

## Request for Full Proposal

Student Conservation Association, Inc. – request a full proposal and budget for:

Title of Project: National Operations Center for Water Safety

CFDA NUMBER 12.010

Work Order RFP Number: W9126G-16-2-RFP-0868

1. Please submit your proposal via email directly to Grants Specialist Angela Zahid, [Angela.Zahid@usace.army.mil](mailto:Angela.Zahid@usace.army.mil). It must be provided in both a PDF version and an MS Word/Excel version as appropriate (the USACE system for generating award documents does not allow the uploading of PDF documents). Your full proposal should address how you plan to meet the objectives listed; include a detailed budget taking into consideration the magnitude of available funding \$157,000; and include your consideration of the following information which we would like incorporated into your proposal. Costs principles are governed by 2 CFR Part 200.

Any resulting cooperative agreement will be subject to and recipient/cooperator will be required to comply with 2 CFR 200.313 “Equipment”, 200.314 “Supplies”, and 200.315 “Intangible Property” which includes use of government property. (The government can allow the use of government property at each location as requested)

Work Order not to exceed \$157,000

2. Format and Content of Full Proposals
  - 2.1. Proposal submissions will be protected from unauthorized disclosure in accordance with applicable law, and DoD regulations. Respondents are expected to appropriately mark each page of their submission that contains proprietary information. Proposals shall be submitted electronically within the following guidelines:
  - 2.2 Full Proposal Format: Full Proposals shall consist of three sections: (I) Technical Approach, (II) Experience and Qualifications and (III) Cost. The details of each section are described below. As soon as the final proposal evaluation process is completed, the respondent will be notified via e-mail of its selection or non-selection for an award.
    - a. Paper Size – 8.5 x 11 inch paper, single sided
    - b. Font Size – no less than 10 point font
    - c. Margins – 1 inch
    - d. Spacing – Single or double-spaced
    - e. Copies – two (2) electronic copies: one (1) copy in PDF and and one (1) copy in MS Word/Excel versions containing all of the required sections.

- f. Number of Pages – Sections I and II are limited to no more than 25 pages. Section III has no page limit. The cover page and table of contents are excluded from the page limitations. Proposals exceeding the page limit will not be evaluated.

### 2.3 Full Proposal Organization

Tab A: shall include the following:

- Title of Proposal;
- POC information for Grant Administrators, DUNS code, CAGE code, and EIN for proposal, and the exact name that appears in the System for Award Management (SAM);
- Identity of Prime Respondent and complete list of subcontractor, if applicable;
- Technical Contact (name, address, phone, fax, and e-mail);
- Administrative/Business Contact (name, address, phone, fax and e-mail); and
- Signed copies of the SF 424, 424a, and 424b. These forms may be found at <http://apply07.grants.gov/apply/FormLinks?family=15> .

By submission of its proposal or application, the applicant represents that it does not require any of its employees, contractors, or subrecipients seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting those employees, contractors, or subrecipients from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information. Note that: (1) the basis for this representation is a prohibition in section 743 of the Financial Services and General Government Appropriations Act, 2015 (Division E of the Consolidated and Further Continuing Appropriations Act, 2015, Pub. L. 113-235) and any successor provision of law on making funds available through grants and cooperative agreements to entities with certain internal confidentiality agreements or statements; and (2) section 743 states that it does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

- TAB A will also contain a signed copy of 32 C.F.R. Appendix A to Part 28— Certification Regarding Lobbying

Tab B: Sections I, II, and III, and their individual content (see 2.2).

3.0 REPORTS AND DELIVERABLES: The Recipient shall submit the following types of reports and deliverables as a minimum, see also Statement of Objectives. Reports and deliverables are to ensure that fund processing is timely and documentation supports financial interaction between our organizations. Reports and deliverables also document overall project accomplishments.

3.1 Progress Reports - One (1) typed letter report describing progress on the project. The report shall be due as of the last day of the third month (**quarterly**) and shall be transmitted via electronic mail, facsimile, or regular mail no later than the 10th calendar day following the end of the reporting period. Invoices for partial payment shall be submitted to coincide with receipt of the monthly progress reports. No partial payment will be approved unless the government has received all progress reports which are due.

3.2 Annual Report (if the project is longer than one year). One (1) paper copy of an annual report should be submitted no later than one month before end of each year. At a minimum, the report shall contain an introduction section, and one section for each Task identified in your proposal. For each Task, the report shall summarize work accomplished for the Task. USACE-SWF staff will review and provide comments, if any, within fifteen (15) calendar days after receipt.

### 3.3 Draft and Final Project Reports:

3.3.1 Draft Final Project Report. One (1) paper copy of a draft final report should be submitted no later than one month before end of the project. At a minimum, the report shall contain an introduction section, and one section for each Task identified in your proposal. For each Task, the report shall summarize work accomplished for the Task. USACE-SWF staff will review and provide comments, if any, within fifteen (15) calendar days after receipt.

3.3.2 Final Project Report. One (1) paper copy of the final report, incorporating USACE-SWF review comments on the draft, if any, shall be submitted no later than fifteen (15) days after receipt of the USACE-SWF comments. Additionally, one (1) copy of the final report shall be submitted in a MSWord file(s), on digital media.

## 4.3 Factors for Technical Merit

### A. Technical Approach.

i. Goals and Objectives. The proposal clearly states the overall goal(s) of the project and has specific, measurable objectives.

ii. Methodology. The proposal includes a description of the Conservation/Recreation Interns responsibilities.

iii. Deliverables. The proposal addresses how the Conservation/Recreation Interns will responsibilities and requirements for work order.

iv. Schedule and Milestones. The proposal is **feasible** and contains a **reasonable** schedule.

B. Cost. Cost will be evaluated for **allowability, allocability, and reasonableness**. All costs must be listed, justified and match the Statement of Objectives. Specifically, a breakdown of direct costs, including labor, travel, supplies and equipment, and subcontracts, and indirect costs should be itemized.

- i. **LABOR:** Conservation/Recreation Intern Labor. Please include the breakdown of Full Time Equivalent, Part Time Equivalent (# of hours), rate and total amounts.
- ii. **SUPPLIES and OTHER MISCELLANEOUS ITEMS:** Include any costs associated with the project that need to be captured within the budget.
- iii. **TRAVEL:** It is expected that some travel will be required to perform the work and will be evaluated based on the description of work in the proposal. Please itemize all travel costs and lodging to support the travel line item on the SF424a. All travel costs must be in compliance with the charges for normal organizational costs as allowed in your organizations written travel policy (please provide a copy of the written travel policy or access to a website with the policy).
- iv. **SUBAWARDS:** If subawards are a component of this proposal, please include in budget with associated costs per unit of production.