

STATE OF WASHINGTON
Washington State Conservation Commission

REQUEST FOR PROPOSALS

If you download this RFP from the WSCC Web site located at <http://scc.wa.gov/rcpp-rfp/> you are responsible for sending your name, address, e-mail address, and telephone number to the RFP Coordinator in order for your organization to receive any RFP amendments or questions and agency answers.

PROJECT TITLE: Puget Sound Regional Conservation Partnership Program

PROPOSAL DUE DATE:

Proposals are due on July 29, 2016 at 5:00pm PST to the Washington State Conservation Commission office in Lacey, Washington.

EXPECTED TIME PERIOD FOR CONTRACT:

August 2016 through February 29, 2020. Funding for this project is from the USDA Natural Resources Conservation Service (NRCS) under the Environmental Quality Incentives Program (EQIP) and from the Washington State Conservation Commission and at this time there is no expectation for extended or continued funding beyond February 29, 2020.

ELIGIBILITY: This RFP is open to all conservation districts, watershed groups, salmon recovery lead entities, local units of government, Tribal governments and non-governmental organizations working on addressing water quality and salmon habitat resource concerns.

CONTENTS OF THE REQUEST FOR PROPOSALS:

1. Introduction
2. General Information
3. Proposal Contents
4. Evaluation and Award
5. Exhibits
 - A. Certifications and Assurances
 - B. Sample Cost Proposal

TABLE OF CONTENTS

1. Introduction	3
1.1 Purpose and Background	3
1.2 Objective	4
1.3 Eligible Applicant	4
1.4 Selection Criteria	4
1.5 Funding and Match	8
1.6 Period of Performance	8
1.7 Definitions	9
1.8 ADA	9
2. General Information	9
2.1 RFP Coordinator	9
2.2 Estimated Schedule of Activities	9
2.3 Submission of Proposals	10
2.4 Revisions to the RFP	10
2.5 Minority & Women-Owned Business Participation	11
2.6 Responsiveness	11
2.7 Most Favorable Terms	11
2.8 Contract and General Terms & Conditions	12
2.9 Costs to Propose	12
2.10 No Obligation to Contract	12
2.11 Rejection of Proposals	12
2.12 Commitment of Funds	12
2.13 Electronic Payment	12
2.14 Insurance Coverage	12
3. Proposal Contents	13
3.1 Letter of Submittal	14
3.2 Technical Proposal	14
3.3 Management Proposal	15
3.4 Cost Proposal	16
4. Evaluation and Contract Award	16
4.1 Evaluation Procedure	16
4.2 Clarification of Proposal	16
5. RFP Exhibits	16-18
Exhibit A Certifications and Assurances	
Exhibit B Sample Cost Proposal	

1. INTRODUCTION

1.1 PURPOSE AND BACKGROUND

The Washington State Conservation Commission hereafter called "WSCC" or "AGENCY," is initiating this Request for Proposals (RFP) to solicit proposals from entities interested in leading a local team project. The proposed project will address resource concerns to improve water quality and salmon habitat in priority geographic areas of the Puget Sound under the Puget Sound Regional Conservation Partnership Program (RCPP).

The Puget Sound RCPP is designed to employ a precision conservation incentives approach which will result in measurable natural resource improvements by focusing available resources to work with agricultural and rural landowners to implement best management practices. This program focuses on addressing two priority resources concerns: water quality and at-risk species habitat.

1. Water quality – Reducing polluted water runoff and shellfish recovery is one of three objectives of the Puget Sound Partnership strategic initiatives identified in the 2012-13 Action Agenda for Puget Sound. Agricultural runoff is also identified as a threat to Puget Sound in the Partnership's Puget Sound Science Update in 2011.
2. At-risk species habitat – Salmon are an iconic species in Puget Sound. Their decline can be partially attributed to the degradation of critical habitats from over a century of urban and agricultural development. This decline is an indicator of the overall health of habitats in the ecosystem. The loss of salmon also threatens the way of life for the tribes who have lived in the Puget Sound basin for millennia. This program seeks to reverse these trends by improving how we focus limited resources and organizational efforts at the local level to achieve measureable species recovery goals.

