

C-17-10 RFP Clarifications as of 1/16/18

C-17-10: Shared Agency Management Plan for the Protection of Rare Fen-Dependent Species and their Habitat

The following questions have been raised concerning the RFP for SPR project C-17-10. Clarification of the RFP, through responses to the questions raised, is being provided to all potential Principal Investigators to ensure each proposal in response to the RFP is based on the same information.

Questions and Answers:

Scope of Work

Q1. Would you be able to provide the boundaries of the area that is to be included in this project? It would be very helpful in assessing the scope of the work.

a. I wanted to clarify my question about the scope of RFP C-17-10. Would you please be able to send me a description or a map of the ponds/areas included in this RFP - particularly the boundaries of the newly acquired state property to the south of State Route 318?

Ans.: See attached project boundary map on page three (3) and additional boundary map on page four (4).

Budget

Q2. We would seek to bring on a graduate student for this project:

a. Is tuition for a graduate student able to be paid through this project?

Ans.: Yes.

b. Would travel expenses for a student presenting at a professional conference be allowed?

Ans.: Travel is allowed for professional purposes in the US.

Proposal Evaluation

Q3. On page 4, under "Funding", there is mention of "higher scores on the cost component of the selection criteria" So my question is, what is your scoring rubric? What are the criteria for review of proposals? What are the definitions of these criteria? and how much value is placed on each of those areas of the criteria? Also, how are the criteria scored—how many points for each of the components? How many total points are in the review process? For example, if cost sharing is a criterion, how much does it count for in

the review process? Does different percent cost share result in different point value assessment? How much and how is that defined and evaluated? So, whatever the criteria are, please describe and define them and provide more information on how these scores will be arrived at, pooled or otherwise evaluated.

Ans.: The evaluation criteria are included on page six (6) of the published RFP. The non-cost related aspects of the technical proposals are reviewed by the project's Technical Working Group (TWG) and are scored individually by each TWG member per the published RFP criteria. The scores are then averaged (unweighted average score) and entered onto a summary spreadsheet. The highest score for each criterion is then assigned the maximum points allotted to that criterion, and the lesser scores are given proportional average-weighted scores. It is at this point that the weighted score for cost is provided by the Research and Policy Studies Section and included in the total weighted scores. The proposal with the highest average weighted score for all criteria is the winning proposal. See pages five (5) through eight (8) for generic criteria (points and scoring anchors) and an example of average weighted scoring.

