



Michigan Department of Environmental Quality
<http://www.michigan.gov/deq>

Michigan Green Chemistry Program

Request for Proposal (RFP)

FEBRUARY 3, 2009 – FEBRUARY 6, 2009

Jennifer M. Granholm, Governor



Steven E. Chester, Director

**Michigan Department of Environmental Quality
Green Chemistry Program - Conference Planning
Request for Proposals**

Program Description

The Michigan Department of Environment Quality (MDEQ) is seeking proposals from Vendors to coordinate and handle preparations for a Michigan Green Chemistry Conference and a Green Chemistry Award Banquet in September 2009.

Eligibility Requirements

Applicant must physically and legally reside in the State of Michigan and must be capable of executing the contract terms and conditions. The applicant and project key personnel must be capable of working with diverse groups and have experience in conference planning, logistics, scheduling, and facilitation.

Minimum Requirements for a Successful Proposal

1. Vendors must provide details on how they will coordinate and facilitate up to four (4) stakeholder groups and event committee discussions to determine goals, objectives, speakers, and topics;
2. Acknowledge they will prepare and execute a marketing plan for the Green Chemistry Award Banquet on September 24, 2009 and the Michigan Green Chemistry Conference on September 25, 2009. Both events will take place in Detroit, Michigan;
3. Acknowledge they will design promotional materials for both events; and
4. Applicants must submit their proposals and budget that outlines cost and expenses for the project, and other associated costs not to exceed \$24,800.

Note: The MDEQ will coordinate facility reservations, audio-visual needs, room set-up, refreshments, registrations, and poster-exhibits, and provide printing and mailing services for invitations for both events. The MDEQ will also assemble and appoint a stakeholder group and event committee to determine conference goals, objectives, speakers, and topics.

Please mail two (2) copies of all documents no later than 4:00 PM on February 6, 2009 to:

Mailing Address:

Attn: Karen Edlin
Michigan Department of Environmental Quality
Environmental Science and Services Division
P.O. Box 30457
Lansing, Michigan 48909-7957

Overnight Delivery Address:

Attn: Karen Edlin
Michigan Department of Environmental Quality
Environmental Science and Services Division
1st Floor, North Tower
525 West Allegan
Lansing, Michigan 48933

Project Clarifications and Revisions

During the proposal review process, applicants may be contacted for clarification and for the purpose of negotiating changes in project activities, timetables, and budgeted costs. The MDEQ reserves the right to award funds for an amount other than that requested and/or request changes to, or clarification of, the proposed project. The applicant may be requested to submit an electronic copy of all documents will at a later date.

**Michigan Department of Environmental Quality
Green Chemistry Program - Conference Planning
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Acceptance of Proposal and Confidentiality

The successful applicant will be required to enter into a grant contract with the MDEQ within 30 days of being awarded funding. The contract consists of standard “boilerplate” language, applicant’s work plan, timetable, and budget information, a compensation clause that reflects to guidelines in this RFP, and terms and conditions that outlines some of the contractual requirements. Appendix A (page 12) outlines some of these contractual requirements. Failure of the successful candidate to accept these obligations will result in cancellation of the award. The MDEQ reserves the right to offer partial funding for any approved proposal. All information provided in pursuit of, and resulting from, MDEQ funding is open to the public.

Evaluation and Selection Criteria for Proposals

Proposals will be evaluated using the following primary criteria:

1. The proposal is complete, reasonable, and meets the "Minimum Requirements for a Successful Proposal" previously listed;
2. Timely application submittal within the guidelines of the RFP.

For Additional Information or Assistance

Contact Ms. Karen Edlin of the Environmental Science and Services Division at 517-373-0604, or edlink@michigan.gov.

Instructions for Grant Proposal Cover Sheet

Contents

Your proposal should consist of the following:

- Proposal cover sheet – page 1;
- Project description;
- Work plan, timetable, budget;
- System of measuring results; and
- Correct number of copies.