Priority geographic areas of the Puget Sound basin for this program are denoted by the blue and dark blue areas on the Opportunity Assessment for Targeted BMPs map attached here: <http://scc.wa.gov/rcpp-rfp/>

Successful project proposals will focus program outreach and implementation in a defined geographic area. Project implementation will include coordination and collaboration with other entities and programs in the geographic area. These other programs can be used to match the funding provided in this Puget Sound RCPP with the end result being cross-program coordination for natural resource improvement in the identified geographic area.

Projects proposed outside of the priority geographic areas may be considered if clear and direct impacts from a nearby geographic area to a priority geographic area are described in the proposal. For example, a project could propose to address water quality issues in a key tributary of a watershed in which the tributary itself is not blue or dark blue on the map.

Funds available for financial assistance to landowners under this program are primarily NRCS EQIP funds and the use of these funds must adhere to [EQIP rules and guidelines](#). Limited NRCS technical assistance funds are available to project proponents for implementation of EQIP with landowners. State funds provided by the AGENCY to the successful RFP applicant may be used for costs associated with outreach and engagement with landowners and prospective EQIP applicants in the geographic area. Additional match by the project proponent or project partners may also be utilized to maximize project success.

A successful proposal will clearly describe how the proponent, in association with others, will:

- Convene and coordinate with local entities to leverage available resources and capacity to comprehensively address the targeted resource concerns.

- Demonstrate the extent to which local entities, the agricultural community, and rural residents are already mobilized and engaged to undertake precision conservation in the selected geographic area, and the manner in which the proposed project will contribute to the enhancement of social cohesion in the relevant community.
- Describe how, and the extent to which, voluntary natural resource conservation will be incorporated as a solution to improve resource conditions.
- Describe the methods the proponent intends to use to conduct outreach and education to landowners to enlist participation in the project.
- Describe the opportunity to build on existing collaborative efforts and/or strengthen diverse partnerships throughout implementation of the proposed project.
- Describe the organizational structure, capacity, and experience working with landowners, as well as that of key partners, that supports successful implementation of the proposed project plan.
- Describe the methods to be used to measure baseline conditions and progress toward meeting desired conditions and outcomes that will be used to show success.
- The extent to which the focus resource concerns are prioritized in a local watershed plan, salmon recovery plan, NRCS local work group plan, local government land use plans, or other existing resource data.

1.2 OBJECTIVE

The Agency and NRCS are interested in funding initial or ongoing efforts to target water quality and salmon habitat resource concerns at a sub-watershed or reach level. The Agency and NRCS are particularly interested in funding proposals that combine resources and actions in the focus area to change natural resource conditions.

Applicants may propose projects in any geographic area in the Puget Sound basin shown on the map below. However, projects located in the blue and dark blue, priority, geographic areas will be a higher priority for funding. Interactive web-based map viewing can be found here: [Opportunity Assessment for Targeted BMPs](#) and the full Opportunity for Targeted BMPs in Puget Sound report with maps is located here: <http://scc.wa.gov/rcpp-rfp/>.

1.3 ELIGIBLE APPLICANT

This RFP is open to all conservation districts, watershed groups, salmon recovery lead entities, counties, Tribal governments and non-governmental organizations working on issues relating to agricultural or rural landowners, or salmon habitat.

