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### Request for Proposals (RBFF-21-C-471)

The Recreational Boating & Fishing Foundation (RBFF) is soliciting proposals from qualified companies to provide grants management services.

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#### Attachments:

1. Proposal Cover Page

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**I. REQUEST FOR PROPOSALS (RBFF-21-C-471)**

The Recreational Boating & Fishing Foundation (RBFF) is soliciting proposals from qualified companies to provide grants management services.

**II. SOLICITATION**

Name/Address of Issuer:

Stephanie Hussey  
State R3 Program Director  
Recreational Boating and Fishing Foundation  
500 Montgomery Street, Suite 300  
Alexandria, VA 22314  
Phone: 703/519-0013  
Fax: 703/519-9565  
Email: shussey@rbff.org

**Please contact Stephanie Hussey with any questions you may have regarding this RFP.**

Date of Issuance: **September 13, 2021**

Closing Date and Time: **September 27, 2021 @ 5:00 pm Eastern Time**

**III. BACKGROUND**

RBFF is an independent, not-for-profit 501(c)(3) organization. Our organizational mission is to implement an informed, consensus-based national outreach strategy that will increase participation in recreational fishing and boating and thereby increase public awareness and appreciation of the need for protecting, conserving, and restoring this nation's aquatic resources.

In recent years a shared concern has emerged in the fishing, boating and conservation communities. Participation in recreational fishing and boating is changing, and in some cases declining. Projections of demographic trends indicating that in the next 25 years significant population growth will only be occurring among groups who have not traditionally been as involved with boating and fishing. This portends obvious economic impacts in both private and public sectors, with additional considerations in the areas of resource stewardship and quality of life issues.

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RBFF's challenge is to maintain and increase participation among those groups where fishing and boating have always played an important role in their cultural heritage, while diversifying to include a wider representation—building new traditions for all in the 21<sup>st</sup> century.

RBFF's funding is administered through the U.S. Fish and Wildlife Service (the "Agency") pursuant to a cooperative agreement between the Agency and RBFF. The original source of the funds, the Sport Fish Restoration and Boating Trust Fund, is comprised of excise taxes paid by manufacturers of fishing tackle and a consumer tax on motorboat fuel.

Stakeholders are vital to the success of RBFF. RBFF's mission can best - and arguably only - be accomplished through successful collaborating and partnering among stakeholders. In so doing RBFF intends to build ownership of its efforts, and outcomes, among a broad array of key stakeholder groups.

Stakeholder groups include:

- Fishing and boating industry, including manufacturers, distributors, wholesalers and retailers as well as service providers such as marinas, guides, etc.;
- State and federal natural resources agency personnel, including those involved with aquatic education, license sales and marketing, fisheries management, parks/access site management, communications and information management;
- State, federal and local law enforcement agencies with mandates in the boater safety, access and education arenas;
- Tourism agencies, parks and recreation agencies, convention and visitor bureaus and businesses relying on aquatic resource-based recreation;
- Outdoor and environmental educators;
- Recreation providers, youth and family advocacy and service organizations;
- Non-governmental advocacy or public interest groups such as:
  - Conservation organizations
  - Fishing and boating organizations
  - Safety organizations
  - Media and outdoor communications groups

RBFF is governed by a 26-member Board of Directors representing the various stakeholder groups listed above. We actively involve stakeholders in the development and implementation of our programs via several volunteer task forces and advisory groups.

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RBFF works directly with state fish and wildlife agencies to implement marketing programs to increase national participation in recreational fishing and boating; as well as increase fishing license sales and boat registrations in each state. For more details on fishing participation, please see the [National Survey of Fishing, Hunting and Wildlife-Associated Recreation](#) conducted by the U.S. Fish & Wildlife Service and the [2021 Special Report on Fishing and Boating](#).

For more information about RBFF, please visit our organizational web site at <http://takemefishing.org/general/about-rbff/>.

#### IV. PROJECT NEED

RBFF manages two grants programs for state fish and wildlife agencies, which are:

- The [State R3 Program Grants](#) provide funding to state agencies to help support sustainable and replicable angler and boater recruitment, retention and reactivation (R3) initiatives and plans that focus on increasing fishing license sales and boat registrations.
  - The RFP was distributed in December this past year for this year's grants. A link can be found on this page for the [2021 State R3 Program Grants RFP and Application](#) for more details on the grants program.
  - Typically, RBFF provides up to \$200,000 annually for this grants program, with grants ranging from \$10K to \$25K each for these federal sub-grants.
- The [George H.W. Bush Vamos A Pescar™ Education Fund](#) provides funds for state agencies to match and sub grant to local organizations to introduce Hispanic families to fishing and boating.
  - The RFP is distributed to state agencies in October each year for the next year's grants. A link can be found on this page for the [2021 Grant Guidelines](#) for more details on the grants program.
  - Typically, up to \$100,000 is available annually through donated non-federal funds for this grants program, with grants ranging from \$5K to \$25K each.