Directions for each portion are included in this RFP. Follow all directions. **Use the checklist on page 11 to make sure you have a complete proposal.**

Instructions for Grant Proposal Cover Sheet – Page 1

The Grant Proposal Cover Sheet following this section (Form EQP 3496, page 4) is to be filled out by the applicant. The form is the first page (page 1) of the entire proposal package. Other portions of the proposal will be developed by the applicant and attached to page 1.

The *Project Name* is the name of the project.

The *Project Location* is the counties that the project will be offered.

The *State Senator and House of Representative District Number* is where the project is primarily located or where the grantee is located. If you are awarded a grant, the Senator and Representative for your project location will be notified. Fill in a district number for both your Senator and Representative.

The *Applicant* is the group, agency, or local unit of government applying for funding. Fill in the organization's fax and telephone number.

The *Contact Person* is the person in that organization that can be contacted by the MDEQ staff for any needed additional information. Also include the *contact's e-mail* address, if available.

Under *Organization Address*, be sure to include the street name and number on the first line, and the city and zip code on the second line.

Start Date of Project and *End Date of Project*. The start date should approximately correspond with the date funding will be available. The end date should be based on what is needed for the project; the maximum project length is two (2) years.

Grant Amount Requested is the amount of funding you are seeking.

The *Project Total* should equal the Grant Amount Requested.

The *Person with Grant Acceptance Authority* is the person who will be accepting responsibility for the terms and conditions of the contract. This may be the contact person, or it may be somebody else in the organization (such as, a chief, executive, or board member). The person with grant acceptance authority also must sign the MDEQ Grant Proposal Cover Sheet, as indicated.



**Michigan Department of Environmental Quality
Grant Proposal Cover Sheet**

(Authorized by 1996 PA 384)

(Completion of this form is required in order to receive grant consideration)

Project Name: _____

Project Location (Primary County): _____

State Senate District Number for Project Location: _____

State House of Representatives District Number for Project Location: _____

Applicant (Organization Name): _____

Organization's Federal I.D. Number: _____ - _____

Organization Telephone #: _____ - _____ - _____ Organization Fax #: _____ - _____ - _____

Contact Person: _____

Contact's E-Mail (if available): _____

Organization Address (street # and name): _____

(City, Zip code): _____

Start Date of Project: ____/____/____ End Date of Project: ____/____/____
day / month / year day / month / year

Grant Amount Requested: \$ _____ .00

Project Total: \$ _____ .00 (whole dollar amounts only)

Person with Grant Acceptance Authority: _____

Signature: _____ Date: _____

This is page 1 of your proposal

Instructions for Grant Proposal

A. Project Description

In no more than four pages, please provide the following information in this order, using these headings. Consider each bulleted statement as it applies to your project. Use 11- or 12-point font on 8½" x 11" paper. Number the pages and attach to Page 1, the Proposal Cover Sheet. The use of two sided printing and recycled paper is recommended.

1. Project Goals and Objectives

- Describe how the activities planned are appropriate to accomplish the goals and objectives.
- Describe how the proposed activities are consistent with the RFP objectives.

2. Organization Information

- Briefly state the organization's mission and goals.
- Describe relevant programs, activities, and accomplishments.
- Describe the qualifications of key staff and volunteers that will ensure the success of the project.

3. Partners

- Describe the other partners in the project, their roles and commitments.
- Describe any other sources of funding not listed on page 1 of the proposal or on the budget, and include other grants you have received that relate to this proposal.

4. Evaluation

- Describe how an evaluation of the project will be done, including how success will be defined and measured.
- Describe how evaluation results will be used and disseminated, and any products that will result from the project and be submitted to the MDEQ for approval.

B. Work Plan and Timetable

Work Plan

Maximum three pages. Use 11- or 12-point font on 8½" x 11" paper.

- The plan should be presented by task (with sub-tasks as necessary), with an estimated percentage of time given to each task. The estimated percentage of time for all tasks should equal 100 percent.
- Include any products and deliverables.
- Include who will be responsible for carrying out each task.
- Number all pages of the work plan and attach to the Project Description.

