



REQUEST FOR PROPOSALS

**Issued by the Utah Department of Natural Resources
Division of Forestry, Fire & State Lands
For Great Salt Lake Research Projects**

1.0 STATEMENT OF INTENT

The Utah Department of Natural Resources, Division of Forestry, Fire & State Lands requests proposals for research projects that will assist the Division in becoming better-informed stewards of Great Salt Lake. By having a better understanding of the lake system the Division can make management decisions that are more defensible in science and to help maintain the health of this important ecosystem.

The Great Salt Lake Tech Team, through its Research and Grants Subcommittee, has identified five “hot topics” that research projects will address, either individually or in combination:

- ❑ Effects of diking on Great Salt Lake
- ❑ Effects of a drying lake on human health, ecosystem health, and the economy of Utah
- ❑ Methods to assess habitat quality of Great Salt Lake (which may include identifying indicator species)
- ❑ Mercury
- ❑ Monitoring

The outcomes and deliverables of this RFP are deliberately non-specific to allow the submitting entity to craft an approach that will bring understanding and/or define future research needs. The successful applicant must indicate the relevance and importance of the work to Great Salt Lake and demonstrate how it will benefit the Division.

Proposals are solicited for one- to two-year research projects that address an aspect of one or more of the “hot topics” listed above. A deliverable is due on June 30, 2010. (If the project is a two-year project, an interim report is due on June 30, 2010; with the final deliverable due no later than June 30, 2011). Expenditures eligible for funding under this proposal include labor, supplies, travel, materials, and equipment. The grant is crafted to reimburse expenses on a periodic basis (no more frequently than monthly).

2.0 BACKGROUND

The Division of Forestry, Fire and State Lands as part of its statutory responsibilities recognizes the need to understand aspects of the Great Salt Lake in order to manage the lake and protect its resources. The authority for this RFP comes from Utah Code 65A-10-8 that outlines the management responsibilities of the Division for Great Salt Lake. Available funding under this RFP comes from the Utah State Legislature to the Utah Division of Forestry, Fire and State Lands.

3.0 APPLICANT ELIGIBILITY/REQUIREMENTS

This request is directed to federal, state, tribal and local governments, communities, businesses, universities, colleges, and non-profit organizations.

Applicants may apply for up to \$75,000 for any project. It is anticipated that a total of approximately \$140,000 will be available for projects and that more than one project will be funded.

Applying organizations or businesses must have the ability to ensure fiscal accountability.

4.0 ELIGIBLE ACTIVITIES

Funds may be used for a range of approaches to the “hot topics” including: to conduct pilot projects; synthesize new or existing information; develop methods to address a research questions; apply existing knowledge to a specific problem; define and study an aspect of a specific research question; develop a monitoring study that can give relevant information of the ongoing health of the lake; or define future research needs.

5.0 ADMINISTRATIVE REQUIREMENTS

- 5.1 Those submitting proposals must examine all contract documents, noting particularly all stipulations that in any way affect work output. Failure to fully understand the amount and nature of the work required to fulfill all terms of the contract documents will not be considered as a basis for extra compensation after a contract has been awarded.
- 5.2 If discrepancies, omissions, or ambiguities are found in contract documents, the Division will be notified at once. The Division will send written corrections or explanations. The Division will not be responsible for any oral instructions.
- 5.3 Proposals that substantially add to, subtract from, or otherwise change the provisions of this request will be considered void.
- 5.4 Proposals must certify that all entities responsible for authorizing activities have agreed that their proposal should be submitted as written.

- 5.5 Proposals must certify that funds awarded to the proposing entity by the Division through any contract issued pursuant to this Request will not be used to supplant funds that it may have at its disposal from other sources.
- 5.6 Proposals must indicate acceptance of terms required by this RFP in a transmittal letter signed by the individual with authority to bind the entity to these requirements.
- 5.7 Because the source of grant monies are public funds, submitted proposals become the property of the Division of Forestry, Fire and State Lands and will become public records following the award of the grants. Content of unsuccessful proposals may be protected to the extent allowed by law at the request of the submitter. The request should be part of the proposal on the basis of proprietary ideas, processes, equipment, copyrights, etc. Information of the cover sheet will not be protected information.
- 5.8 Research reports will be available to the public through the Division of Forestry, Fire and State Lands and may be published online.

6.0 PROPOSAL COMPONENTS

To be considered, project proposals must include the following components:

6.1 COVER SHEET

Use attached form.

6.2 PROJECT NARRATIVE

Please limit to eight (8) pages single sided, singled spaced, 12-point font document not including resumes (see list of appendices, below). The narrative should provide:

- A. Information about the principal investigator and project team members.
- B. Name and nature of the sponsoring institution, including relevant financial information such as overhead rate or 501(c)3 status.
- C. Declaration of close associations of research team members with staff of the Division of Forestry Fire and State Lands, members of the Great Salt Lake Technical Team, or members of the Utah State Legislature.
- D. Plan of work including goals, objectives and methods of the research project. This section should include a discussion of how the requested funding and approach will be adequate to accomplish the goals and objectives of the research project.
- E. Discussion of the importance of the project to the public interest, to a better understanding of a significant research issue, or to management of Great Salt Lake.