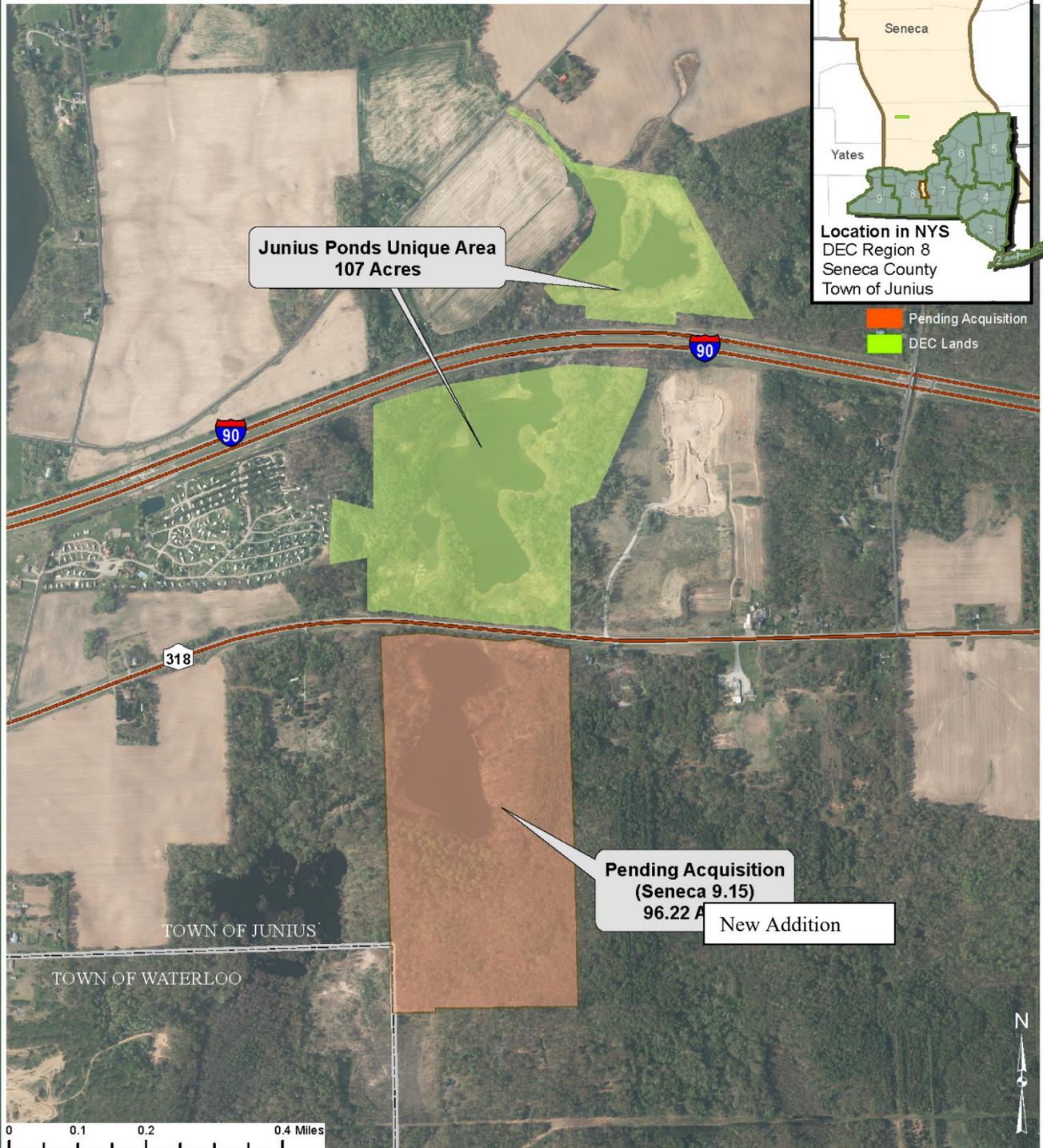
Approximate Project Location Area
for Junius Pond RFP



Junius Ponds Unique Area

96.22 Acre Addition

Vendor: Girl Scouts of NYPENN Pathways, Inc.



**SPR Research Program
Proposal Evaluation Form**
Page 1 of 3

SPR Project ID# / Title: _____

Principal Investigator: _____

Principal Investigator's Organization: _____

EXPERTISE

What is the extent of the relevant expertise of the Principal Investigator? What is the extent of the relevant expertise of others who will be involved in the research?

Points	Scoring Anchor
0	Principal Investigator does not have relevant expertise, nor do others who will be involved. No confidence that they would be able to successfully complete the work.
1	The relevant expertise of the Principal Investigator and others involved is marginal. Unsure if they would be able to successfully complete the work.
2	Principal Investigator has relevant but limited expertise. Others involved have marginal expertise at best. Under the leadership of the Principal Investigator, it is reasonable to expect a successful project.
3	Principal Investigator has extensive and relevant expertise and others involved have relevant but limited expertise. Under the leadership of the Principal Investigator, it is likely that the project will be completed successfully.
4	Principal Investigator has extensive and relevant expertise, as do others who will be involved. Past performance indicates the work will be highly successful.
5	Principal Investigator is a national or world leader in this field and has done extensive research on this topic, and is supported by others who have extensive and relevant expertise. A highly successful research project is quite likely under the leadership of the Principal Investigator.

Score: _____

Comments:

**SPR Research Program
Proposal Evaluation Form
Page 2 of 3**

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UNDERSTANDING OF THE PROBLEM

Does the proposal reflect an understanding of the problem and its relevance to New York State?
Does the proposal reflect an understanding of existing data and the current state of knowledge in New York State?