1.4 SELECTION CRITERIA

Proposals will be evaluated and scored on the following criteria:

TABLE 1. RATING CRITERIA AND SCORING FRAMEWORK

Criteria Category 1. Priority Areas	20 Points						
<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • <u>One of the three point totals shown below will be assigned for this criteria category.</u> • Scoring in this category will be assigned based on the location(s) of the proposed work as shown below. • If a proposed application spans areas of different priority ratings, a score will be assigned based on the primary area where work will be accomplished. • Overall priority areas are delineated in the Opportunity Assessment for Targeted BMPs in Puget Sound (The Nature Conservancy, March 2016) . The full <i>Opportunity for Targeted BMPs in Puget Sound</i> report with maps is located here <p><u>Criteria:</u> Proposals will be given <u>one</u> of the following scores:</p> <table border="1" data-bbox="334 657 1325 972"> <tbody> <tr> <td data-bbox="334 657 1203 768">Located entirely or primarily within an area delineated as a high/very high overall priority area for BMPs, <u>or</u></td> <td data-bbox="1203 657 1325 768">20 pts</td> </tr> <tr> <td data-bbox="334 768 1203 879">Located entirely or primarily within an area delineated as low/medium overall priority area for BMPs, <u>or</u></td> <td data-bbox="1203 768 1325 879">10 pts</td> </tr> <tr> <td data-bbox="334 879 1203 972">Located entirely or primarily within an area delineated as very low overall priority area for BMPs</td> <td data-bbox="1203 879 1325 972">0 pts</td> </tr> </tbody> </table>		Located entirely or primarily within an area delineated as a high/very high overall priority area for BMPs, <u>or</u>	20 pts	Located entirely or primarily within an area delineated as low/medium overall priority area for BMPs, <u>or</u>	10 pts	Located entirely or primarily within an area delineated as very low overall priority area for BMPs	0 pts
Located entirely or primarily within an area delineated as a high/very high overall priority area for BMPs, <u>or</u>	20 pts						
Located entirely or primarily within an area delineated as low/medium overall priority area for BMPs, <u>or</u>	10 pts						
Located entirely or primarily within an area delineated as very low overall priority area for BMPs	0 pts						
Criteria Category 2. Technical Effectiveness of Proposed Actions to Improve Target Natural Resource Issues	20 Points						
<p><u>Guidance:</u></p> <ul style="list-style-type: none"> • <u>Scoring in this category will be based on overall strength of proposal against criteria below; itemized scoring for each criterion will not be done.</u> • This criteria category is aimed at ensuring that funded projects are grounded in technical approaches that will provide measureable improvements to water quality and salmon habitat. • Projects that provide benefits for each of the criterion below will score higher. • Utilization of practices and techniques that have been shown to be effective at addressing the target natural resource issues below will score higher. • Proposals should demonstrate the applicant’s proficiency with the proposed methods, or that the applicant has secured the resources/mentoring needed to ensure success. • Applicants are encouraged to incorporate measures to improve adaptation for changing climate to improve the long-range technical effectiveness of proposed actions. The following resources are available through the University of Washington’s Climate Impacts Group to support this aim: <ul style="list-style-type: none"> ○ State of Knowledge Climate Impacts in Puget Sound. Prepared by the University of Washington Climate Impacts Group. See Section 8 on how climate change will affect agriculture. ○ Adapting to Change: A short version of CIG’s full report. ○ The Nature Conservancy Climate Wizard: online tool to access climate change data and visualize local impacts. • Applicants are encouraged to include fish barrier removals, a salmon habitat improvement action. <p><u>Criteria:</u></p>							

1. Water quality: Certainty that proposed actions will improve downstream water quality conditions related to agricultural land uses and activities.
2. Salmon recovery: Certainty that proposed actions will improve salmon habitat function.
3. Climate change: Do the proposed approach and methods increase adaptive capacity for climate change with regard to the target natural resources?