Timetable

Maximum two pages.

- Include a timetable of activities, showing when each task will be completed. This should be presented in a grid/table and cover all months or quarters of the project. If by quarter, include in the timetable for the months included in each quarter, i.e., Quarter 1: October, November, and December.
- Number the page(s), and attach them to the Work Plan.

C. Budget Information (Please see Grant Proposal Budget Information Instructions below)

General Information

Maximum two pages. Fill out the two-page Grant Proposal Budget Information form included in this RFP packet (pages 8 and 9) using the directions below:

- Round off to the nearest dollar.

- ***Make sure your totals are calculated correctly!***
- Under each Budget Category (column A), write or type in the activities that will be charged against the grant. Include enough detail that the MDEQ, ESSD Project Administrator knows who or what will be charged. For example, under Staffing Cost, each employee of the grant recipient charging time to the grant should be listed by name and title, followed by the projected number of hours they will be working on the project, and their hourly rate.
- Provide the same level of detail for all other budget categories, whether it is to be charged against the grant or counted as match.

Use the format below, filling in the form across the columns by category. Start in column A and address Staffing Costs across all columns.

NOTE: Federal and state funds cannot be used as matching funds.

Grant Proposal Budget Form Instructions

Please see the Budget Form on pages 8 and 9 of this document when completing the information below (numbering and lettering listed below corresponds to numbering and lettering on the Budget Form).

1. Staffing Costs

- In column A, list each staff person by name and title (project manager, senior analyst, clerical, etc.), the estimated number of hours each person will work on the project, and his/her hourly rate. Place the costs for each staff person (number of hours times hourly rate) in column B.
- Each staff person listed under Staffing Cost should also be included in the Work Plan.
- Staffing costs for staff in agencies other than the grant recipient should be budgeted under Contractual.
- Add subtotals.

2. Fringe Benefits

Fringe benefits can include insurance; FICA; federal, state, and local taxes; vacation and sick time; and workers' compensation.

- Most agencies have set fringe benefit rates. Use your agency's fringe benefit rate, not to exceed 40 percent.
- In column A, list each staff person and their fringe rate. Put the dollar amount corresponding with each staff person in column B.
- The MDEQ reserves the right to request applicants to supply information indicating how their fringe benefits were calculated.
- Add subtotals.

3. Contractual Services

Contractual costs are services or materials provided by a contractor or agencies other than the grant recipient. Any services that are not provided by the grant recipient should be listed here, including engineering services. If any part of the work in the grant is to be subcontracted, responses to this RFP must include a description of all work to be subcontracted. The description should include a work plan, time table, and budget for all work subcontracted. The state of Michigan reserves the right to approve all subcontractors for this project and reserves the right to require the grant recipient to replace subcontractors found to be unacceptable.

- In column A, list all contractual services. Put estimated amounts in column B.
- All contractual services included here should also be included in the work plan.
- Subtotal contractual costs.

4. Project Equipment, Supplies, and Materials (Purchased by Grantee)

4a. Project Equipment

- Equipment is defined as an article of non-expendable, tangible personal property having a useful life of more than one year.
- Grant funds can be used to purchase equipment. Equipment costs greater than \$10,000 will require the grantee to enter into a five-year commitment with the MDEQ to continue operation of the equipment for five years after the ending date of the grant agreement.
- Itemize equipment on the Budget Form and explain any cost that may appear out of the ordinary.

4b. Project Supplies and Materials

- For supplies and materials, specify the type of supplies and materials charged against the grant in column A. Itemize printing, postage, and other supplies and materials. Explain any cost that may appear out of the ordinary.
- Place corresponding costs of supplies and materials in column B.
- Subtotal equipment, supplies, and materials.

