

DEADLINE EXTENDED!

Release date: October 25, 2018

Lake Champlain Basin Program Announcement

Request for Proposals

Outreach Coordinator for Lake Champlain-Richelieu River Flood Study

The Lake Champlain Basin Program and New England Interstate Water Pollution Control Commission are pleased to announce a Request for Proposals for outreach coordination for the International Joint Commission's Lake Champlain-Richelieu River Flood Mitigation Study. This contractor will conduct public outreach to communities and stakeholders across the U.S. portion of the Lake Champlain Basin, with some travel to Quebec as needed. There will be a separate contractor working on outreach for this project in the Canadian portion of the Basin, funded by a separate contract. Interested respondents should submit a proposal to conduct this project on behalf of the Lake Champlain Basin Program and the International Joint Commission (IJC) for work through September 30, 2019. Work may be extended, on an annual renewal basis, through the period of completion of the IJC study in 2021.

This Request is available on the Lake Champlain Basin Program website (lcbp.org/grants). To receive a copy of the Request via U.S. Postal Service, contact the Lake Champlain Basin Program office at (802) 372-3213 or toll free at (800) 468-LCBP in New York and Vermont.

Applicants must submit proposals and a brief writing sample that reflects content published for stakeholder interpretation in electronic format ONLY. Please see the formal Request and the attached format information for complete details.

DEADLINE EXTENSION:

Electronic versions of proposals must be RECEIVED by grants@lcbp.org no later than:

4:30pm on DECEMBER 7TH, 2018

Late, incomplete, or non-electronic proposals will not be considered.

Applicants may be requested to participate in an in-person interview. Successful applicants will be notified in January 2019 for work to begin early in 2019. Although LCBP reserves the right to make no awards, we anticipate granting one award from this RFP.

Lake Champlain Basin Program Request for Proposals

Outreach Coordinator for Lake Champlain-Richelieu River Flood Study

0. Overview

Congress designated Lake Champlain as a resource of national significance with the Lake Champlain Special Designation Act of 1990. The Special Designation Act also established the Lake Champlain Basin Program (LCBP) and authorized it to receive direct support from US EPA under the Clean Water Act. The LCBP coordinates and funds efforts that benefit the Lake Champlain Basin's water quality, fisheries, wetlands, wildlife, recreation, and cultural resources. The LCBP works in partnership with government agencies from New York, Vermont, and Québec, private organizations, local communities, businesses and citizen groups. These partners lead collaborative, non-partisan actions to address water quality and environmental challenges that cross political boundaries in a multi-national watershed. Management efforts are guided by the comprehensive management plan [*Opportunities for Action: An Evolving Plan for the Future of the Lake Champlain Basin*](#).

Since 1992, the New England Interstate Water Pollution Control Commission (NEIWPCC) has served as the primary program administrator of LCBP at the request of the Lake Champlain Steering Committee, and administers the program's personnel and finances. NEIWPCC is a congressionally authorized not-for-profit interstate organization whose membership includes all six New England states and New York State and whose mission is to help its member states to realize their individual and collective clean water program goals.

I. Project background

In 2017, the IJC initiated a study of flood impacts and potential flood mitigation strategies in the trans-boundary Lake Champlain-Richelieu River Basin. This bi-national study includes input from several technical working groups and a public advisory group. There also is a project Study Board, which provides project oversight and guidance to the working groups. There are three objectives to be completed by 2021 the development of a real-time flood forecasting and inundation system, recommendation of potential structural and non-structural flood mitigation measures, and the determination of stakeholder willingness to accept and implement the flood forecasting system and mitigation measures. More information on this IJC study can be found at http://ijc.org/en_/LCRR.

The Lake Champlain Basin Program is soliciting proposals from qualified applicants to conduct outreach to communities throughout the U.S. portion of the Lake Champlain Basin. This outreach work may include meetings with stakeholders, including elected officials, municipal staff and interest groups, and development of content for communications products. The ultimate goal of this project is to help stakeholders across the U.S. portion of the Lake Champlain watershed to understand flooding impacts and mitigation efforts in the watershed in the context of the IJC Lake Champlain Richelieu River flood mitigation study and to convey interests of the stakeholder groups to Study managers.

