

Colorado State Forest Service



REQUEST FOR PROPOSALS

Forest Industry Retention and Assistance Project

**SUPPORTED BY A GRANT FROM THE
AMERICAN RECOVERY AND REINVESTMENT
ACT OF 2009**

AUGUST 31, 2009

(Section 1.2 amended September 2, 2009)

Article 21. EQUAL OPPORTUNITY:

Discrimination - The Contractor agrees to comply with the letter and spirit of the Colorado Anti-discrimination Act of 1957 as amended, and the applicable law respecting discrimination and unfair employment practices, (Reference 24-34-301, C.R.S. 1973, as amended, and the Governor's Executive Order of April 16, 1975 relating to equal opportunity and affirmative action, which are incorporated herein by reference).

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SECTION 1.0 INTRODUCTION

Colorado State University, on behalf of the Colorado State Forest Service (hereinafter referred to as CSFS), is seeking to award grants to retain and/or create jobs in Colorado's wood products manufacturing industry in order to complement, support, and accomplish high-priority forest restoration and fuels mitigation work.

This grant program is offered primarily under and as part of the **American Recovery and Reinvestment Act of 2009 (hereinafter referred to as ARRA)**, more commonly known as the Federal Stimulus Law (hereinafter referred to as "Stimulus"). Other funding sources may also be utilized. Awarded grants will fund or partially fund work performed under the **Colorado State Forest Service ARRA Forest Industry Retention and Assistance Program** (hereinafter referred to as ARRA FI), as detailed in the following Sections.

Recipients must comply with the requirements set forth in the Recovery Act including, but not limited to, the reporting requirements of Section 1512 of the Recovery Act. (www.recovery.gov)

1.1 PURPOSE OF THE GRANT

GENERAL DESCRIPTION

These funds are being distributed for the purpose of creating or retaining jobs in the forest industry and wood products manufacturing business sector in order to facilitate forest restoration and fuels mitigation. Proposals submitted in response to this solicitation must comply with the instructions and procedures contained in this RFP. The **ARRA FI** grant program will allocate a total of One Million Seven Hundred Fifty Thousand and No/100 Dollars (\$1,750,000.00). The CSFS anticipates making three to seven sub-awards. The actual amount of grants awarded may be less than the amount requested.

1.2 APPLICANT ELIGIBILITY (Amended September 2, 2009)

Eligible applicants include wood processing facilities located in the state of Colorado that produce and sell primary wood products including residues such as chips, shavings, pellets, etc.

1.3 FUNDING CYCLE

All proposals received by 5 p.m. Mountain Daylight Time (MDT) on **September 30, 2009**, will be evaluated for funding.

1.4 RIGHT TO INVESTIGATE AND REJECT

All awards will be made at the sole discretion of the Colorado State Forest Service. The CSFS may cancel or reduce the level of funding, at the sole discretion of the CSFS, if at any time ARRA or other funding sources are not appropriated or otherwise made available. The CSFS may make such investigations as deemed necessary to determine the ability of the Applicant and associated partners, to provide the supplies and/or perform the services specified. The CSFS reserves the right to reject the Applicant's proposal if the evidence submitted by, or investigation of, the Applicant and associated partners fails to satisfy CSFS that the Applicant and associated partners are properly qualified to carry out the obligations of the Agreement. *This includes the ability of the CSFS to reject the Applicant's proposal based on negative past-performance references.*

SECTION 2.0 PROJECT DESCRIPTION

2.1 CONTACT INFORMATION

The designated CSFS ARRA Program Manager for this RFP is Terrie Craven, whose contact information is as follows:

Colorado State Forest Service
CSFS ARRA Program Manager: Terrie Craven
3843 West LaPorte Avenue, 5060 Campus Delivery, Fort Collins, CO 80523-5060
Telephone Number: 970-491-8466
Fax Number: 970-491-7736
E-mail Address: Terrie.Craven@ColoState.EDU

CSFS STAFF WILL ONLY PROVIDE PUBLIC INFORMATION AND WILL NOT WRITE OR ASSIST IN WRITING ANY PART OF AN APPLICANT'S GRANT PROPOSAL, NOR WILL THEY PROVIDE OPINIONS ABOUT THE PROPOSAL. REFERENCE MATERIAL THAT MAY BE HELPFUL IN DEVELOPING PROPOSALS CAN BE FOUND ON THE CSFS WEBPAGE DEDICATED TO CSFS RECOVERY ACT FUNDING (<http://csfs.colostate.edu/pages/recovery.html>) THIS WEBPAGE WILL BE PERIODICALLY UPDATED.