Criteria Category 3. Demonstration that Precision Conservation Works	20 Points
-----------------------------------------------------------------------------	------------------

Guidance:

- Scoring in this category will be based on overall strength of proposal against criteria below; itemized scoring for each criterion will not be done.
- This criteria category is aimed at supporting the Conservation Commission’s commitments to USDA under the umbrella grant, which include both demonstration of BMP techniques effectiveness and increasing participation beyond those engaged directly by the grant activities.
- Applicants must provide a strong emphasis on demonstrating measurable results at both a site and reach scale to score well in this criteria category.
- Study area delineations at the reach scale may be determined by the applicant; there is no minimum or maximum river length required.
- Coordination and integration of proposed monitoring with related water quality and salmon recovery monitoring is encouraged.
- Note that proposals for innovative or new approaches will not receive lower scores under Criteria Category 2 if the applicant demonstrates a well-researched and resourced approach (including access to mentoring).

Criteria:

1. Project is highly likely to achieve measurable results on a reach scale.
2. Proposed actions increase producer participation in conservation practices.
3. Proposed project utilizes innovative approach(s) to test and demonstrate new tools, strategies, and methods to support a strong agricultural community while protecting water quality and salmon habitat/function.
4. Proposed actions support creation and implementation of solutions that are replicable and scalable to entire Puget Sound basin.
5. Proposed actions demonstrate that a precision conservation approach can result in substantial and lasting environmental improvements.
6. Proposed monitoring will quantify/describe project outcomes.

Criteria Category 4. Community and Stakeholder Support and Engagement	20 Points
------------------------------------------------------------------------------	------------------

Guidance:

- Scoring in this category will be based on overall strength of proposal against criteria below; itemized scoring for each criterion will not be done.
- This criteria category is aimed at assessing applicant’s ability to deliver project outcomes in the context of their stakeholder and tribal community and their commitment to building/strengthening social capacity (people’s ability to work together to define and act on a common vision and thereby address multiple interests).
- Projects and applicants who demonstrate that they have established community and stakeholder relationships that include access, local agreements, decision-making, and project delivery will receive higher scores in this category.
- Social capacity building is a priority for this grant offering because this capacity will greatly expand widespread and cohesive implementation of precision conservation practices.

- Community and stakeholder engagement should integrate with multi-benefit (farms/flood/fish) efforts to receive higher scores.
- Applicants are encouraged to demonstrate that projects can and will be built by local participants rather than relying on NRCS technical assistance.

Criteria:

1. Proposed actions strengthen pride of place and community cohesion and will result in sustained long-term implementation of conservation practices.
2. Proposed actions will build the social capacity to leverage implementation of conservation practices, either within the primary proposed work area or by partnering with local leaders in an area with less developed social capacity.
3. Support from ag and landowner community:
 - a. Existing relationships with ag and landowner community that will support proposed project
 - b. Degree to which all agricultural landowners in the proposed reach will be engaged.
4. Proposed actions will support and promote positive working relationships with applicable tribes
5. Established decision-making process inclusive of stakeholder community
6. Demonstrated project delivery success through proposed stakeholder involvement framework

Criteria Category 5. Readiness to Proceed	10 Points
--------------------------------------------------	------------------

Guidance:

- Scoring in this category will be based on overall strength of proposal against criteria below; itemized scoring for each criterion will not be done.
- This criteria category is intended to assess whether adequate preparatory work has been accomplished to enable the proposed project to be successful.
- This criteria category is also intended to assess whether a realistic timeline and coordination approach has been developed to enable the proposed project to deliver anticipated outcomes.
- The grant program requires a commitment to EQIP (Environmental Quality Incentives Program) contracts from participating private landowners

Criteria:

1. Existing inventory and assessment data needed to initiate proposed actions is complete, or will be, in time for use by proposed project.
2. Degree to which proposed project contributes to resource recovery as cited in local and regional plans and priorities.
3. Project has connection/relationship to multi-benefit reach-scale plan and associated proposed actions.
4. Readiness of private landowners to proceed with EQIP projects.
5. Project will deliver at least 50% of promised outcomes within two years of award.

