



## **2022 Request for Proposals Pre-Application Guide**

The Capital Region PRISM (Partnership for Regional Invasive Species Management)  
Subcontract deadline for receipt of proposals **1/6/2022 at 9:00 am**

### **Description and Purpose**

The Capital Region PRISM (Partnership for Regional Invasive Species Management) is a not-for-profit quasi government agency hosted by Cornell Cooperative Extension of Saratoga County. The PRISM provides services in eleven counties in the New York State Capital Region. Albany, Columbia, Montgomery, Rensselaer, Schenectady, and parts of Fulton, Herkimer, Saratoga, Warren, and Washington counties encompass this region. The New York State Department of Environmental Conservation (NYSDEC) provides financial support to the Capital Region PRISM via the Environmental Protection Fund. The Capital Region PRISM is one of eight Partnerships for Regional Invasive Species Management or PRISM's in New York State.

The PRISM works in collaboration with partner groups to promote prevention, education, and outreach strategies, create early detection and rapid response networks, and execute best management practices for invasive species control. In addition, we support research involving studies pertaining to the ecological impact and effective control of invasive species. Work is also conducted to help train citizen scientists in these measures. The goal of these efforts is to protect conservation targets within our communities and slow the spread of invasive species.

### **Program Objectives**

In order to supplement the great work that is already being done by our partners, we are able to offer sub-contracts on behalf of the NYSDEC through project Requests for Proposals (RFP). The RFP process provides a method for the PRISM to share and leverage limited resources within the partnership. In addition, the RFP process allows the PRISM to help execute the goals and objectives that further our 5 Year Strategic Plan and 2022 Work Plan. The RFP is not a grant program and all project proposals are subject to NYSDEC Invasive Species Coordinate Unit for approval prior to being awarded a final sub-contract. Contracts are also subject to insurance requirements through the Cornell Cooperative Extension of Saratoga County.

### **Awards**

Request for proposals are generally awarded on justifications and feasibility aligned to the Capital Region PRISM Work Plan. Applications should also demonstrate projects that follow a recommended framework of response to address priority objectives. Proposals demonstrating a framework of response for invasive species management will receive a greater consideration of funding. The PRISM will present prospective applications to a Steering Committee that governs work executed on our behalf. Selected RFP proposals will demonstrate the greatest feasibility and meet selection criteria to a high degree. The Steering Committee would especially like to encourage proposals for projects that, if selected, will address the goals, objectives, and outcomes as outlined in our [2022 Work Plan](#) and priority examples posted at [www.capitalregionprism.org/rfp.html](http://www.capitalregionprism.org/rfp.html).

### **Eligibility**

The Capital Region PRISM welcomes members from academic institutions, local governments and municipalities, not-for-profit organizations, private preserves and parks, land trusts, conservancies, lake associations, agricultural institutions, local businesses, environmental groups, and citizen scientists from the community at large to apply. Awarded projects must serve areas within the [boundary](#) of the Capital Region PRISM. The PRISM Steering Committee members may apply but will be required to recuse themselves from the selection process and the remaining Steering Committee members will make the project selection. The scope of work should provide a clear connection to invasive species issues or concerns and clearly demonstrate objectives tied to the Capital Region PRISM priority objectives and work plan.



**Procedure and Requirements**

1. Review this document (2022 RFP Pre-Application Guide) in full, Contractor Insurance Requirements, Capital Region 2022 Work Plan, and PRISM Priority Examples forms along with the 2022 Capital Region PRISM RFP Application to determine capacity and eligibility. The documents are found on the Capital Region PRISM RFP web page. [www.capitalregionprism.org/rfp.html](http://www.capitalregionprism.org/rfp.html)
2. Complete and submit the application along with any relevant supporting materials as a PDF file no larger than 5MB in size. Send materials to Kristopher Williams at [kbw44@cornell.edu](mailto:kbw44@cornell.edu) (Indicate in subject line: ‘2022 Project RFP’). The attached application with all supporting materials must be received by **January 6<sup>th</sup>, 2022 by 9:00 a.m. eastern time.**
3. The Capital Region PRISM is offering three levels of proposal requests in which potential applicants can apply for funding. Project requests can now fall within one of the three category levels below based on financial need of partners and proposed project work. The maximum level of funding will be \$25,000 per subcontract including indirect costs. Matches in kind are not part of the funding request. Smaller funding requests will be accepted and evaluated commensurate with measurable results/outcomes expected. The expect to fund several projects through this RFP, but are not obligated to award all funds.

Requirements under each level of funding	Level 1	Level 2	Level 3
\$2,500.00 or less	✓		
Up to \$10,000.00		✓	
\$10,000.00 - \$25,000.00			✓
Completed application by deadline	✓	✓	✓
Projects designed to implement work relating to a form of prevention, education, outreach, early detection, rapid response, restoration, research, and/or other forms of invasive species management	✓	✓	✓
iMapInvasives user registration; required to post survey and treatment reports <a href="https://www.nyimainvasives.org/">https://www.nyimainvasives.org/</a>	✓	✓	✓
Provide a brief report and presentation at the year-end Capital Region PRISM Partners Meeting	✓	✓	✓
Demonstrate the justifications and feasibility of successful outcomes that can be achieved in the application		✓	✓
Demonstrate project justifications and feasibility based on “Recommended Framework of Response”		✓	✓
Completion of a final written report in December		✓	✓
Inclusion of a Land/Lake Management Plan and/or Invasive Species Management Plan for control work*			✓