2.2 PROJECT SCOPE

These funds are being distributed for the purpose of creating or retaining jobs in the forest industry and wood products manufacturing business sector in order to facilitate forest restoration and fuels mitigation. Proposals submitted in response to this solicitation must comply with the instructions and procedures contained in this RFP.

2.3 SELECTION CRITERIA

Principal award criteria under this RFP is the extent to which an applicant can clearly demonstrate the capacity to retain existing and/or create new full-time and/or temporary/seasonal jobs in wood products manufacturing. Successful proposals will emphasize full-time job retention and/or creation that can be sustained beyond the grant award period.

Points will be assigned based on applicant responses to RFP questions (**Section 2.5**), and be used with other qualitative measures in making final sub-award decisions.

Additional criteria in the awarding of grants pursuant to this RFP will include long-term business operational history, experience, reputation, and extent to which funds result in business retention and expansion, and degree of past and current collaborative partnerships or projects in which applicants have participated.

2.4 SUBMITTAL DUE DATE AND REQUIREMENTS

| | |
|------------------|---|
| Due Date & Time: | September 30, 2009 (received by 5 p.m. MDT) |
| Address: | Delivery and Mailing Address: Colorado State Forest Service ATTN: Terrie Craven 3843 West LaPorte Avenue 5060 Campus Delivery Fort Collins, Colorado 80523-5060 |
| Comments: | It is the responsibility of the Applicant to hand deliver their submittal by the due date and time, or allow sufficient time for the submittal to transit through mail or parcel post delivery systems and the CSU Mail System. <u>Late submittals will not be evaluated.</u> NOTE: Four (4) hard copies of submittals must be provided. |

Work must be completed by September 30, 2011.

SECTION 3.0 PROJECT REQUIREMENTS

3.1 PROPOSAL CRITERIA

Submitted proposals must meet the following criteria: Proposals must create and/or retain jobs. Ideally, proposals will keep people employed for an extended period

3.2 DEFINITIONS

Jobs Created: Refers to new positions created and filled, or previously existing unfilled positions that are filled, as a result of Recovery Act funding. A job cannot be reported as both created and retained.

Jobs Retained: Refers to previously existing filled positions that are retained as a result of Recovery Act funding. This description may rely on job titles, broader labor categories, or the sub-recipient's existing practice for describing jobs as long as the terms used are widely understood and describe the general nature of the work. A job cannot be reported as both created and retained.

Full-Time Equivalent (FTE): The number shall be expressed as 'full-time equivalent (FTE), calculated by the total number of hours in a full-time schedule, as defined by the recipient. For example, two full-time employees and one part-time employee working half days would be reported as 2.5 FTE in each calendar quarter. Overtime and paid time off (vacation, sick, personal, holidays, etc.) should be included in this calculation, but only if the employees are paid for those hours.

DUNS Number: Dun & Bradstreet (D&B) maintains a business database containing information on more than 100 million businesses worldwide. D&B provides a DUNS number, a unique nine-digit identification number, for each physical location of a business organization. DUNS number assignment is free for all businesses required to register with the U.S. Federal Government for contracts or grants. Further detailed information on D&B is available at <http://fedgov.dnb.com/webform>.

Central Contractor Registration (CCR): CCR is the primary registrant database for the U.S. Federal Government. The CCR collects, validates, stores, and disseminates data in support of federally funded projects. A CCR number can be obtained at www.ccr.gov.

Primary Wood Products Processor: Includes facilities that process timber (raw logs) into primary wood products such as lumber.

SECTION 4.0 SCOPE OF WORK

4.1 APPLICANT RESPONSE

In addition to incorporating the Proposal Criteria listed under Section 3.1, an Applicant's response must provide the following as part of the response to this RFP:

1) PROPOSAL COVER SHEET

All submitted proposals must include a cover sheet that contains:

- Company/business name
- Point of contact information
- Address
- County
- Phone number
- DUNS number
- Name of grant for which you are applying
- Dollars requested.

2) WORK PLAN/ APPLICANT QUESTIONS – Subsections 1-10 must be included as part of the Work Plan.

