

Northeast Grant Programs Field Liaison 2025

Submitted Bidder Questions (8-5-25)

- Technical Proposal Page Limits – Two Pages vs. Ten Pages. Page 2 of the RFP states that the Technical Approach section should be “no more than two pages.” However, on page 4, the Submission Requirements specify a 10-page maximum for the narrative describing the work plan and applicant’s expertise and experience. Can NFWF clarify the distinction between the 2-page Technical Approach and the 10-page Technical Proposal narrative?

The list on page 2 is how we suggest offerors organize their proposal. The technical approach has a 2-page limit that is a part of the overall 10- page technical proposal.

- Corporate Capability Section. Submission instructions (page 5) request a “...5) Corporate Capability” document as a distinct component, but there is no corresponding scoring criterion included in Criteria for Competitive Applications (page 2). Could NFWF provide clarification on what content should be included in the Corporate Capability section and how it will be evaluated relative to the other criteria?

Corporate capability includes “Evidence of Financial Stability” and the items listed under “ Eligible Offerors and Conflict of Interest Statement”. There is no particular score or weighting for this item. We just want to know that the organization is capable of managing a contract with federal funding.

- Deliverables and Reporting Expectations. The RFP indicates that quarterly and final written reports, as well as ongoing verbal updates, are required, with the note that these may be refined during contract negotiation. Could NFWF clarify the expected format, content, and submission frequency of these deliverables? Are any templates or reporting guidelines available?

The reports are due quarterly and at the end of the projects and would be comprised of a narrative of activities during that period, with any supporting documentation as needed. These are generally a word document of 1-2 pages with the final reports being about 10-12 pages in length.

- Post-Project Monitoring Expectations. The scope references occasional site visits to conduct post-project monitoring and gather lessons learned. How many post-project site visits should applicants anticipate over the course of the contract (i.e., should proposals budget for a defined number of locations or events)?

Applicants should plan on 4-6- site visits per year.

- Peer-to-Peer Learning Requirements. Facilitation of peer learning activities such as workshops, webinars, or field tours is listed under the scope of work. Does NFWF anticipate a specific number or format of peer learning engagements per year, and should applicants budget for hosting or travel costs?

Applicants should plan on 3-6 workshops, webinars or field tours/site visits held each year and should budget accordingly.