



**Capital Mohawk  
Partnership for Regional Invasive Species Management**

**2018 Request for Proposals**



**Description**

The Capital Mohawk Partnership for Regional Invasive Species Management (CapMo 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 CapMo 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 a contract with the New York State Department of Environmental Conservation (NYSDEC).

The host organization for the CapMo PRISM, Cornell Cooperative Extension of Saratoga County 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 2018 Work 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**

The steering committee would especially like to encourage proposals of projects will be selected that address goals and objectives as outlined in our 2018 Work Plan posted at [http://www.capitalmohawkprism.org/uploads/8/1/4/0/81407728/2018\\_work\\_plan\\_final.pdf](http://www.capitalmohawkprism.org/uploads/8/1/4/0/81407728/2018_work_plan_final.pdf).

When appropriate, applicants are encouraged to include provisions for reporting invasives to iMapInvasives (<http://www.nyimapinvasives.org/>) or other inventory database systems, and for collection of voucher specimens.

**Who is Eligible?**

Non-profit organizations, local governments, businesses and institutions located in or serving areas within the boundary of the Capital Mohawk PRISM (see map at <http://www.capitalmohawkprism.org/about-us.html>) may apply. Capital Mohawk PRISM steering committee members/organizations may apply but will be required to recuse themselves from the selection process.

## Procedure and Requirements

1. Complete and submit the application along with any relevant supporting materials as a single PDF file no larger than 5MB in size by **April 10, 2018 by 12:00 p.m. Eastern**, emailed to: [lrg6@cornell.edu](mailto:lrg6@cornell.edu) (indicate in subject line: '**2018 CapMo PRISM Proposal**')
2. We expect that most funded projects will be between \$1,500 and \$9,000. Proposals outside this range will be considered under exceptional circumstances.
3. Projects do not require any matching funds, but contributed funding will be taken into account when ranking proposals.
4. Projects should be able to be completed in 2018. 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 2018.
5. 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 Capital Mohawk PRISM Steering Committee and alternates. Groups submitting proposals that have been selected will be notified by April 16, 2018, and we will begin the agreement through a 'Contract for Services' process.
6. For more information about the Capital Mohawk PRISM or this RFP, contact Laurel Gailor at 518-885-8995 or [lrg6@cornell.edu](mailto:lrg6@cornell.edu)

## Details on the PRISM Contracted Funds

- A final report is **required by December 15, 2018** to the Capital Mohawk PRISM, 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 ([https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A122/a122\\_2004.pdf](https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A122/a122_2004.pdf) ) , 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. As such, equipment is considered to be in the service of the PRISM and may be required to be provided to the PRISM Coordinator at the end of the Contract or at such time in the future as it is needed for PRISM projects. '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 may be contingent on NYSDEC Invasive Species Coordination Unit approval of scope of work and budget. Reimbursement requests will

be submitted to Capital Mohawk PRISM coordinator quarterly on the following schedule for 2018: June 15, September 17, and December 17. Final invoices are due by December 17, 2018. The Contractor may request monthly reimbursements. A brief progress report along with supporting documentation and receipts should be included with each invoice. Once received and accepted by CCE Saratoga, a payment to the Contractor will be made by check. This process is expected to result in reimbursement within 90 days.

- As required by the Capital Mohawk PRISM contract, all those receiving funds from the PRISM through this process are considered subcontractors and if work is to be conducted in New York State will be required to show proof of insurance as follows prior to execution of the contract award:
  - Workers Compensation for the benefit of such employees as are required to be covered by New York State Worker’s Compensation Law
  - Disability coverage for the benefit of such employees as are required to be covered by New York State Disability Benefits Law
  - For further insurance information, refer to “PRISM Contractor Insurance Requirements” on the CapMo PRISM RFP website page.

## Capital Mohawk PRISM 2018 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 Capital Mohawk 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>
0 - 15	<p><b>D. Feasibility of work plan</b> Is the proposed work likely to meet its stated goals and objectives?</p>
0 - 15	<p><b>E. Capacity</b> Do the organization and key personnel have the capacity/ability to complete the proposed project well?</p>
0 - 10	<p><b>F1. Partnership (0-5 points)</b> Does the proposed work involve multiple partners? (higher points for more organizations and stronger partnerships)</p> <p><b>F2. PRISM Partner Involvement (5 points)</b> Is the applicant a PRISM partner?</p>
0 - 10	<p><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.)</p>
0 - 10	<p><b>H. Timeframe</b> Is the proposed timeframe reasonable? Is it in line with the timeframe of the PRISM objectives?</p>