1. Describe specifically what the funding will be used for and how it will directly impact your company's ability to retain and/or create additional full-time and/or temporary jobs. Provide job titles and brief descriptions. Specify jobs that will be of a full-time, part-time or seasonal basis. Indicate whether these jobs are rehires of recent job losses, jobs that are retained, and/or jobs representing new positions. Count only those jobs that will be paid directly with Recovery Act funds. Describe the potential to retain these jobs during and beyond the grant award period. (maximum **45 points**)
2. Provide a brief overview of your company/business current operation including number of current employees (number lost within the last year), years of operation, manufacturing and/or timber harvesting experience, types of products produced, annual sales, volume processed, etc. (maximum **15 points**)
3. Check the level of funding assistance for which you are applying. Check only one (note - actual awards may be increased/decreased at the discretion of the CSFS).

1. \$500,000 **OR**

2. \$250,000

Applicant must provide detailed cost information to substantiate the amount of dollars being requested including what percentage of the total project cost will be applied to job creation. Proposals may include costs in the following categories: Personnel, Fringe, Travel, Supplies, General & Administrative (G&A), Other (please specify). Proposals that do not detail costs will not be considered.

4. Does your company have a current business and/or marketing plan? If so, please attach an executive summary. (maximum **20 points**)
5. In addition to describing how the funds will contribute to retention and creation of jobs in the near and long-term (question 2), please describe how these funds will contribute toward the capacity of your business to manufacture, market, and sell product(s) capable of meeting and/or exceeding the harvesting, removal, and transportation costs to your facility. (maximum **25 points**)
6. Describe the impacts of the current economic downturn on your company's operations including reduction in number of employees (full-time and/or part-time), production, product and/or raw material inventories, market/price loss, etc. (maximum **10 points**)
7. Provide timeline of project activities and financial expenditures. (maximum **5 points**)
8. Describe the extent of collaboration contained in your proposal. Include "letters of support," formal and/or informal agreements or working relationships with local community groups and/or organizations, state and local governments, and/or financial institutions. You may also include examples of your company's past collaborative activities. Clearly identify all vendors, landowners, and partners who will participate in the project, or each portion of the project, and list what their responsibilities/operations will be. (maximum **10 points**)
9. Describe your company's administrative experience and how it will be used to receive, expend, and accomplish reporting. Companies that receive funding will need to demonstrate the capacity to begin project(s) relative to notification of award, and provide to the CSFS regular progress and financial reporting, and project closeout and accomplishment reporting. (maximum **10 points**)

The point criteria are weighted on 140-point scale.

3) GRANT REQUEST – Applicant must provide detailed cost information to substantiate the amount of dollars being requested including what percentage of the total project cost will be applied to job creation. Proposals may include costs in the following categories: Personnel, Fringe, Travel, Supplies, General & Administrative (G&A), Other (please specify). Proposals that do not detail costs will not be considered.

4) PARTNERSHIPS – Clearly identify all vendors, landowners, and partners who will participate in the project, or each portion of the project, and list what their responsibilities/operations will be.

SECTION 5.0 ADDITIONAL INFORMATION

5.1 SUB-RECIPIENT WILL PROVIDE

Sub-recipients must provide all necessary equipment, manpower, materials, permits, and permissions necessary to accomplish the work as outlined in the Applicant's response to this RFP. Sub-recipients must possess the ability to collect and provide digital spatial mapping of the project area, if applicable. The CSFS will not provide any equipment, manpower, materials, or permissions, excluding permission on State Trust Lands.

5.2 PROJECT TIMEFRAME

All work including expenditure of funds and project reporting must be completed by September 30, 2011.

5.3 INSPECTION AND PAYMENT

The CSFS retains the right to make periodic inspections of the successful sub-recipient's work facility to determine that the requirements of the sub-award are being met. If the sub-recipient fails to meet the requirements of the sub-award, the sub-recipient shall correct the deficiencies.

5.4 ELIGIBLE AND NON-ELIGIBLE EXPENDITURES

Award funds may not be used to cover grant-writing costs and expenses. No pre-award costs will be reimbursed.