Criteria Category 6. Financial Support	10 Points
-----------------------------------------------	------------------

Guidance:

- Scoring in this category will be based on overall strength of proposal against criteria below; itemized scoring for each criterion will not be done.
- This criteria category is intended to assess whether the applicant will be able to provide the required financial and staffing resources needed to make the project successful.
- Match requirements are described in the RFP guidance, Section 1.5.

Criteria:	
<ol style="list-style-type: none"> 1. Minimum match requirements are in hand or committed; 2. Cost proposal is sufficiently detailed with funding requested allocated to clear deliverables; 3. Project facilitation and management resources are secure. Outreach and education resources are developed and secure. 	
TOTAL AVAILABLE POINTS	100 Points

1.5 FUNDING and MATCH

Local match for each project proposal is required equivalent to at least 10% of the project proposal's total budget. Match may be cash or in-kind. Funds eligible to be counted as match include: locally generated funds such as tax revenues and assessments, donations, volunteer labor, state agency funding, and private foundation or non-profit grants. Federal funds are eligible to be counted as match so long as the federal agency providing the funds provides a letter approving the use of their funds as match for the Puget Sound Regional Conservation Partnership Program. Other USDA NRCS funds are not eligible to be counted as match.

There is no set limit to proposals, but there will be a minimum of 3 proposals funded. Applicants are reminded the work under the agreement must be completed by February 29, 2020. Proposal funding amounts should take this timeframe into account.

Any contract awarded as a result of this RFP is contingent upon the availability of funding.

For NRCS EQIP projects an amount not to exceed \$6,000,000 is available under the Puget Sound RCPP for direct financial assistance to landowners. These financial assistance funds will be distributed directly to individual landowners through Environmental Quality Incentive Program contracts with the Natural Resources Conservation Service. Up to \$20,000 per project proposal is available for EQIP technical assistance work by the project proponent(s) directly related to implementing the Environmental Quality Incentive Program with landowners. Both the financial assistance and technical assistance funds noted above are sourced from USDA Natural Resources Conservation Service.

Up to \$100,000 per project proposal may be requested from the AGENCY for technical assistance, overhead, financial assistance to landowners and other related project implementation costs.

Applicants must include a clear cost proposal with funding amounts allocated to clear deliverables. Please see the example cost proposal provided in Exhibit B.

1.6 PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin **August 2016** and the contract will end on **February 29, 2020**.

The AGENCY does not anticipate any additional funding to extend the period of performance.

1.7 DEFINITIONS

Definitions for the purposes of this RFP include:

Agency – The Washington State Conservation Commission is the agency of the state of Washington issuing this RFP.

Applicant – The party or parties submitting a response and proposal to this RFP.

Proposal – A formal offer submitted in response to this solicitation.

Request for Proposals (RFP) – Formal procurement document in which a service or need is identified but no specific method to achieve it has been chosen. References to “RFP” are to this proposal solicitation document issued by the Agency and the contents of the document.

1.8 ADA

The AGENCY complies with the Americans with Disabilities Act (ADA). Applicants may contact the RFP Coordinator to receive this Request for Proposals in Braille or on tape.

2. GENERAL INFORMATION

2.1 RFP COORDINATOR

The RFP Coordinator is the sole point of contact in the AGENCY for this procurement. All communication between the Applicant and the AGENCY upon receipt of this RFP shall be with the RFP Coordinator, as follows:

Name:	Shana Joy
Agency:	Washington State Conservation Commission
Address:	300 Desmond Drive, Lacey, WA 98503
Mailing:	P.O. Box 47721 Olympia, WA 98504
Phone:	(360) 480-2078
Fax:	(360) 407-6215
Email:	sjoy@scc.wa.gov

Any other communication will be considered unofficial and non-binding on the AGENCY. Applicants are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the Applicant.

2.2 ESTIMATED SCHEDULE OF ACTIVITIES

Issue Request for Proposals	June 27
Question and Answer Period	June 27 – July 22
Proposals Due	July 29

Evaluate Proposals	August 1 - 5
Announce Successful Proposals	August 8
Negotiated Agreement	August 8 - 31

The AGENCY reserves the right to revise the above schedule.

