CMF-DNR SPARK GRANTS
TECHNICAL ASSISTANCE RFQ
PRE-BID MEETING
MONDAY, AUGUST 7, 2023
Welcome!
AGENDA

- Overview of CMF-DNR Spark Grants program
- Opportunity communities and technical assistance (TA) needs
- Request for qualifications (RFQ) components and timeline
- Frequently asked questions
- Bidder Q&A
OVERVIEW OF CMF-DNR SPARK GRANTS PROGRAM
CMF-DNR PARTNERSHIP

• In April 2023, CMF entered into a formal partnership with the Michigan Department of Natural Resources (DNR) to equitably distribute a portion of the American Rescue Plan Act (ARPA) funds in the DNR’s Michigan Spark Grants program

• Primary goals
  – Equitably expand access to healthy indoor and outdoor recreation opportunities for traditionally marginalized communities
  – Remove barriers preventing these communities from accessing other sources of DNR funding
  – Provide support services for expanding a community’s capacity to successfully manage and implement recreation projects
CMF-DNR SPARK GRANTS
PROGRAM TIMELINE

April 2023
CMF entered into formal partnership with the DNR

May–December 2023
Community convening and planning

August–September 2023
TA providers identified through RFQ process

Winter 2023
Grant application period starts

Fall 2023
TA providers begin service to opportunity communities

March 2024
CMF-DNR Spark Grant awards announced

December 31, 2024
All awarded grant funds must be committed to third-party contracts

September 30, 2026
All grant funded projects must be completed

CMF-DNR SPARK GRANTS
PROGRAM TIMELINE
OPPORTUNITY
COMMUNITIES AND
TECHNICAL ASSISTANCE NEEDS
SCENARIOS FOR OPPORTUNITY COMMUNITIES

• Received Spark funding in initial round: nine communities
• Applied to Spark in initial round, did not receive funding: eight communities
• Did not apply for Spark funding: 22 communities
ANTICIPATED TA NEEDS

• Community engagement and outreach to identify community priorities
• Project scoping and budget development
• Grantwriting/application submission
• Grant administration/compliance
• Vendor selection and management (engineering and design, construction, etc.)
RFQ COMPONENTS AND TIMELINE
TECHNICAL ASSISTANCE SERVICES RFQ INFORMATION

CMF is seeking qualified organizations to provide equity-focused technical assistance (TA) services to the 39 opportunity communities eligible for grant funding under the CMF DNR Spark Grants partnership. Selected contractors will work in partnership with local community foundations to provide TA based on needs identified by the referenced communities. Contractors should be available to work on multiple projects. For complete solicitation details, carefully review the documents provided in the links below.

- Proposal Instructions
- Request for Qualifications No. 20230731

To ensure your bid is successfully placed, submit your proposal and all attachments electronically via this form by Friday, August 18, 2023, at 11:59 p.m. Eastern. File names should be in the following format: YYYYMMDD_FirmName_DocumentType.pdf. Bidders’ failure to submit a proposal as required may result in disqualification.

We will be holding an optional Pre-Bid Web Conference to answer any bidder questions on August 7, 2023 at 11 a.m. Please click here to register. Answers to all questions addressed during the web conference will be posted on this website August 11.

Questions?
Please contact Anna Lee, Solicitation Manager, at 517-331-9495 or spark@michiganfoundations.org.
• **Proposal Instructions**: Read these first!
• **Request for Qualifications No. 20230731**: Fillable PDF to be uploaded
• **RFQ Form**: online form where you will enter basic contact information and then any attachments
Spark Grant Program TA Request for Qualifications

Applications due: Friday, August 18, 2023 at 11:59 p.m.

The Council of Michigan Foundations (CMF) is seeking qualified organizations to provide early-focused technical assistance (TA) services to the opportunity communities eligible for grant funding under the CMF Michigan Department of Natural Resources Spark Grants partnership.

File Upload

Please click on the following link to upload your file (opens new tab):
https://michiganfoundationsharepoint.com/sp/ECV0kL/809m311668d82687e965p1/8AA_a1EEh6D2

After completing your upload please ensure you return to this form and click "Submit" on the next page.

