

Capital Region PRISM 2025 RFP Selection Criteria

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. Well documented budgets are required. Proposals that combine elements of prevention, education, outreach, early detection, rapid response, restoration, research, and/or other forms of invasive species' management are encouraged.

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.

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 please contact CR-PRISM*)*

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.*

Scoring Criteria: [Complete the Application: **Appendix A “Scope of Work” with no more than 4 pages** and **Appendix B “Budget” with no more than 2 pages** of single-spaced responses using Calibri font, 11 point and 1” margins] [All aspects of the selection criteria must be addressed.]

RFP Application Selection Criteria	
Appendix 1 – Scope of Work	
-1. Importance	20 points
-2. Priority Objectives	5 points
-3. Proposed Solution	15 points
-4. Measures of Success	15 points
-5. Capacity	10 points
-6. Partnership	5 points
-7. Reporting and Data Sharing	10 points
Appendix B – Budget	
- Budget Form/Table	8 points
- Cost Proposal/Budget Narrative	12 points
<i>Total</i>	<i>100 points</i>
Appendix C -Contractor Insurance Requirements	
With insurance certificate	

Criteria:

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 Five Year Strategic Plan 2023-2027.

Is the work proposal well justified with stated methods for achievement?

Addressing Capital Region Work Plan and Prism Priority Examples (40%).

- ✓ Importance of work (20 points),
- ✓ Priority objectives (5 points)
- ✓ Stated proposed solution to the problem (15 points)

Is the proposal feasible with well-defined results/outcomes, with units of work to be accomplish identified?

Measurable Results, Outcomes, and Feasibility (40%)

- ✓ Measure of Success (15 point)
- ✓ Capacity (10 point)
- ✓ Partnership (5 points)
- ✓ Reporting and Data Sharing (10 points)

Does the scope of work proposed demonstrate explicit budget justifications?

Personal Services, Equipment, Materials & Supplies, Travel, Outside Services, Quotes etc. (20%)

- ✓ Complete and detailed Budget Form and Narrative (20 points)

Evaluation:

1. Does the scope of work provide a clear connection to invasive species issues or concerns and clearly demonstrate actions tied to the Capital Region PRISM Strategic Plan 2023-2027 Goals, Objectives, and Priority Actions such as...
 - Education, outreach, and communication priority actions
 - Prevention priority actions
 - Deployment/training of an early detection and response network
 - Implementation of best management practices for invasive species response
 - Post treatment monitoring and/or response actions
 - Restoration efforts
 - Research involving studies pertaining to the ecological impact or effective control of invasive species

✓ **If yes go to step 2. If no: reject the proposal.**

2. Is the proposal feasible and contain clear and reasonable justifications?
✓ ***If yes go to step 3. If no: reject the proposal.***
3. Does the organization have the capacity to complete the proposal within the given time frame?
✓ ***If yes go to step 4. If no: reject the proposal.***
4. If the funding request is for a value between \$2500 and up to \$9,999 are measures or elements present addressing, a framework of response in prioritizing work efforts, and/or integrated pest management strategies [If applicable].
✓ ***If yes score the proposal. If clearly no reject the proposal.***
5. If the funding request is for a value between \$10,000 and up to \$25,000 are the selection criteria met above and; Is there a land/lake management plan present and/or invasive species management plan contained in the application. Education, outreach, early detection, and research proposals do not need a management plan.
✓ ***If yes score the proposal. If clearly no reject the proposal.***

Note the scoring rubric on the next page:

Capital Region PRISM 2025 Proposal Selection Criteria	
Points	
40	<p>1. Importance (0- 20 points) How well does the proposal justify, provide feasibility, and convey the importance of conducting a project?</p> <ul style="list-style-type: none"> a. Executive Summary: Statement problem, proposed solutions, outcomes of work actions identified. Are they Justified and Feasible? b. Geographic location and breadth of application described. Are broad impacts to the environment and or community at large identified and justified. Does the proposed action have a good cost benefit of return? c. Is the targeted invasive species described with NYS Threat Ranking Value and Capital Region PRISM Tier List? d. Is the work being executed in or near an ecologically significant area, important habitat, and/or a conservation management area? Will the work action protect threatened, endangered, or species of greatest conservation need? Is a threat present to human health, livestock, or agricultural crops? Does the conservation target area fall within or near a NY Invasive Species Prioritization Map Models with a High Comprehensive Score? Are incidental damages to native populations considered when applicable? e. Innovation f. For education, outreach, or prevention are audiences identified? <p>2. Priority Objectives (0 -5 points) a. How well are one or more of the CR- PRISM's 2023 Strategic Goals, Objectives and Priority Actions addressed ?</p> <p>3. State the Proposed Solution (0 -15 points) a. How well does the proposal justify a solution to the stated problem? Is the proposed work likely to meet its stated goals and objectives? Are the best management strategies utilized and practical</p> <ul style="list-style-type: none"> b. If applicable was an analysis of the Invasive Plant Management Decision Tool executed, or a Framework of Response/ Integrated Pest Management approach outlined and identified? c. Does the applicant provide a land/lake management plan or Invasive Species Management Plan if applicable for higher levels of funding? *ISMP / Management Plan is not needed for Early Detection Surveys, Outreach, Education, Research d. Other: Are restoration practices included in the proposal when applicable?
15	<p>4. Measures of Success a. Are examples of successful techniques or approaches identified?</p> <ul style="list-style-type: none"> b. Evaluation of the project's outcome identified How will the success of the proposed work be evaluated? c. Potential long-term successes of the project stated? Does the proposal state methods or practices for post treatment monitoring and reporting if applicable?
10	<p>5. Capacity a. Does the organization and key personnel have the capacity/ability to complete the proposed project well? - If not, how does the proposal address needed resources to complete the project?</p>
5	<p>6. Partnership a. Partner classification identified. Is the applicant a new partner.</p> <ul style="list-style-type: none"> b. Are collaborators identified and described. Are other partners involved in this project and their expected contribution outlined. Are letter(s) of support and/or letters of commitment supplied?
10	<p>7. Reporting, Deliverables, and Data Sharing a. iMap Username, Person #, Record or Presence Id. Screen Shot of Identify and Measure Tool Polygon</p> <ul style="list-style-type: none"> b. Statement of what tool will be used in iMap, what metrics will be captured, and how shared.
20	<p>8. Budget Form: Cost Proposal/Budget Plan Is the funding request justified, demonstrated, and cost effective?</p> <ul style="list-style-type: none"> 1. Budget form/table completed with reasonable cost: 2. Cost proposal/budget narrative completed with identified personal and nonpersonal services. <ul style="list-style-type: none"> - Are sub-contractor costs included with detailed description of work to be performed and itemized? - Has the prior history of working with subcontractors been demonstrated? - Have indirect cost included and significant matches in kind identified? 3. Timeline outlined, and permits identified including SEQR if applicable. 4. Method of reporting results or work identified for the year end requirement. <ul style="list-style-type: none"> - Are approvals and permissions to work on stated properties acknowledged by private or public holdings? - Are dates acknowledged in which permits should be secured by for successful outcome of the project?
	<p>Other: Appendix C Contractor Proof of Insurance/Certificate Provided or Processed</p>