2.3 SUBMISSION OF PROPOSALS

Proposals must be submitted electronically to sjoy@scc.wa.gov. The subject line of the electronic transmission must read: **Puget Sound RCPP Proposal**. Proposals may be submitted in hard copy or transmitted via facsimile by the deadline date and time.

When submitting the proposal in hard copy, one (1) copy must have original signatures and five (5) copies can have photocopies signatures. The proposal must be received by the AGENCY no later than 5:00 p.m. local time in Lacey, Washington, on **July 29, 2016**. The proposal may be mailed or faxed to the RFP Coordinator, but such transmittal **must** be **received by 5:00 p.m. local time on July 29, 2016**. The envelope should be clearly marked to the attention of the RFP Coordinator, who is the agency's sole point of contact for this RFP.

Applicants mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the RFP Coordinator. The AGENCY assumes no responsibility for delays caused by any delivery service.

Proposals should be delivered or mailed to:

Shana Joy
Washington State Conservation Commission
300 Desmond Drive
Lacey, Washington 98503
P.O. Box 47721
Olympia, WA 98504

Late proposals will not be accepted and will be automatically disqualified from further consideration. The proposals must respond to the RFP requirements. Do not respond by referring to material presented elsewhere. The proposal must be complete and must stand on its own merits.

Failure to respond to any portion of the RFP document may result in rejection of the proposal as non-responsive. All proposals and any accompanying documentation become the property of the AGENCY and will not be returned.

2.4 REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be published on the AGENCY Web site, as follows: <http://scc.wa.gov/rcpp-rfp/>. For this purpose, the published questions and answers and any other pertinent information shall be considered an addendum to the RFP and also placed on the Web site. It is the responsibility of the applicant to frequently check the website for this information.

If you downloaded this RFP from the WSCC Web site located at <http://scc.wa.gov/rcpp-rfp/> you are responsible for sending your name, address, e-mail address and telephone number to the RFP Coordinator in order to receive any RFP amendments or bidder questions/agency answers.

The AGENCY also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

2.5 MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION

In accordance with the legislative findings and policies set forth in Chapter 39.19 RCW, the state of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this solicitation or on a subcontractor basis. However, no preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award and proposals will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply.

The established annual procurement participation goals for MBE are 10 percent and for WBE, 4 percent, for this type of project. These goals are voluntary. Bidders may contact OMWBE at 360/753-9693 to obtain information on certified firms.

2.6 RESPONSIVENESS

All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP. The applicant is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

The AGENCY also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

2.7 MOST FAVORABLE TERMS

The AGENCY reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the applicant can propose. There will be no best and final offer procedure. The AGENCY does reserve the right to contact an applicant for clarification of its proposal during the evaluation process. In addition, if the applicant is selected as the apparent successful contractor, the AGENCY reserves the right to enter into negotiations with the apparent successful applicant, which may include discussion regarding the terms of the proposal. Contract negotiations may result in incorporation of some or the applicant's entire proposal. The applicant should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. It is also understood that the proposal will become part of the official procurement file.

2.8 CONTRACT AND GENERAL TERMS & CONDITIONS

The apparent successful applicant will be expected to enter into a contract setting forth measurable benchmarks for progress on performance and final contract completion requirements. The applicant may submit exceptions as allowed in the Certifications and Assurances section, Exhibit A to this solicitation. The AGENCY will review requested exceptions and accept or reject the same at its sole discretion.

2.9 COSTS TO PROPOSE

The AGENCY will not be liable for any costs incurred by the applicant in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

2.10 NO OBLIGATION TO CONTRACT

This RFP does not obligate the state of Washington or the AGENCY to contract for services specified herein.