The successful outreach coordinator for the IJC's Lake Champlain-Richelieu River Flood Study will work collaboratively with LCBP and the IJC's Public Advisory Group, as well as the Canadian Public Outreach Coordinator, to ensure public awareness, education, input, and support for study activities. This will involve communication with a breadth of Lake Champlain stakeholders, including municipal and elected officials, emergency managers, and the public.

II. Summary of other project requirements

1. Following initial notification of the award, a workplan for this project must be approved by the LCBP before a contract agreement can be executed and the work initiated. The workplan will detail the logistical elements of the project, including deliverables and project timeline. Information about the LCBP grant process, workplan development guidelines, and reporting requirements can be found on the LCBP website at: <http://www.lcbp.org/about-us/grants-rfps/grant-toolkit/>. The successful applicant will enter into a contract with NEIWPC in order to complete the work and will be compensated upon completion of workplan deliverables.
2. The successful applicant will prepare brief quarterly reports documenting progress on each task in the project (see attached Proposal Format Requirements). Acceptance of contractor's final report fully documenting the project's results will be required at project completion.
3. The successful applicant will complete the project according to the following schedule (subject to change):

Proposals due to LCBP	4:30 PM EST, December 7, 2018
Applicants notified of funding decisions	January, 2019
Project deliverables and draft final report due	September 30, 2019

4. All materials and work products, regardless of physical form or characteristics, produced as a result of this project shall be made available to LCBP, NEIWPC, and the IJC in a suitable file format. LCBP, NEIWPC, and the IJC shall have an unrestricted right to use any materials, software, maps, studies, reports, and other products or data generated using assistance funds or specified to be delivered. The contractor shall not obtain, attempt to obtain, or file for a patent, copyright, trademark or any other interest in any such materials, or work products without the expressed, written consent of LCBP and NEIWPC, and subject to any other approvals required by state or federal law. Reports and other deliverables will credit LCBP, the International Joint Commission, and NEIWPC as funding partners for any work completed under the project contract.
 5. The successful applicant will be required to maintain workers compensation and liability insurance. More details will be provided to the successful applicant at the time of contract development.
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III. Eligibility

Eligible organizations include colleges, universities, nonprofit organizations, for-profit companies, and non-federal government agencies. The selected contractor will be responsible for the completion of all project tasks. Individuals and representatives from organizations that participated in the development or review of this RFP and its contents are ineligible to apply.

IV. Proposal evaluation and selection criteria

Proposals received in response to this RFP will be evaluated according to the following criteria:

1. Evidence of experience conducting public outreach and education, ideally within the Lake Champlain-Richelieu River Basin.
2. Demonstrated technical knowledge of flood impacts and mitigation measures.
3. Demonstrated capacity to convey technical information to a broad spectrum of audiences in a positive, constructive, and open manner.
4. Clarity, conciseness and adherence to the proposal guidelines.
5. Appropriateness of budget and budget justification.

V. Available Funds and Match Requirements

The contract will be awarded to the most qualified proposal. In the absence of receipt of a qualified proposal, LCBP may re-open this Request.

Proposals may include costs that are associated with the project as direct expenses, including personnel costs, travel, project supplies, and meeting expenses. Some allocation of project funds for indirect costs also is acceptable. However, **for projects in response to this Request for Proposals, the indirect budget must not exceed 10% of the direct project budget, unless the applicant has a federally negotiated indirect rate.** No in-kind or cash match is required, though match will be considered favorably during budget review.

VI. Appropriate Use of Funds

NEIWPCCC funds cannot be used to produce for-profit products or to cover costs associated with regulatory compliance or direct fundraising efforts. NEIWPCCC grant funds also cannot be used for land purchases, endowment funds, or lobbying or legislative advocacy of any kind.

