cost of travel.*
7. Can NFWF provide an estimate of the level of effort (e.g., FTE) they expect to need from the Field Liaison over the 1-year project period?
 - *Offerors should propose the level of effort they estimate is necessary to complete the tasks outlined in the RFQ and as described in the Offeror's technical approach for a 1-year project period. NFWF anticipates providing around \$80,000 to fund activities outlined in the Request for Proposals. However, applicants are encouraged to request sufficient funding to complete all activities outlined in the RFP.*

Eligibility:

8. Is the selected consultant permitted to bid on projects awarded as part of the 2024 DWCF round of funding?
 - *If an applicant is selected as a technical assistant contractor for NFWF, they may also apply to NFWF grant programs. However, if an award is made, it is the responsibility of the applicant to notify NFWF in writing if any apparent or actual conflicts of interest exist. This includes organizational conflicts of interest that are known at the time of this proposal or conflicts of interest that may arise during the life of this award.*

References:

9. Can the applicant use NFWF as a reference?
 - *Yes, if the applicant has previous experience working with the Foundation, they may use NFWF as a reference.*

Other:

10. Would you consider extending the deadline to allow for additional time to review the answers to any submitted questions? The timeline currently allows for about 5 business days for potential applicants to review questions, adjust proposals, and/or decide on whether to submit a proposal. Additional time, such as an additional 7 days, would be appreciated.

- *Unfortunately, NFWF is unable to offer an extension at this time.*

11. For this RFP, there is an 11pt font requirement on the submittal; can we use a smaller-sized font on Organizational Chart, Tables/ Figures, and captions?

- *Yes, you may use smaller-sized font on charts, tables/figures, and captions.*

12. We noted that the submissions instructions request a Word version for the submission, although it does appear that a searchable PDF is noted in the Technical Proposal section under 'Format'. Please confirm that either is acceptable.

- *Either format is acceptable.*