2.11 REJECTION OF PROPOSALS

The AGENCY reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

2.12 COMMITMENT OF FUNDS

The Director of the AGENCY or his delegate are the only individuals who may legally commit the AGENCY to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

2.13 ELECTRONIC PAYMENT

The state of Washington prefers to utilize electronic payment in its transactions. The successful contractor will be provided a form to complete with the contract to authorize such payment method.

2.14 INSURANCE COVERAGE

The applicant is to furnish the Agency with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.

The applicant shall, at its own expense, obtain and keep in force insurance coverage that shall be maintained in full force and effect during the term of the contract. The applicant shall furnish evidence in the form of a Certificate of Insurance that insurance shall be provided,

and a copy shall be forwarded to the Agency within fifteen (15) days of the contract effective date.

Liability Insurance

- 1) Commercial General Liability Insurance: Applicant shall maintain general liability (CGL) insurance and, if necessary, commercial umbrella insurance, with a limit of not less than \$1,000,000 per each occurrence. If CGL insurance contains aggregate limits, the General Aggregate limit shall be at least twice the "each occurrence" limit. CGL insurance shall have products-completed operations aggregate limit of at least two times the "each occurrence" limit. All insurance shall cover liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and contain separation of insured's (cross liability) condition.

Additionally, the applicant is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

- 2) Business Auto Policy: As applicable, the Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit not less than \$1,000,000 per accident. Such insurance shall cover liability arising out of "Any Auto."

Employers Liability ("Stop Gap") Insurance

In addition, the Contractor shall buy employers liability insurance and, if necessary, commercial umbrella liability insurance with limits not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

Worker's Compensation Coverage

The Contractor will at all times comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The State will not be held responsive in any way for claims filed by the Contractor or their employees for services performed under the terms of this contract.

3. PROPOSAL CONTENTS

Proposals may not exceed ten (10) single-spaced, double-sided pages, and must be submitted on eight and one-half by eleven (8 1/2 x 11) inch paper with tabs separating the major sections of the proposal. Font usage for submittal will be Arial 10pt. The four major sections of the proposal are to be submitted in the order noted below. Items 2, 3, and 4 will count against the page limit. Item 1 (signed or certified letter of submittal) will not count against the page limit. Samples of prior work may be submitted in support of the proposal; however proposers should use discretion in the size of the submittals. Lengthy samples may be referenced to a web page.

The four sections of the proposal are as follows:

1. Signed or Certified Letter of Submittal, including signed Certifications and Assurances (Exhibit A to this RFP).
2. Technical Proposal.

3. Management Proposal.
4. Cost Proposal.

Proposals must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the proposal, but should assist the Applicant in preparing a thorough response.

3.1 LETTER OF SUBMITTAL

The Letter of Submittal and the attached Certifications and Assurances form (Exhibit A to this RFP) must be signed and dated by a person authorized to legally bind the Applicant to a contractual relationship, e.g., the President or Executive Director. Along with introductory remarks, the Letter of Submittal is to include by attachment the following information about the Applicant and any proposed subcontractors:

1. Name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom contract would be written.
2. Name, address, and telephone number of each principal officer (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.).
3. Legal status of the Applicant (i.e. conservation district, watershed group, salmon recovery lead entity, local unit of government, Tribal government, or non-governmental organization).
4. Federal Employer Tax Identification number and the Washington Uniform Business Identification (UBI) number issued by the state of Washington Department of Revenue, if applicable.
5. Location of the facility from which the Applicant would operate.
6. Identify any State employees or former State employees employed or on the firm's governing board as of the date of the proposal. Include their position and responsibilities within the applicant's organization. If following a review of this information, it is determined by the AGENCY that a conflict of interest exists, the Applicant may be disqualified from further consideration for the award of a contract.

