



NFWF

## REQUEST FOR PROPOSALS

### *America the Beautiful Challenge Grantee Technical Assistance for Federal Compliance*

#### NFWF Responses to Applicants' Questions

*December 8, 2022*

#### **Scope of Work**

1. Will the contractor be required to conduct any fieldwork to support NEPA or consultations (e.g. biological surveys, phase 1 archeological surveys etc.)?
  - *The role of the contractor will largely be to provide support and guidance for grantees to navigate the NEPA/compliance process and ensure they stay on track, not to conduct field work or perform surveys for individual projects. However, there may be instances when the contractor, if they have the expertise and capacity, could assist if grantees have no other options—but this service is not required. The applicant does not need to include these activities in the scope or budget but may include additional information on capacity or interest in their proposal if desired.*
2. Will the contractor be responsible for, or required to assist with, public notice, comments, outreach, or meetings as a part of grantee NEPA compliance?
  - *The role of the contractor will largely be to provide support and guidance for grantees to navigate the NEPA/compliance process and ensure they stay on track, not to conduct external engagement or perform outreach for individual projects. However, there may be instances when the contractor, if they have the expertise and capacity, could assist if grantees have no other options—but this service is not required. The applicant does not need to include these activities in the scope or budget but may include additional information on capacity or interest in their proposal if desired.*
3. Will the awarded NFWF contractor be responsible for preparing compliance documents (e.g., Environmental Assessments, cultural impact assessments)?
  - *While the role of the contractor will largely be to provide support and guidance for grantees to navigate the NEPA/compliance process, there may be instances when the contractor, if they have the expertise and capacity, may be required to assist grantees with document preparation. The vast majority of grantees will not need this level of support, but applicants should budget for 2-3 instances in which some degree of document preparation may be necessary. The degree to which this may be needed is not yet known and will be determined on a case-by-case basis.*
4. Please address which ATBC federal agency partner would be assigned lead federal agency status for project NEPA compliance? If one federal agency would not consistently be the lead for NEPA compliance, how would lead federal agency status be determined for each project?
  - *Lead federal agency varies based on the source of funds for each ATBC project. NFWF will provide guidance on which agency has been identified as the lead for each project.*

5. Would the contractor be responsible for or required to assist with the administrative record, if needed, for grantee NEPA compliance?
  - *The contractor will not be required to assist with the administrative record.*

## **Budget**

6. Is this contract intended to be a labor hours/time and materials contract or a fixed fee?
  - *This will likely be a time and materials contract with a cap. However, an applicant can propose an alternative budgetary model.*
7. What is the approximate level of effort anticipated for the first year?
  - *NFWF anticipates a level of effort not to exceed half-time, a not to exceed cost will be negotiated upon award with each selected contractor.*
8. The RFP indicates, for example, that "ten consultations or more" will take place. For costing purposes, should we assume that the minimum number listed is what should be costed?
  - *For costing purposes, applicants can utilize the minimum number of consultations listed in the RFP. However, NFWF encourages applicants to clearly identify the types of assumptions that were used in developing cost estimates.*

## **Eligibility/Conflict of Interest**

9. Questions Regarding Eligibility/Conflict of Interest
  - *Please disclose any potential conflicts of interest in your application.*
10. If selected, would a firm providing technical assistance services to America the Beautiful awardees be precluded from bidding on projects funded by other NFWF grant programs? Or projects that are funded by America the Beautiful?
  - *If an applicant is selected as a technical assistant contractor for NFWF, they may also apply to NFWF grant programs. However, if an award is made, it is the responsibility of the applicant to notify NFWF in writing if any apparent or actual conflicts of interest exist. This includes organizational conflicts of interest that are known at the time of this proposal or conflicts of interest that may arise during the life of this award.*

## **References:**

11. Can the applicant use NFWF as a reference? Can more than two be provided?
  - *Yes, if the applicant has previous experience working with the Foundation, they may use NFWF as a reference. More than two references can be provided.*

## **Other:**

12. For this RFP there is an 11pt font requirement on the submittal; can we use a smaller-sized font on organizational charts, tables/ figures, and captions?
  - *Yes, you may use smaller-sized font on charts, tables/figures, and captions.*

13. The RFP states a 5-page limit for the narrative. Can you please confirm if this page limit also applies to biographies and references, or can these be included as an appendix to the proposal? May we also include a cover page/back page not included in the 5-page limit?

- *The narrative has a 5-page limit. Please include biographies and references in the appendix of the proposal. Please do not include a cover/back page.*