AGENCY: Environmental Protection Agency (EPA)

TITLE: Development and Management of the National Small Business Ombudsman/Small Business Environmental Assistance Provider 507 Program Website (RFP)

ACTION: Request for Proposal (RFP) Questions and Answers

RFP NO: EPA-OA-OSBP-15-01

CFDA: 66.034

DATE: December 10, 2014

SUMMARY: The following is a list of questions and answers concerning this Request for Proposal

Is the funding for five years not to exceed $100,000 per year? Or the first year can exceed $100,000 per year but not exceed $500,000 over the five years?
The award ceiling for this grant is $100,000, which means that the award will not exceed $100,000 a year. The award base for this grant is $50,000, which means the least amount that the grant will be awarded per year is $50,000. The grant applicant is allowed to make a case that more funding is needed in one year, beyond the $100,000 ceiling, as long as their max total does not go over the $500,000 total for the five years of funding under the grant.

Will this be one five year grant or five one year grant?
This is one grant with a five year term.

What format is the old website data in?
This website for all intents and purposes will be starting from scratch. EPA have some historical content and data to provide but this grant will not be building off of the old 507 website.

How will EPA provide access to the old data?
This will be worked out in greater detail with the successful grant applicant but EPA will likely email all the electronic documents that EPA has available from the previous website, which may provide historical value to the new website.

This contract includes all of the hardware to host the website, correct? This cooperative agreement, aka "grant" assumes that the funding provided will allow for any services, supplies or equipment needed to reach the goals of the grant. It is up to the grant applicant to specify what funds they will need in what categories in order to get the work done. The applicant that can best manage their funds and has proposed the best plan in reaching the program priorities will be best suited to win the award.

How does agreement holder get reimbursed? There is no reimbursement/payment mechanism discussed. For example - review criteria in the RFP includes up to 5 point for expeditious fund expenditure.
Specifics in grant recipient payment and reimbursement, along with other important grants management topics will be addressed more thoroughly once awarded the grant but is also discussed in greater detail in EPA's Grants Management Training for Recipients:
http://www.epa.gov/ogd/training/index.htm

How does EPA provide project oversight? There is no reporting discussed. Please take EPA's Grants Management Training for Recipients:
http://www.epa.gov/ogd/training/index.htm

Website management does not include Committee and Subcommittee management, correct? Under Program Priorities D-1: "Working with 507 Program Members" we do expect the grant recipient to work closely with the 507 program members but have left the RFP open to interpretation by asking for the applicants strategy in reaching that goal because the grant applicant needs to show us how they intend to reach the overarching priorities of the RFP.

Were the outcomes and outputs measured under the old contract, and if so how? The details of the previous contract support for the old 507 website is not public information. Please respond as you understand the outcomes and outputs of the current RFP.

Is there a mechanism for making budget adjustments such as moving money between categories?
For all grants management questions please refer to EPA's Grants Management Training for Recipients:
http://www.epa.gov/ogd/training/index.htm.