SECTION 6.0 APPLICANT QUALIFICATIONS AND INFORMATIONAL REQUIREMENTS

In order for the CSFS to determine the capabilities of an Applicant and associated partners to provide the supplies and/or perform the services specified in Section 3 above, the Applicant must respond to the following requests for information regarding their and all associated partners' ability to meet the requirements of the CSFS. **THE RESPONSE, "(APPLICANT'S NAME) UNDERSTANDS AND WILL COMPLY," IS NOT APPROPRIATE FOR THIS SECTION.**

NOTE: Each item must be thoroughly addressed. Applicants who take exception to any requirements listed in this section may be found non-responsive and/or subject to point deductions.

6.1 REFERENCES

The Applicant shall provide a minimum of three past-performance references where the Applicant completed forest management treatments of the type listed in the RFP response. This applies to all partners who will be performing work under this sub-award. At a minimum, the

Applicant shall provide the company or landowner name, the location where the services were provided, contact person(s), customer's telephone number, e-mail address, a description of the work performed, and dates the services were provided. These references may be contacted to verify Applicant's, and associated partners', ability to perform. The CSFS reserves the right to use any information or additional references deemed necessary to establish the ability of the Applicant and associated partners to perform the conditions of the sub-award. Negative past-performance references may be grounds for proposal disqualification.

6.2 RESUMES/COMPANY PROFILE AND EXPERIENCE

Applicants shall specify how long the individual/company submitting the proposal has been in the business of providing supplies and/or services similar to those requested in this RFP and under what name. This applies to all partners who will be performing work under Agreements entered into by successful Applicants. Applicants should provide a complete description of any relevant past projects including the type and dates the services were provided. A resume or summary of qualifications, work experience, education, skills, etc., that emphasizes previous experience in this area should be provided for all key personnel who will be involved with any aspects of Agreements entered into by successful Applicants.

6.3 METHOD OF PROVIDING SERVICES

Applicants shall provide a work plan and the methods to be used that will convincingly demonstrate to the CSFS what Applicants intend to do, the timeframe necessary to accomplish the work, and how the work will be accomplished to meet the requirements as detailed above. Applicant must describe how they will meet reporting requirements, periodic audits, and project closeout requirements. **See Section 4.0 Scope of Work.**

SECTION 7.0 FUNDING REQUEST

7.1 PAYMENT SCHEDULE

Payment Terms will be on a PAYMENT UPON ACCEPTANCE OF COMPLETED WORK OR ACCOMPLISHMENT basis. Proposed payments will be based on milestones identified by the recipient in the work plan submitted in the application and accepted by the CSFS Project Manager.

Funding will be provided on a reimbursement basis to successful sub-recipients no more than monthly. No cash or in-kind match is required.

SECTION 8.0 REFERENCE MATERIALS

The following materials may be beneficial when preparing a proposal:

Reference material is posted on a dedicated CSFS Recovery Act webpage

<http://csfs.colostate.edu/pages/recovery.html>

CWPP Minimum Standards

http://csfs.colostate.edu/pdfs/CWPP_minimum_standards_06.pdf

Leaders Guide to Developing A CWPP

http://csfs.colostate.edu/pdfs/CWPP_LG.pdf

Preparing a CWPP Handbook

<http://csfs.colostate.edu/pdfs/cwpphandbook.pdf>

CWPP Guidelines for Implementation <http://csfs.colostate.edu/pdfs/cwppguidelinesfactsheet.pdf>

Fuelbreak Guidelines for Forested Subdivisions and Communities

http://csfs.colostate.edu/pdfs/fuelbreak_guidellines.pdf

Colorado Wildland Urban Interface Hazard Assessment

http://csfs.colostate.edu/pdfs/Final_WUI_8x11.pdf

Interface Areas of High Wildfire Risk in Colorado

http://csfs.colostate.edu/pages/documents/Redzone_11x17_flat_000.pdf

Living with Fire: Protecting Communities & Restoring Forests – Findings & Recommendations of the Front Range Fuels Treatment Partnership Roundtable

<http://www.frftp.org/docs/report.pdf>

Front Range Fuels Treatment Partnership Roundtable

http://www.frftp.org/docs/roundtable_report_brochure.pdf

Colorado Community Wildfire Protection Plans

<http://csfs.colostate.edu/pages/CommunityWildfireProtectionPlans.html>

Office of Management and Budget Circulars

www.whitehouse.gov/omb/grants

State Land Board Workplan

<http://csfs.colostate.edu/pdfs/state-trust-land-workplan-2009.pdf>

Proposals received after 5:00 pm MDT, September 30, 2009, will not be accepted.