

## Northeast Silviculture Institute for Foresters

### RFP questions and answers

**Q1. NICRA. Can the bidder apply using our USFS-approved NICRA and pay rates?**

*Answer.* No - 10% maximum for overhead rates.

**Q2. Who else has expressed an interest; i.e. should we be collaborating with anyone? How about instructors?**

*Answer.* Bidders can collaborate with others on a proposal with one organization taking on the lead organization role as defined in the RFP and others as subcontractors to the lead organization.

**Q3. Will the instructors expect a stipend or honorarium? Or does the prestige of the NASP usually carry the day?**

*Answer.* How the funding provided to the winning bidder is allocated to costs, such as instructor stipends, is up to the lead organization to determine as part of their bid.

**Q4. Timing of modules. Preference for a season? Cluster, or spread throughout year? Contract awarded March 1; will need to work fast to plan for 2017.**

*Answer.* Ultimately it is up to the lead organization bidder to propose the schedule of module delivery in 2017 and 2018. It would be preferable to spread the 5 module trainings out during the calendar year with the understanding that in 2017, the module training might start later than in 2018 due to the contract signing target date of March 1, 2017.

**Q5. Is the \$50 registration fee intended to cover facility rental, food, and other meeting costs? I.e. is that the target cost per participant for each 2-day module?**

*Answer.* The \$50 registration fee collection and most of the Institute administration will be accomplished by NEFA. The break-down of responsibilities for delivering the Institute training between the winning bidder and NEFA is described in the RFP on pages 9-10.

**Q6. Is the idea that the bidder works with the module instructors to develop the lesson plan according to NASP standards? Is the bidder responsible for curriculum development, or for approving the module leaders' proposed instruction plans?**

*Answer.* All modules must be delivered with curriculum consistent with the RFP curriculum outline. If the winning bidder is a lead organization and has many subcontractors, then the lead organizations needs to make sure module subcontractors' curricula are consistent with the RFP.

**Q7. May we bring in different instructors for the different module components? e.g. a USFS forest health specialist to address forest health issues in the forest type of that module.**

*Answer.* It is anticipated that each module training will be delivered with multiple instructors. The number of instructors and who will cover what topics in the module is up to the lead organization to determine in consultation with their subcontractors.

**Q8. Travel budget. Are you anticipating that speakers will cover their own travel and their time be used as match?**

*Answer.* Travel costs and all other costs incurred by the winning bidder/lead organization must be covered by the bid amount. There are no additional funds for travel.

**Q9. I see that letters of concurrence are required of "partner organizations and trainers." What do you mean by letters of concurrence? What should these letters address? Can they be an email confirmation**

**that the partner organizations and persons named in the RFP will participate? This will be a lot of letters given the number of partners and trainers.**

*Answer.* All partner organizations and trainers should be confirmed at the time the proposal is submitted. The intent of letters of concurrence is to prove that they are confirmed by having those people confirm it in writing. The letter need not be formal. An e-mail correspondence is adequate.

**Q10. On pages 4 and 9, resumes are listed as being required for all those delivering the training. Also on page 9, a 1-page biosketch is required for each instructor as part of the proposal. Can you confirm that the resume and the biosketch are the same thing?**

*Answer.* Resume and biosketch requirements refer to the same thing. A biosketch is adequate. Resumes are acceptable too.

Questions received as of January 18, 2017