5. Travel Costs (For Grantee)

- Show mileage separate from lodging and meals in column A.
- Mileage costs should be shown in column B as number of miles times mileage rate (\$.55 per mile is the highest allowable rate.)
- Under "Other" on the Budget Form include travel, other than mileage, to conferences and anticipated hotel/motel costs as separate line items. Conference and other training fees should also be included here.
- Subtotal your travel costs.

6. Total Direct Costs

Total direct costs would be the sum of all grant funds requested.

7. Indirect Costs

Indirect costs have been referred to as the cost of doing business. Typical indirect costs are associated with, but not limited to: office space, telephones, office equipment rental and usage, utilities, and general office supplies.

- Most agencies have set an indirect rate based on an analysis of reasonable overhead costs. Use your agency's indirect rate, up to **20 percent of staff salary and fringe benefits**.
- In column A, indicate the percentage rate at which indirect costs are being calculated and the resulting indirect costs.
- Add indirect costs in column B.
- Subtotal indirect costs in column D.

8. Totals

Add the subtotals for each budget category.

Note: The totals at the bottom of the Budget Sheet should be the same as those on page 1 of your proposal.



Michigan Department of Environmental Quality
Environmental Science and Services Division

GRANT PROPOSAL BUDGET INFORMATION

(Authorized by 1996 PA 384)
(Completion of this form is required in order to receive grant consideration)

Applicant's Name _____

Project Name _____ Period Covered _____

Column A BUDGET CATEGORIES	Column B GRANT FUNDS	Column C LOCAL MATCH	Column D CATEGORY TOTAL
1. STAFFING COST: (# hours x rate of pay)			
		N/A	
Subtotal:		N/A	
2. FRINGE BENEFITS: (____%)			
		N/A	
Subtotal:		N/A	
3. CONTRACTUAL SERVICES:			
		N/A	
Subtotal:		N/A	

Column A BUDGET CATEGORIES	Column B GRANT FUNDS	Column C LOCAL MATCH	Column D CATEGORY TOTAL
4. PROJECT SUPPLIES AND EQUIPMENT:			
4a. Project Equipment (itemize):			
		N/A	
		N/A	
4b. Project Supplies and Materials (itemize):			
		N/A	
Subtotal:		N/A	
5. TRAVEL:			
Mileage x mileage rate:		N/A	
Lodging:		N/A	
Meals:		N/A	
Other:		N/A	
Subtotal:		N/A	
6. TOTAL DIRECT COSTS:		N/A	
7. TOTAL INDIRECT COSTS: (Not to exceed 20% of salary and fringe)		N/A	
8. GRAND TOTAL (add lines 6 and 7):		N/A	

Instructions for Grant Proposal Attachments

The following attachments are to be submitted for this grant proposal:

- **Audit** – All applicants must include with their proposal a letter from a certified public accountant documenting that the organization has undergone a successful financial audit within the last 24 months. The letter must also include the dates and scope of the successful financial audit. This information is necessary to assure that the applicant has in place a financial accounting system that operates in accordance with accepted accounting principles.

All other information, including binders, extraneous reports, etc. will not be considered, reviewed, or returned. All submitted materials are subject to FOIA requests.

Checklist for a Complete Proposal

Number all pages of your proposal. **Submit TWO copies of all portions of your proposal.**

The entire proposal package should not be more than 12 pages, plus specified attachments:

- _____ One-page Proposal Cover Form
- _____ Maximum four-page Project Description
- _____ Maximum three-page Work Plan
- _____ One or two-page Timetable
- _____ Two-page Grant Proposal Budget Form

Attachments:

- _____ One-page audit letter

All other information, including binders, extraneous reports, and general letters of support will not be considered, reviewed, or returned. All submitted materials are subject to FOIA requests.