With two concurrent grants programs, both with overlapping grants cycles between two years, at any given time, there are approximately 30-60 grants programs to manage.

As such, RBFF is seeking a contractor to provide grants management services to manage its grants programs.

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**V. PROJECT SCOPE**

The contractor will provide oversight and support for RBFF's grants programs, including:

**Grantee Relationship Management**

In collaboration with RBFF's State R3 Program Director, the contractor will support and oversee grantee relationships through all stages of the life cycle (proposal, review, approval, activation, payment, reporting, and close), maintaining open two-way communication throughout, and representing RBFF as a key point of contact.

**Grants Management Systems**

Maintain strong knowledge of grants management best practices and serve as an advisor to RBFF staff on strategies and approaches. Continuously evaluate and maximize the capability of RBFF's current grants management process, making recommendations where needed to ensure integrity, efficiency and positive grantee experience.

**Grant Administration and Monitoring**

Oversee grant administration and monitoring, including RFP and proposal review process, grantee notification and grant agreements, communications, grantee progress reporting, budget adherence and closeouts. Specifically, including:

*Grant Guidelines and Proposal Review Process*

- Refine grant guidelines and distribute RFP
- Work with RBFF's State R3 Program Director and marcomm team on website postings, communications and email notifications
- Manage and participate in proposal review process with RBFF staff and stakeholder review groups

*Grantee Notification & Grant Agreement Process*

- Manage notifications process and grantee correspondence
- Draft grant agreements and manage process, correspondence and signing, in consultation with RBFF's Senior VP of Finance and Administration
- Coordinate and track grantee payment process, in coordination with RBFF's Senior VP of Finance and Administration

*Ongoing Communications*

- Manage grant-related correspondence and field questions and grantee prior approval requests
- Develop case studies with grantees and coordinate communications with RBFF's State R3 Program Director and marcomm team

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*Grantee Reporting & Close Out Process*

- Oversee grantee reporting process, ensuring grantees adhere to deadlines
- Develop templates to standardize grantee progress and financial reporting
- Review progress and financial reports to ensure completeness and clarity
- Monitor grantee adherence to grant agreements and grant guidelines
- Track programmatic and financial reporting and monitor compliance
- Conduct site visits if needed, in coordination with RBFF's State R3 Program Director and Senior VP of Finance and Administration
- Maintain accurate and updated files of grantee documents and key communications
- Manage close out process with grantees in a timely manner

**VI. CONTRACTOR QUALIFICATIONS**

Contractor must demonstrate high levels of expertise in the following areas:

- Providing grants management services to manage grants programs effectively
- Ability to conduct services listed in the Project Scope in Section V above
- Experienced staff to successfully deliver grants management services
- Demonstrated experience working with non-profits and federal subawards

**VII. DELIVERABLES AND TIMELINE**

The following deadlines apply to this request for proposals:

Issue RFP:	September 13, 2021
Proposal Due Date:	September 27, 2021 @ 5:00 p.m. Eastern Time
Final decision and vendor notification:	October 6, 2021
Contractor begins work:	October 12, 2021

**VIII. PROPOSAL REQUIREMENTS**

At a minimum, the proposal should include the following elements:

1. Completed Proposal Cover Page.
2. Project plan and budget to provide the services outlined in the Project Scope in Section V above. Budget should include costs associated with providing services annually for up to three years, noting any cost differences for initial and subsequent years.

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3. Description of how your corporation/organization/team fulfills the "Contractors Qualifications" outlined in Section VI. Examples of previous work that is similar to the work required here are requested.
4. Include a list of clients for whom you have performed similar work within the last two years. Please provide 3 client references that RBFF may contact.
5. Background on your corporation/organization/team, including history, staff size and experience, and other relevant information. If subcontracting is required, indicate whether you intend to subcontract with small businesses, minority-owned firms, and women's business enterprises.

Applicants must submit proposal in the form of an electronic copy. Proposals should be prepared simply, providing a straightforward, concise description of the contractor's ability to meet the requirements of the RFP.

The proposal must be received by September 27, 2021 at 5:00 p.m. Eastern Time for consideration. Late proposals will not be accepted.

#### **IX. EVALUATION FACTORS FOR AWARD**

##### Basis for Award

The award will be made to the applicant that conforms to the RFP's requirements and is judged to represent the best value to RBFF. Best value is defined as the proposal that presents the best overall value to RBFF, cost and other factors considered, and which presents the most advantageous offer. Such offer may not necessarily be the proposal offering the lowest cost or receiving the highest technical rating.