Points	
0	The proposal has misunderstood the problem.
1	The proposal reflects a general understanding of the problem, but did not reflect an understanding of its relevance to New York State. Nor did the proposal reflect an understanding of the current state of knowledge in New York State agencies / authority, and the level of data currently available.
2	The proposal reflects a good understanding of the problem outside of New York State and reflects a general understanding of how the problem affects New York State. However, the proposal does not reflect an understanding of the current state of knowledge in New York State agencies / authority, and the level of data currently available.
3	The proposal reflects a good understanding of problem and its relevance to New York State. However, the proposal does not reflect an understanding of the current state of knowledge in New York State agencies / authority, and the level of data currently available.
4	The proposal reflects a good understanding of the problem and its relevance to New York State. The proposal also reflects the current state of knowledge in New York State agencies / authorities and is somewhat familiar with the level of data currently available.
5	The proposal reflects an excellent understanding of the problem and its relevance to New York State. The proposal also reflects an excellent understand of the current state of knowledge in New York State agencies / authorities and demonstrates a familiarity with level of data currently available.

Score: _____

Comments:

**SPR Research Program
Proposal Evaluation Form**
Page 3 of 3

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APPROACH

Is the proposed approach clear, especially in how it will build upon and enhance the state of knowledge in New York State? Will it yield the deliverables called for in the RFP? Does the approach show insight that will lead to results that will sufficiently assist New York State in addressing the problem? Is the proposed approach practical given the schedule and total budget? Will the proposed research draw upon all critical sources of pertinent information?

Points	
0	The approach is unlikely to produce a satisfactory result.
1	The approach will likely produce results that cannot or will not be implemented in New York State.
2	The approach may produce results useful to New York State, although there is some doubt that what is promised can be delivered with the current schedule and budget constraints.
3	The approach will likely produce ready to implement results which are useful to New York State. The approach is practical.
4	The approach will likely produce ready to implement results which are useful to New York State. The approach is practical and will make good use of all sources of critical sources of pertinent information.
5	The approach is insightful and as a result will very likely produce ready to implement results which are quite useful to New York State. The approach is practical and will make good use of all sources of critical sources of pertinent information.

Score: _____

Comments:

**Example
Hypothetical Case**

Scores

Experience = 20% [in this case: 20/4 * unweighted score = weight score]

	TWG Member 1	TWG Member 2	TWG Member 3	Average Unweighted	Weighted Score
Firm A	3	3	4	3.3	16.5
Firm B	3	4	4	3.7	18.5
Firm C	4	3	5	4.0	20.0

Understanding = 20% [in this case: 20/3.7 * unweighted score = weight score]

	TWG Member 1	TWG Member 2	TWG Member 3	Average Unweighted	Weighted Score
Firm A	4	3	4	3.7	20.0
Firm B	2	3	4	3.0	16.2
Firm C	4	3	3	3.3	17.8

Approach = 40% [in this case: 40/4.7 * unweighted score = weight score]

	TWG Member 1	TWG Member 2	TWG Member 3	Average Unweighted	Weighted Score
Firm A	3	3	3	3.0	25.5
Firm B	4	5	5	4.7	40.0
Firm C	4	4	4	4.0	34.0

Cost = 20% [in this case: 20 * \$105,000 /proposed cost = weight score]

	TWG Member 1	TWG Member 2	TWG Member 3	Proposed Cost	Weighted Score
Firm A	N/A	N/A	N/A	\$125,000	16.8
Firm B	N/A	N/A	N/A	\$105,000	20.0
Firm C	N/A	N/A	N/A	\$115,000	18.3

Total Scores Weighted¹

	Weighted Scores
Firm A	78.8
Firm B	94.7
Firm C	90.1

¹ The firm scoring best in each category is assigned the top number of points for that category. The scores of other firms in the category receive proportionally less. Adding all the categories, the maximum score is 100.