Be sure your grant proposal is mailed no later than 4:00 p.m., February 6, 2009, at the address listed below:

Attention: Ms. Karen Edlin, Program Specialist
Pollution Prevention and Compliance Assistance Section

Mail to:

Michigan Department of Environmental Quality
Environmental Science and Services Division
P.O. Box 30457
Lansing, Michigan 48909-7957

Deliver to:

Michigan Department of Environmental Quality
Environmental Science and Services Division
1st Floor, North Tower
525 West Allegan
Lansing, Michigan 48933

Appendix A

Terms and Conditions of Grant Award

Responsibilities of Grant Recipients

- Successful applicants will be required to enter into a project contract with the MDEQ within 28-days of the grant award.
- Grant recipients will be required to carry out all obligations contained in the project contract with the MDEQ. A project contract consists of standard “boilerplate” language (some of which has been simplified and included here), the applicant’s work plan, timetable, and budget information.
- The MDEQ, ESSD also reserves the right to review and approve all products developed and paid for by grants or used for local match. All such products become the property of the state of Michigan.
- Grant recipients will be responsible for meeting the match amount committed in the project contract.
- Additional requirements, relevant to an individual project, may be specified in the project contract.
- Project Manager and Grant Manager are required to attend a grant administration meeting to discuss contract and reporting requirements.

Subcontracts

- The grant recipient will be required to secure professionally qualified personnel and/or subcontractors necessary to perform the duties of the project contract. The state reserves the right to approve all subcontractors for the project and to require the grant recipient to replace subcontractors found to be unacceptable.
- The grant recipient will be required to assume responsibility for all contractual activities included in their work plan, whether or not they perform them. Further, the state will consider the grant recipient the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the project contract. The grant recipient is totally responsible for adherence by the subcontractor to all provisions of the project contract.
- Any substitutions or additions to the subcontractors will be subject to the prior written approval of the state.

Audit Requirements

All projects will be subject to a post-project audit. The MDEQ, Office of Internal Audit will conduct an audit of all the ESSD Administration Section files, and may conduct an audit of a grant recipient’s financial files before releasing final payment to the grantee. Therefore, grantees will be expected to maintain records and make available to the MDEQ all records pertaining to the grant. Grantees will be required to submit detailed information in their project status reports.

Reporting

- All grant recipients must submit Quarterly Status Reports to the MDEQ, following each quarter of the grant period. A quarterly status report consists of: 1) a Narrative Status Report, detailing the status of each task; 2) a Financial Status Report documenting expenditures for that quarter; and 3) documentation supporting expenditures for the quarter. Any products developed during the quarter are to be submitted with the Quarterly Status

Report. Copies of all products and Quarterly Status Reports shall be submitted to and approved by the MDEQ, before payment will be made. Submit copies as follows:

- Original Quarterly Status Report plus one copy to the MDEQ, ESSD, Lansing Office.

The MDEQ, ESSD reserves the right to request annual progress reports of any grant recipient.

Final project reports are approved by the ESSD before final grant payment will be made. Final reports should detail what was attempted in the project, what worked, what didn't, and any lessons learned. Final reports should also include final copies of all grant "products." In keeping with P2, it is preferred that reports are submitted on recycled content paper and printed on both sides. Draft final reports are due to the ESSD 45 days prior to the grant contract end date.

Incurring Costs

The state of Michigan is not liable for any cost incurred by the grant recipient or any subcontractor prior to the signing of a project contract. Liability of the state is limited solely to the terms and conditions of this request and any resulting grant. The state fiscal year is October 1, through September 30. Grants awarded in any given fiscal year are contingent upon enactment of both federal and state legislative appropriations.

Conflict of Interest

No member of the legislature, judicial, or executive branch of state government; or any local unit of government shall benefit from this agreement. No member or delegate to congress, or resident of commissioner shall be admitted to any share or part of this agreement or to any benefit that may arise there from.

Cancellation

The state of Michigan may immediately cancel an Agreement without further liability if the Grantee, any agent of the Grantee, or any agent of any sub-agreement is: convicted of a criminal offense incident to the application for, or performance of a state, public, private contract, or subcontract; convicted of a criminal offense, including but not limited to, any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for state of Michigan employee; convicted under state or federal antitrust statutes; or convicted of any other criminal offense which, in the sole discretion of the state, reflects on the Grantee's business integrity.