
GLENN HEGAR
TEXAS COMPTROLLER OF PUBLIC ACCOUNTS



Call for Proposals
for
East Texas Pollinator Management

Anticipated Schedule of Events	Date
Call for Proposals Issued	October 26, 2021
Proposals Due	January 15, 2022
Contract Execution	February 28, 2022

E-mail proposal to nat.res.research@cpa.texas.gov
by 5:00 p.m. on January 15, 2022.

The selected Respondent will enter into an interagency contract (“Contract”) with the Texas Comptroller of Public Accounts (CPA) pursuant to Chapters 403 and 771 of the Texas Government Code. The Contract is for services; it is not a grant and should not be processed as such. The Contract between CPA and selected Respondent will require itemized expenses accompanied by appropriate documentation, which will be reviewed in detail by CPA before payment. Expenses must be justifiable, reasonable and necessary, and directly relate to the research objectives. Potential respondents should consider the reimbursement requirement burden before submitting a proposal.

PART 1 Scope of Work

1.1 Species of Interest

Native pollinators of East Texas; species of concern include but are not limited to:

- monarch butterfly
- American bumble bee
- variable cuckoo bumble bee
- southern plains bumble bee

1.2 Geographic Area

Geographic scope of the Natural Resources Program’s East Texas Initiative: Trinity River basin to Sabine River basin; Red River basin to the Gulf of Mexico. A non-exclusive list of counties ([.xls](#)) and ArcGIS map ([.mpk](#)) are available to download.

1.3 Project Timeline

- 48 months

1.4 Maximum Budget

- \$500,000

1.5 Research Goals

The purpose of this project is to assess the influence of habitat management activities and voluntary conservation actions on the species of interest and their habitat.

1.6 Research Objectives

1. Establish baseline spatial and temporal patterns of occupancy and habitat associations for species of interest;
2. Assess direct and indirect effects of land management activities on species of interest and their habitats; and
3. Collaborate with potential end-users to recommend voluntary conservation measures and develop standard monitoring protocols to measure effectiveness of conservation measures for the species of interest and their habitats. Potential end-users include Texas Parks and Wildlife Department (TPWD), U.S. Fish and Wildlife Service (USFWS), other state and federal agencies, consultants, private landowners, and more.

Suggested tasks include:

1. Establish baseline spatial and temporal patterns of occupancy and habitat associations for species of interest.
 - A. Consult with potential end-users to define species of interest and determine most appropriate survey methods. If applicable, provide statistical and practical comparison of various survey techniques to accurately characterize and monitor pollinator occupancy at each study site. Include discussion of biases, collection and processing effort and cost, lethal v. non-lethal collection, and potential sources of error for each method.
 - B. Review available literature to characterize occupancy and habitat associations, including floral resources, of species of interest in the geographic area.
 - C. Conduct baseline pollinator surveys, to verify species presence, habitat, and floral resource characterizations at each survey site. Document all observations of species of interest flower visitation.
2. Assess direct and indirect effects of land management activities on species of interest and their habitats.
 - A. Conduct seasonal surveys for species of interest; characterize habitat and floral resources at study sites throughout the geographic area. Sites should be representative of various habitat management practices (*e.g.* silviculture, agriculture, mowing, grazing).
 - B. Compare pollinator response to land management activities. Include change in species presence, abundance, seasonal use, availability of floral resources and availability of nesting sites or host plants.
3. Collaborate with potential end-users to recommend voluntary conservation measures and develop standard survey protocols to support long-term conservation of species of interest in geographic area.
 - A. Recommend efficient and effective survey methodologies to monitor species of interest. Coordinate with potential end-users to incorporate practical considerations such as materials, equipment, cost, and sampling schedule.
 - B. Based on preliminary results from Task 2B, recommend voluntary conservation measures to help potential end-users meet management goals.
 - C. Consult with Comptroller, and potential end users to develop a coordination and outreach plan. Plan will include project deliverables, data sharing, public meetings, interim reports, Texas Natural Diversity Database submissions, etc.

