



2025 Request for Proposals Pre-Application Guide

The Capital Region PRISM (Partnership for Regional Invasive Species Management)
Subcontract deadline for receipt of proposals **January 15th, 2025, at 9:00 am**

Description and Purpose

The Capital Region Partnership for Regional Invasive Species Management (CR-PRISM) 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, Greene, Herkimer, Saratoga, Warren, and Washington counties encompass this region. The New York State Department of Environmental Conservation (NYS DEC) 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 CR-PRISM works in collaboration with partner groups to promote; prevention, education, and outreach strategies, create early detection and response networks, and execute best management practices for invasive species control including post treatment monitoring and restoration actions. 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 community 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 subcontracts on behalf of the NYS DEC through a Request for Proposals (RFP). The RFP process provides a method for the CR-PRISM to share and leverage limited resources within the partnership. In addition, the RFP process allows the CR-PRISM to help execute the goals and objectives that further our 5 Year Strategic and 2025 Work Plan. The RFP is not a grant program, and all project proposals are subject to NYS DEC Invasive Species Coordinate Unit approval prior to being awarded for funding. Contracts are also subject to insurance requirements through the Cornell Cooperative Extension of Saratoga County.

Awards

A Request for proposal is generally awarded funding when a project best meet the goals, objectives, and priority actions that are aligned to [The Capital Region PRISM Five Year Strategic Plan 2023-2027](#) and/or priority examples. In addition, selected RFP proposals will demonstrate the greatest possible justifications and feasibility for success while meeting the highest levels of selection criteria. Applications should submit project proposals that follow a recommended framework of response to address priority objectives. Awards will be dependent on the merits of each project compared to other competing projects. The scope of work should provide a clear connection to invasive species issues or concerns. Projects do not require any matching funds, but documentation of in-kind matches will work in a proposal's favor when ranked for selection of an award. Well documented budgets are required. Proposals that combine elements of prevention, education, outreach, detection, response, restoration, research, and/or other forms of invasive species' management as outlined in the CR-PRISM Five Year Strategic Plan are encouraged.

Eligibility

The CR-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, tribal groups, and community scientists at large to apply. Awarded projects must serve areas within the [boundary](#) of the CR-PRISM.



Capital Region PRISM Priority Action Examples:

- **Prevent: Minimize the introduction and spread of harmful invasive species into new areas.**
 - *Implement targeted prevention education for priority pathways of invasive species spread. Promote the creation of spread-prevention infrastructure and or materials to address specific pathways of terrestrial and aquatic invasive species spread such as boot brush stations. Address introduction pathways of invasive pests, pathogens, or species approaching the region.*
- **Detect & Monitor: Detect and monitor harmful invasive species approaching and affecting the CR-PRISM.**
 - *Make effective use of limited resources by monitoring priority species and locations. Surveys for Tier 1 and/or Tier 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 likely present in low abundance, and evaluate the threat to conservation targets that include rare species and natural areas of significance. Proposals that address species other than Tier 1 and 2 will be considered but need justification on the value of efforts.*
- **Respond: Mitigate ecological and economic impacts of priority invasive species using an integrated pest management approach.**
 - *Make effective use of limited resources by prioritizing responses to invasive species infestations. Conduct response actions for Tier 1 and/or Tier 2 invasive species infestations with early detection, response, control, management and/or restoration strategies. Eradication projects focused on Tier 1 or 2 invasive species are preferred over containment, suppression, or exclusion efforts of Tier 3 and 4 invasive species unless those actions are beneficial in protecting rare, threatened, endangered or species of concern. 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.*
 - *Restore naturally disturbed sites or sites subject to invasive species management*
 - *Conduct and support research involving invasive species. Improve the scientific understanding of the extent, ecological impact, and/or effective controls of invasive species in the Capital Region PRISM through research.*
- **Establish Local Invasive Species Prevention Zone (ISPZ)**
 - *The goal of an ISPZ is to protect a designated area against the intrusion of invasive species. The ISPZ will allow land managers to maximize their limited resources by focusing on areas of high conservation value while implementing monitoring and management actions with restoration as needed. In addition, an ISPZ will serve as a point to protect and preserve land holdings in their natural state for future generations. For more information, please reach out to the CR-PRISM.*
 - *[An Invasive Species Prevention Zone \(ISPZ\)](#) is a formal designation for a natural area that is dominated by native species and is known to support exceptional biodiversity concentrations as stated by the New York Natural Heritage Program (NYNHP 2006). (*Can be a small, localized area*)*
- **Outreach, Communication, and Education: Build engaged communities that understand, support, and invest in the PRISM's work to prevent, detect, and respond to harmful invasive species in the Capital Region.**
 - *Collaborate and promote programs and events that engage specific audiences in the PRISM's work to prevent, detect, and respond to harmful invasive species in the PRISM 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 widespread Tier 3 or 4 species.*



The CR-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.

Procedure and Requirements

1. Review this document (*2025 RFP Pre-Application Guide*) in full, *Contractor Insurance Requirements*, *Capital Region Five Year Strategic Plan 2023-2027*, and *CR-PRISM Priority Examples* along with the *2025 Capital Region PRISM RFP Application* to determine your organizations capacity and eligibility. The documents are found on the Capital Region PRISM RFP web page. 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 (Indicate in subject line: ‘2025 Request for Proposal’). The attached application with all supporting materials must be received by **January 15th, 2025, 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. The maximum level of funding will be \$25,000 per subcontract including indirect costs. Matches in-kind, are not part of the funding request, but should be reported for supporting consideration. Smaller funding requests will be accepted and evaluated commensurate with measurable results and expected outcomes. The CR-PRISM expects to fund several projects through this RFP. Please note the CR-PRISM is 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 https://www.nyimainvasives.org/	✓	✓	✓
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*			✓



4. Projects must be completed in 2025. Multi-year projects will be considered and may be accepted on a limited basis with a new application each year. Repeated funding when deemed appropriate through submitted applications will be contingent upon satisfactory completion of prior projects. Post-treatment actions are encouraged.
5. Proposals for award will be pre-selected by the members of the Capital Region PRISM Steering Committee and will receive final approval from the New York State Department of Environmental Conservation Invasive Species Coordinate Section. Awards are also contingent upon specific insurance requirements with proof of certificates.
6. Proposals that have been selected will be notified by **March 7th, 2024**, 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 CR-PRISM partner meeting and will participate in 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. 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 County, 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 **November 6th, 2025, by 9:00 a.m.** All recipients are required to report their findings or work completed at a CR-PRISM Partners Meeting thereafter on **November 6th, 2025**. The final invoices will not be honored unless this requirement is met. Final invoices for reimbursement will be released the week of **December 9th, 2025**.
8. Questions pertaining to this RFP must be emailed to Kristopher Williams at kbw44@cornell.edu. Questions and answers will be posted on the CR-PRISM website (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. 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 CR- 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:
 - *Minimum insurance requirements for workers compensation, NYS disability, commercial general liability, automotive (owned and non-owned) and excess/umbrella liability are required.*
 - *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 a full listing of insurance requirements, refer to "CR-PRISM Contractor Insurance Requirements "on the Capital Region 2024 Request for Proposals tabs on the RFP page. www.capitalregionprism.org/rfp.html*

Thank you for your interest and participation. We look forward to working with you in the future.