



Request for Information

START-UP EXPENSES FOR CLEAN WATER SERVICE PROVIDERS

Release Date: February 9, 2021

Proposals Due: March 3, 2021

Contact for Proposals: Chris Rottler, ANR, Department of Environmental Conservation, Watershed Investment Division, (802) 461-6051
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The Department of Environmental Conservation (VT DEC) seeks information from selected Clean Water Service Providers (CWSPs) related to their anticipated costs for starting up their CWSP organizational capacity, for the period April 1, 2021 through July 1, 2022 (“the start-up period” or “start-up”). VT DEC plans to issue a start-up grant covering this period of time to selected CWSPs to cover three phases of start-up: 1) CWSP start-up, 2) Basin Water Quality Council (BWQC) start-up and 3) Project Selection start-up. Regular CWSP activities beginning on July 1, 2022 are expected to be funded by a separate formula grant. Information sought in this Request for Information (RFI) may also inform development of the formula grant, although the focus of this RFI is specifically on the start-up period for CWSPs.

Scope of Information Sought:

Using the attached budget sheet as a starting point, CWSPs are asked to provide information on their expected expenses for all three Phases of the start-up period. It is understood that budget information for Phase 3 may be difficult to define at this time. Thus, the Department may issue a second RFI for SFY 2022 focusing on Phase 3. Selected CWSPs are asked to provide the following information:

- 1) Review the CWSP budget worksheet provided with this RFI and add as appropriate any missing categories/items. Please do not delete items without consulting with DEC; leave any non-applicable items blank or labeled as ‘n/a’.
- 2) Fill out the CWSP budget worksheet, providing a figure or range for each task/deliverable for Phases 1 and 2. Where possible, figures should be presented on a

performance basis. When figures are presented in a time and materials basis, a maximum/not-to-exceed budget figure for the deliverable is requested for completing the task.

- 3) A short work plan for the start-up period (1-3 pages) for Phases 1 and 2. Any information that CWSPs want to provide for Phase 3 at this time is welcome, but not expected. The workplan should complement the budget numbers by providing any explanation or information on assumptions behind your numbers, as appropriate.
- 4) Please provide your federal indirect rate. Please also provide supporting information for what is and is not included in the fee. DEC would like to consider using the CWSP entities' negotiated indirect fee during the start-up period for overhead expenses not otherwise definable on a cost/performance basis, above. A maximum (i.e. performance based) budget amount for indirect expenses for the start-up term is also requested (i.e. 1.5% rate, not to exceed \$x/month).

Where possible, CWSPs are encouraged to work together to achieve economies of scale. For example, if one contractor can be procured to create a database and/or reporting templates that can be shared across CWSPs, the non-customized product cost could be shared across all CWSPs, reducing the cost that would be incurred should each CWSP procure such work on their own.) DEC will be evaluating opportunities for efficiency in implementation of start-up grants and is developing consistent reporting/accounting mechanisms.

When preparing your response, CWSPs must consider any potential overlap of start-up activities with other grants, including tactical basin planning grants or other block grants. Note that DEC cannot pay twice for the same work, and budgets should be prepared with this dynamic in mind.

Funding and Timeline: The initial available budgeted amount is \$350,000 collectively for the 7 selected CWSPs. CWSPs should prepare their response, indicating how this funding will be used to support start-up operations within each phase. CWSPs should note what items in the budget that may not fit within the budgeted amount, with initial preference given to items in phase one (CWSP start-up) and then phase two for this initial funding amount. Note that pending legislative budget action, additional grant funds may become available in FY22, so CWSPs are asked to provide a complete budget for the entire start-up period, if possible. Again, budget numbers that are less certain can be expressed as a range (i.e. \$3,000-5,000... etc.)

Submittal: All responses are requested to be submitted electronically via email to Chris Rottler by **March 3, at 4:00 pm EDST** using the subject line "CWSP *Start-up Expenses RFI.*"