6. Did you upload your proposal via the above link? *

- Yes
- No

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NAMING CONVENTION OF ATTACHMENTS

File names should be in the following format:
YYYYMMDD_FirmName_DocumentType.pdf

Examples

• **Filled PDF:** 20230818_PublicSectorConsultants_Submission.pdf
• **Org. chart:** 20230818_PublicSectorConsultants_OrgChart.pdf
• **Work example:** 20230818_PublicSectorConsultants_WorkExample1.pdf
• **SBA certification:** 20230818_PublicSectorConsultants_SBAcert.pdf
TIMELINE

- **August 2**: RFQ release
- **August 7**: Pre-bid webinar
- **August 9**: All questions due
- **August 18**: RFQ due
- **September 7**: CMF prequalifies TA providers
- **September 25**: TA providers begin responding to task orders (scope and budget)
- **October 15 (tentatively)**: Selected TA providers complete required equity training
TASK ORDER PROCESS
## Anticipated Steps

<table>
<thead>
<tr>
<th>Task</th>
<th>Date (approx.)</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop task order template</td>
<td>August 14</td>
<td>CMF</td>
</tr>
<tr>
<td>Confirm SOW with OCs/RCLs</td>
<td>August 24</td>
<td>PSC</td>
</tr>
<tr>
<td>Qualified consultants respond to task orders</td>
<td>September 25</td>
<td>QCs</td>
</tr>
<tr>
<td>Task order responses evaluated</td>
<td>October 4</td>
<td>CMF</td>
</tr>
<tr>
<td>Contracts finalized</td>
<td>October 19</td>
<td>CMF</td>
</tr>
<tr>
<td>Work begins</td>
<td>October 20</td>
<td>QCs</td>
</tr>
</tbody>
</table>
1. Can a bidder bid on multiple types of technical assistance (TA)? Yes, provided they have capacity and expertise in each type.

2. Can a bidder subcontract out portions of work? Yes, subcontractor information needs to be provided as part of the RFQ submission.

3. Can a bidder bid to work in more than one geographic area? Yes, provided they have staff capacity to cover multiple regions.

4. Can a bidder work with more than one community? Yes, provided they have sufficient staff capacity.

5. Does becoming a qualified bidder guarantee that you will get a contract to perform work? No, but it is a necessary step to be able to bid.
6. Do I have to become a qualified bidder to bid on subsequent task orders? Yes.

7. Do I need to be registered with the Small Business Administration to qualify for the small business set aside? Businesses are not required to formally register with the Small Business Administration (SBA). However, businesses can self-certify as a small business concern using definitions set forth by the SBA. See pages five and six of the RFQ for more information.

8. How much do you anticipate contracts to be for? Contract amounts will vary, but will likely be between $30,000 and $200,000.

9. What will be the timeline for the work? Depending on the type of TA the bidder provides, the performance period will vary. Most will begin in October 2023 and go until the required services are provided. It is likely most supports will conclude by December 31, 2024.

10. When will respondents be notified that they qualify? The notice will be released in early September.
11. When will qualified contractors be able to bid on task orders? Mid-September.

12. Will task orders consist of a defined scope of work or will they be time and materials with a not-to-exceed cap? Task orders will be on a case-by-case basis but likely many will be time and materials with a cap due to the lack of definition for many of the projects at this time.

13. What is the payment schedule for work performed? Invoicing and payments will occur on a monthly basis.

14. Do bidders need to be registered with the State of Michigan? Winning bidders for the various task orders may need to register in the DNR’s MiGrants reporting system to submit quarterly progress reports on their work.
15. **How is equity being prioritized in this RFQ?** CMF is setting aside at least half of the slots for qualified contractors for those who are certified small businesses, including those who meet the requirements for the following:
   a. Small business
   b. 8(a) participant—firm owned by socially and economically disadvantaged U.S. citizens
   c. Women-owned small business
   d. Veteran-owned small business
   e. Service-disabled veteran-owned small business
   f. HUBZone certified
   g. Other, not named above

16. **How will winning bidders for the task orders be determined?** Qualified contractors with the lowest bid (either flat fee or blended billable rate) will be selected with input from the community foundation and the opportunity community on the alignment of the proposed scope of work to the community’s need.
17. If bidders have an existing working relationship with an opportunity community, do they still have to participate in the RFQ process if they want to provide TA to that community for their CMF-DNR Spark project? Yes. All TA providers must become qualified contractors, and then bid on projects through the task order process in order to access Spark Grant funds. They could provide support and be paid with local funds if the community would like.

18. If bidders provide TA to opportunity communities through this process, does that disqualify them from being able to bid on other types of services that are not TA (e.g., engineering and design, construction, surveying, etc.)? No. Contractors that become qualified through the RFQ process may still provide services other than TA to communities.

19. Can funding be used to provide TA support to communities that are adjacent to but outside of the opportunity community? No.
BIDDER Q&A
QUESTIONS?

EMAIL SPARK@MICHIGANFOUNDATIONS.ORG
VISIT WWW.MICHIGANFOUNDATIONS.ORG/POLICY/DNR-SPARK-GRANTS-PROGRAM-PARTNERSHIP