VII. Notification of Award

Award notification to applicants is expected by January 2019. The award recipient may be asked to submit a revised workplan, timeline, and task-based budget at this time. Project work cannot begin until a contract is signed by both parties. LCBP and NEIWPCCC will not pay for expenses incurred prior to the contract start date. Payment for costs incurred will be on a reimbursement basis per the contract task payment schedule and contingent upon completion of quarterly progress reports and project deliverables.

VIII. Period of Performance

Work is expected to begin early in **2019** and shall be completed no later than **September 30, 2019**. The contract may be renewed on an annual basis, subject to contractor performance and funding

availability.

IX. Schedule and Requirements for Proposal Submission

- Please follow the format outlined in the attached Technical Proposal Format Requirements.
- Submit an electronic version of your proposal and a brief writing sample that reflects content published for stakeholder interpretation to grants@lcbp.org no later than **4:30 PM EST, December 7th, 2018**. Please be sure you receive email notification that your application was received. Electronic submissions must be in MS Word format. **Hardcopies will not be accepted.**

X. Contact Information

Direct all pre-submission inquiries to:

Ellen Kujawa

Lake Champlain Basin Program

54 West Shore Rd., Grand Isle, VT 05458

p: 802-372-3213; f: 802-372-3233

ekujawa@lcbp.org; neiwpc.org; lcbp.org

Proposal Format Requirements

Proposals should adhere to the following format and should not exceed a 10-page maximum length (font size 12), NOT including budget information, references cited and investigator resumes, and letters of participation or support.

TITLE: Concise and descriptive.

POINT OF CONTACT: Name, position, organization, address, telephone, fax, and email of the person who will be the point of contact.

AUTHORIZED REPRESENTATIVE: Name, position, organization address, telephone, fax and email of the person who is authorized to sign the contract.

ABSTRACT: Brief description of proposed work.

INTRODUCTION: Overview of the project and what it will accomplish in relation to the RFP.

TASKS: Describe in detail the tasks that will be performed, including methods and approaches.

DELIVERABLES AND OUTPUTS: Detailed description of the items that will be sent to LCBP as documentation of work completed through the award, and the elements of the projects that are not delivered to LCBP, such as outreach efforts. Quarterly progress reports and a final report are required deliverables.

SCHEDULE: Timeline showing anticipated dates for completion of the major tasks and deliverables and outputs. Quarterly progress reports are due on the last day of December, March, June, and September. Work is to be completed within the specified performance period in the RFP.

DETAILED BUDGET JUSTIFICATION: Cost breakdown by major tasks and budget categories (e.g., personnel, equipment), linking costs to specific tasks/deliverables wherever possible. Breakdown should show costs to be covered by the LCBP award and other sources (if applicable), as well as any match amounts and totals. (1 page, not included in the 10-page maximum total for the proposal).

Project Budget: Line Item by Task

<i>Line Item</i>	Task 1	Task 2	Task 3	Task 4	Task 5 (add or remove columns as needed)	Line Item Totals for All Tasks	Proposed Match* (if any)	<i>Line Item Totals + Proposed Match</i>
Personnel	\$500	\$1,200	\$800	\$495	\$1,000	\$3,995	\$3,000	\$6,995
Fringe	\$150	\$360	\$240	\$149	\$300	\$1,199	\$1,030	\$2,229
Travel	\$0	\$100	\$300	\$100	\$0	\$500	\$400	\$900
Supplies	\$0	\$200	\$0	\$2,000	\$500	\$2,700	\$1,200	\$3,900
Professional Services	\$0	\$0	\$0	\$2,500	\$0	\$2,500	\$1,000	\$3,500
Total Direct	\$650	\$1,860	\$1,340	\$5,244	\$1,800	\$10,894	\$6,630	\$17,524
Indirect	\$65	\$186	\$134	\$524	\$180	\$1,089	\$0	\$1,089
TOTAL BUDGET	\$715	\$2,046	\$1,474	\$5,768	\$1,980	\$11,983	\$6,630	\$18,613
					FINAL TASK MUST BE AT LEAST 10% OF TOTAL AWARD	TOTALS MUST BE LCBP FUNDS ONLY	PROPOSED MATCH IN THIS COLUMN ONLY	