*Priorities for funding will be those projects that best meet the objectives and outcomes defined in the Capital Region 2022 Work Plan and PRISM priority examples. Selected RFP proposals will demonstrate the greatest possible justifications and feasibility while meeting the highest levels of selection criteria. Please note the PRISM Priority examples below in which RFP projects that include these deliverables in the scope of work are more likely to be awarded. Proposals that combine multiple elements of prevention, education, outreach, early detection, rapid response, restoration, research, and/or other forms of invasive species management as out lined in the 2022 Work Plan are encouraged.*



## Capital Region PRISM Priority Examples:

- **Stop Tier 1 or 2 invasive species infestations through Early Detection and Rapid Response, Control, Management and Restoration.** All proposed control projects must outline project steps. Eradication projects focused on Tier 1 or 2 invasive species are preferred over containment, suppression, or exclusion efforts. Control projects that manage early detection species or species whose abundance is regionally low or where feasibility of control is high are preferred. Proposals that address invasive species other than Tier 1 or 2 species, that pose a legitimate ecologic threat, will be considered but need justification on the feasibility of work.
- **Surveys for Early Detection Species.** Surveys for Tier 1 and/or Tier 2 invasive species beyond what is documented in iMapInvasives and EDDMaps. Surveys for Tier 1 and/or 2 species in areas where an introduction pathway exists. Survey methodology will be defined to determine highly probable areas that could support target invasive species. Early detection of invasive species at sites where species are absent, but likely present in low abundance, and evaluate the threat to conservation targets that include rare species and natural areas of statewide significance. Proposals that address species other than Tier 1 and 2 will be considered but need justification on the value of efforts.
- **Raise public awareness of Tier 1 and Tier 2 Early Detection/Prevention Species.** Address introduction pathways of forest pests, pathogens, or species approaching the region. Invasive species programming should enhance public awareness of invasive species issues with documented results such as number of events and number of participants engaged. Programs that focus on prevention or early detection that have broad application, will be preferred. Programs can include wide spread Tier 3 or 4 species.
- **Improve the scientific understanding of the extent, ecological impact, and/or effective controls of invasive species in the Capital Region PRISM through research.**

At the same time, the Capital Region PRISM recognizes the unique circumstances that land managers may have in relation to invasive species projects. Be creative in submitting a proposal that will apply to an invasive species-related project. In general, the projects can be derived from the terrestrial realm including, but not limited to: forest, agriculture, riparian, disturbed areas, and urban settings. On the aquatic side, including, but not limited to: wetlands, tributaries, and all other limnology environments. The projects can relate to developing survey projects and training, invasive species workshops, invasive species removal, restoration projects, or funding an internship. This is not a comprehensive list. If you have an idea for a project not listed, go ahead and send it in!

4. Projects must be completed in 2022. Multi-year projects will be considered and may be acceptable on a limited basis with a new application each year. 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 2022.
5. All projects will be ranked based on a scoring criteria and the proposals that best meet the PRISM's work plan and priorities will be selected by the members of the Capital Region PRISM Steering Committee. Awards will be dependent on the merits of each project compared to other competing projects. Projects do not require any matching funds, but documentation of in-kind matching funds will work in a proposal's favor when ranked for selection of an award. Well documented budgets are required.
6. Proposals that have been selected will be notified by **February 28<sup>th</sup>, 2022** and will begin the agreement with Capital Region PRISM through a 'Contract for Services' process immediately. Contract recipients will be required to attend year end PRISM partner meeting and will attend a pre-meeting to outline scope of work, invoice, and reporting procedures.



7. Funds are released by the New York State Department of Environmental Conservation via the Environmental Protection Fund. All awards are contingent on NYSDEC Invasive Species Coordination Unit approval. Project expenses will be reimbursed upon satisfactory completion of deliverables and according to the terms of the contract. Reimbursement requests can be submitted to Capital Region PRISM coordinator monthly or quarterly. The Cornell Cooperative Extension of Saratoga County may request monthly reimbursements. 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.

Projects shall be completed, all deliverables provided, and a final report delivered by **December 9<sup>th</sup>, 2022 by 1:00 p.m.** All recipients are required to report their findings or work completed at a PRISM Partners Meeting thereafter in December. The final invoices will not be honored unless this requirement is met. Final invoices for reimbursement will be released the week of **December 19<sup>th</sup>, 2022.**

8. Questions pertaining to this RFP must be emailed to Kristopher Williams at [kbw44@cornell.edu](mailto:kbw44@cornell.edu). Questions and answers will be posted on the PRISM website ([www.capitalregionprism.org](http://www.capitalregionprism.org)). Questions will not be accepted or answered a week before the deadline.
9. A mid-season progress report will be requested by the Capital Region PRISM at the end of the second quarter. Future reimbursements will be contingent on the completion of a mid-season report.
10. As required by the Capital Region PRISM contract, all those receiving funds from the PRISM through this process are considered subcontractors and 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
  - Additionally, Insured requirements such as The Identified Insurance shall include the following provision on the Commercial General Liability and Umbrella insurance policies to name the following as additional party insureds (Additional Insureds), covering all the activities of Vendor with respect to the performance of this Agreement: "Cornell Cooperative Extension of Saratoga County, its officers, directors, employees and agents are hereby named as Additional Insured."

For further insurance information, refer to "PRISM Contractor Insurance Requirements" on the Capital Region 2021 Request for Proposals tabs on the RFP page. [www.capitalregionprism.org/rfp.html](http://www.capitalregionprism.org/rfp.html) Please contact me with questions, comments or concerns.

Sincerely,

**Kristopher Williams**

Invasive Species Coordinator Capital Region PRISM  
Partnership for Regional Invasive Species Management

Cornell Cooperative Extension | Saratoga County *Proudly Serving; Albany, Columbia, Montgomery, Rensselaer, Schenectady and portions of Fulton, Greene, Herkimer, Saratoga, Warren, and Washington Counties.* Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities and provides equal program and employment opportunities.