- F. Discussion of how the project addresses an aspect of one of the four “hot topics” listed in 1.0 Statement of Intent.
- G. Discussion concerning related work done or in progress by principal investigator and members of the project team.
- H. Specifics concerning deliverable(s) to be delivered to the Division of Forestry Fire and State Lands by June 30, 2010.

6.3 COLLABORATION/PROJECT PARTNERS

Please restrict to a summary section of two (2) pages single sided, singled spaced, 12-point font document not including letters of commitment (see list of appendices, below).

- A. Identify partners and their contributions to the proposed project.
- B. Letters of commitment describing the specific commitment (provided by the project partner and included as an appendix).
- C. Potential for future leverage associated with the research project.

6.4 PROJECT BUDGET AND SCHEDULE

Project proposals must present a budget table in a format similar to that of the example below. The budget table should include expenses expected to be covered with grant funds, plus any state and local match sources.

- A. Total Projected Costs by Category. Categories are: personnel, equipment, supplies, travel, administration, other.
- B. Identification of matching funds or contributed resources, whether cash or in-kind services. If in-kind, state the category: personnel, equipment, supplies, travel, administration, other.

6.5 APPENDICES

- A. Resumes of key project team members.
- B. Letters of support from community leaders, community groups, agencies, etc.
- C. Letters of commitment from declared partners.

Sample Budget Table

Budget Category	Unit Cost (\$)	# Of Units	Grant funds requested	Matching Funds (Cash or In-kind)	Total
Personnel					
Equipment					
Materials/Supplies					
Travel					
Administrative Overhead					
Other (list)					
TOTAL PROJECT COST					

Sample Estimated Schedule of Work

Organization	Activity/Output	Q T Y	Month 1-3			Month 4-6			Month 7-9		
University of Bluffdale	Literature search	1			■						
University of Bluffdale	Field work	1				■	■	■	■		
University of Bluffdale	Data analysis and report	1						■	■	■	

7.0 RANKING CRITERIA

The Division will follow guidelines developed by members of the Great Salt Lake Technical Team to review and evaluate proposals. An evaluation team made up of State and Great Salt Lake Technical Team members will evaluate proposals. The evaluation process will be based on how project elements contribute to the stated goals, the qualifications of the proposal and the information asked for in this RFP. Proposals will be evaluated based on following criteria:

Weight	Criteria
25%	Potential to demonstrate an early “success” with respect to an aspect of one or more of the four “hot topics.”
30%	Project importance to the Utah public AND/OR Project potential to increase understanding of a research need AND/OR Project potential to assist the management of Great Salt Lake
10%	Project potential for current or future partnerships with funding and/or collaboration
10%	Understanding and articulation of the research concern
10%	Specific work plan elements <ul style="list-style-type: none">□ milestones□ reasonable and rational budget□ reasonable work plan and scope of work□ quality of presentation□ completeness of proposal
10%	Qualifications and past performance of investigators
5%	Other

8.0 PROPOSAL APPLICATION PROCEDURE

All proposals must be electronic and received attached to an email as a WordPerfect document, Microsoft Word document, or .pdf document. Each proposal must be received no later than noon, June 1, 2009. Absolutely no exceptions will be made for proposals not received by the appointed time. Proposals shall be submitted to the Division at either email address listed below.

Dave Grierson
Forestry Fire & State Lands
1594 W North Temple Ste 3520
PO Box 145703
Salt Lake City, UT 84114
davegrierson@utah.gov
(801) 538-5504

OR Jennifer Wiglama
Forestry Fire & State Lands
1594 W North Temple Ste 3520
PO Box 145703
Salt Lake City, UT 84114
jenniferwiglama@utah.gov
(801) 538-5495

Questions regarding this Request for Proposals should be addressed to:

Dave Grierson or Jennifer Wiglama,
Utah Division of Forestry, Fire & State Lands
PO Box 145703
Salt Lake City, UT 84114-5703 Phone: (801) 538-5504.

Physical Address: Forestry, Fire & State Lands
1594 W North Temple Suite 3520
Salt Lake City, UT 84116.

9.0 CONTRACT DURATION

The contract period will extend from the date of contract approval by the Utah Division of Forestry, Fire & State Lands until June 30, 2010 (or June 30, 2011 for a two-year project).

10.0 FUNDING NOTIFICATION AND GRANT AWARD

Proposals selected for funding will be notified within 30 days of the submission deadline. This initial notification should not be construed as an official grant award. The Division is responsible for follow-up with the appropriate documentation to award the grant. Successful candidates are encouraged to consult with the awarding agency before incurring any expenses, as pre-award costs are not usually allowed.



FORESTRY, FIRE & STATE LANDS REQUEST FOR PROPOSALS Cover Sheet



Project Title			
Lead Project Sponsor			
Project Contact	Name		
	Mailing Address		
	Phone Number		
	Fax Number		
	E-Mail Address		
Project Description / Abstract			
Project Funding	Amount Requested	Matching Funds	Total Project Cost
	\$	\$	\$