##### Evaluation Criteria

Applicants are cautioned that this is a best-value procurement and that best-value concepts apply to this solicitation. In making its best-value determination, RBFF may award a contract resulting from this solicitation to the responsible applicant whose offer conforming to the solicitation will be the most advantageous to RBFF, price and other factors considered. RBFF shall give due consideration, as appropriate, to the overall merits of the proposal (including the relative advantages and disadvantages to RBFF), the experience of the Contractor, the cost of the proposal, and the needs of RBFF. Preference, to the extent practicable and economically feasible, shall be given for products and services that conserve natural resources and protect the environment and are energy efficient.

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Applicants are cautioned that discussions may not be held and that RBFF may award the contract solely on the initial proposals. Accordingly, applicants should put forth their best efforts in their initial submission. However, RBFF reserves the right to conduct discussions if later determined by RBFF to be necessary. RBFF may reject any or all offers if such action is in the best interest of RBFF; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

**X. SPECIAL REQUIREMENTS**

Federally Imposed Obligations

RBFF has entered into a cooperative agreement with the U.S. Fish & Wildlife Service, the general provisions of which are the Administrative and Audit Requirements and Cost Principles for Assistance Programs cited in the "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" set forth in CFR Title 2, Subtitle A, Chapter II, Part 200 (2 CFR § 200.0 *et seq.*), including the appendices thereto. Inspection, acceptance and procurement are governed by these requirements and principles. The successful applicant will be required to assume all applicable pass-through obligations imposed by the cooperative agreement, such as compliance with federal equal employment opportunity requirements and debarment and suspension certifications.

Accounting Records

All accounting records of the successful applicant relating to its performance under this award shall be kept in a manner that is consistent with generally accepted accounting principles as well as and all applicable provisions of the "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" set forth in CFR Title 2, Subtitle A, Chapter II, Part 200 (2 CFR § 200.0 *et seq.*), including the appendices thereto. Upon reasonable notice to Contractor, RBFF, the U.S. Fish & Wildlife Service, the Comptroller General of the United States, and any of their duly authorized representatives shall have access to any books, documents, papers and records of Contractor that are pertinent to this award and have the right to audit and copy such materials during the term of this award and for a period of three (3) years after its termination or expiration.

Applicant Reimbursement and Compensation Policy

RBFF will not reimburse or compensate applicants for any time, fees and costs incurred while developing their proposals. Additionally, if an applicant is asked to present its proposal in person, RBFF will not reimburse or compensate the



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applicant for any fees related to the presentation, including but not limited to staff time, travel and out-of-pocket costs. RBFF will not compensate any applicant for time or fees incurred while negotiating a contract.

Ownership of Work Product

- A) The successful applicant will be required to acknowledge that it has been ordered or commissioned to create or prepare a work consisting of the work effort and work product set forth herein and agree that this work is a "work made for hire," and that the applicant shall have no rights to title or interest in and to the work, including the entire copyright in the work or all rights associated with the copyright. The applicant will further be required to agree that to the extent the work is not a "work made for hire," the applicant will assign to RBFF ownership of all right, title and interest in and to work, including ownership of the entire copyright in the work and all rights associated with the copyright, and will execute all papers necessary for RBFF to perfect its ownership of the entire copyright in the work. The applicant will not have rights to or permission to use the work without the prior written permission of RBFF.
  
- B) By responding to this RFP, the applicant acknowledges and agrees that all deliverable documentation under this RFP (and subsequent contract) will be transferred to the U.S. Government in accordance with RBFF's government contract. If the applicant intends to submit a notice of limited rights in technical data regarding any delivered technical data to RBFF, the notice shall include sufficient information to enable RBFF to identify and evaluate the applicant's assertions.

Original Work

The successful applicant will be required to represent and warrant that the work the applicant creates or prepares for RBFF will be original, will not infringe upon the rights of any third party, and will not have been previously assigned, licensed or otherwise encumbered.

Public Releases

Except as required by law or regulation, no news release, public announcement or advertising material concerning any subsequent contract awarded pursuant to this RFP shall be issued by any applicant without the prior written consent of RBFF; such consent shall not be unreasonably withheld.

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**PROPOSAL COVER PAGE**

(All applicants must submit this completed form with their proposal.)

<b>RFP Number</b>	
<b>Company Name</b>	
<b>EIN or Social Security Number</b>	
<b>Contact Name &amp; Title</b>	
<b>Mailing Address</b>	
<b>Telephone</b>	
<b>Facsimile</b>	
<b>E-mail address</b>	
<b>Website address</b>	
<b>Proposed cost</b>	