3.2 TECHNICAL PROPOSAL

The Applicant should address the items identified in Section 1.1 of this Request for Proposals. The Technical Proposal must contain a comprehensive description of activities including the following elements:

- A. Project Proposal Description** – Include a complete description of your proposed approach and methodology for the project. This section should generally address the tasks identified in Section 1.1 Purpose and Background, Section 1.2 Objectives, and Section 1.3 Criteria of this RFP.
- B. Work Plan** – Identify and describe your proposed work plan to address each of the tasks identified in the project proposal description. Include all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish these tasks. This section of the technical proposal must contain sufficient detail to convey to members of the evaluation team the likelihood of success in the timeframe of the available funding,

and the accomplishments consistent with the purposes, objectives and criteria of this RFP. The Applicant may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation.

- C. Project Schedule** – Include a project schedule indicating when the elements of the work will be completed and when deliverables, if any, will be provided.
- D. Deliverables** – At a minimum, the final contract will include a deliverable of a final report detailing project accomplishments and may include other deliverables as identified in the proposal. The proposal should discuss how the Applicant will meet these deliverables.
- E. Outcomes and Performance Measurement** – The Applicant will be expected to produce, at a minimum, a final report at the end of the contract period describing the work completed under the contract. Other outcomes and performance measures will be included in the final contract.

3.3 MANAGEMENT PROPOSAL

A. Project Management

This contract will require work to be accomplished and a final report to be produced. Describe how you will manage the project in a way that will ensure that timelines are met. Define risks you identify as being significant to the success of the project. Include how you would propose to effectively monitor and manage these risks, including reporting of risks to the agency's contract manager.

B. Experience of the Applicant

1. Indicate the experience the Applicant and any partners to the proposal have in the following areas:
 - a. Coordination of a project in a set time period and within budget;
 - b. Understanding of the Environmental Quality Incentives Program (EQIP) and procedures associated with implementing EQIP with landowners;
 - c. Previous participation or engagement in multi-entity natural resource focused efforts;
 - d. A familiarity with federal, state, and local programs for natural resource conservation;
 - e. Experience with providing technical assistance for project development and implementation with agricultural and/or rural landowners;
2. Indicate other relevant experience that indicates the qualifications of the Applicant, and any partners, for the performance of the potential contract.

C. Community Support

Provide a description of other entities in the project area supporting the proposal, including letters of support or other statements of support from these entities.

3.4 COST PROPOSAL

Provide a description of the costs associated with the proposal and include the level of matching funds and source(s) of the match. Costs should be identified with each section of activity set forth in technical and management sections of the proposal. See example cost proposal sheet provided in Exhibit B.

4. EVALUATION AND CONTRACT AWARD

4.1 EVALUATION PROCEDURE

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team, to be designated by the AGENCY, which will determine the ranking of the proposals.

AGENCY, at its sole discretion, may elect to select the top-scoring firms as finalists for an oral presentation.

4.2 CLARIFICATION OF PROPOSAL

The RFP Coordinator may contact the Applicant for clarification of any portion of the Applicant's proposal.

5. RFP EXHIBIT

Exhibit A Certifications and Assurances
Exhibit B Sample Cost Proposal

EXHIBIT A

CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of 30 days following receipt, and it may be accepted by the AGENCY without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 30-day period.
4. In preparing this proposal, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
5. I/we understand that the AGENCY will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of the AGENCY, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly to any other Proposer or to any competitor.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
9. I/we grant the AGENCY the right to contact references and others, who may have pertinent information regarding the Proposer's prior experience and ability to perform the services contemplated in this procurement.

*Note: If submitted electronically, include the following:
On behalf of the firm submitting this proposal, my name below attests to the accuracy of the above statements.*

Signature of Proposer

Title

Date

Exhibit B

Sample Cost Proposal

Precision Conservation for Salmon and Water Quality in Puget Sound RCPP
 (Include Project Name Here)

	Deliverable Description	USDA NRCS		WSCC		Match
		FA	TA	FA	TA	
Deliverable 1						
Deliverable 2						
Deliverable 3						
Deliverable 4						
		\$0.00	\$0.00		\$0.00	

FA - Financial Assistance Funds
 TA - Technical Assistance Funds