PART 2
PROPOSAL FORMAT

2.1 Respondent Identifying Information

University Information	
University Name:	
Address:	
Tax ID Number:	

Identify all program and subcontractor personnel in the proposed research project. Subcontractors may include but are not limited to universities, state or federal agencies and private entities.

Provide the following summaries for principal investigators and key personnel, including subcontractors:

1. abridged curriculum vitae;
2. list of accessible publications most closely related to the proposed research project; and
3. description of each person’s knowledge of and experience with:
 - A. working with and informing diverse stakeholders;
 - B. conducting research on the species of interest.
 - C. their particular task on the project

Limit to 5 pages or less per person.

2.2 Project Description

Organize proposed project description by section, as shown below. Page limits for each section are maximum numbers, not suggested numbers.

Project Summary: Limit one page. Provide a summary/abstract of the proposed project. Include hypothesis, design, and impact of research.

Background Information: Limit 5 pages. Provide a summary of existing scientific literature and data regarding the species of interest throughout its entire historic range. Detail how information from this study would fill knowledge gaps for the species.

Research Tasks and Methods: No page limit. Describe how each Research Objective would be addressed, including the following information:

1. Methods to address each objective. Explain deviations from Section 1.6 suggested tasks;
2. Assumptions made in the proposed design;
3. Description of access to or plan to obtain permission to access privately owned property where necessary to perform research, including a contingency plan if the desired access cannot be obtained;
4. Description of expected challenges to the research and appropriate solutions to each challenge (including potential impacts and adaptations to SARS-CoV-2); and
5. Description of plan to disseminate publicly accessible data.

2.3 Project Management

The proposed project timeline is 48 months.

Provide a schedule of work for each of the research tasks and deliverables described in this section using a format similar to the table below. Beginning and end Fiscal Years may include fewer than 12 months.

Task	FY 1 Contract execution – Aug. 31, 2022				FY 2 Sept. 1, 2022 - Aug. 31, 2023				FY 3 Sept. 1, 2023 – Aug. 31, 2024				FY 4 Sept. 1, 2024 – Aug. 31, 2025				FY 5 Sept. 1, 2025 – Contract expiration			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4

A Fiscal Year begins Sept 1 and ends the following August 31. Quarters are as follows:

- Q1: Sept 1 – Nov 30
- Q2: Dec 1 – Feb 29
- Q3: Mar 1 – May 31
- Q4: June 1 – Aug 31

The proposed schedule should address the following:

1. submission of detailed Research Plan to Comptroller for review prior to commencement of work;
2. procurement of permissions necessary to access sites, and plan to allow scheduled and coordinated observation by stakeholders;
3. specific milestones for research tasks and project deliverables (*e.g.*, X number of sites sampled for species Y, data submitted to Comptroller);
4. meeting with Comptroller (in person or via conference call) prior to the commencement of work;
5. quarterly status updates with Comptroller (in person or via conference call);
6. annual public stakeholder meetings or webinars to present/discuss the research;
7. submission of annual and final reports and data sets; and
8. meeting with Comptroller and interested stakeholders following the completion of the Final Report to discuss findings and conclusions.

2.4 Budget, Justification and Explanation

Attachment A details the budget section of the proposal. The budget should demonstrate an efficient use of project funds. Costs, including personnel and subcontractors, must be justifiable, reasonable, and necessary, and directly relate to the research objectives.

In the event Respondent is funded for other research projects related to the species of interest, Respondent must identify the funding source and percentage of salary, time, and other resources dedicated to the other project. Respondent must describe plans for leveraging the proposed funding such as collaborating with other researchers, institutions, and agencies to avoid duplication of effort and ensure funds are used efficiently.

ATTACHMENT A

Budget

The maximum budget allocated for this project is \$500,000, with the understanding that this amount is contingent upon the availability of legislated funds provided to the Comptroller for endangered species research.

Enter budget costs in the Excel spreadsheet attached to the Call for Proposals email (CPA-NR Project-Budget-By-Fiscal-Year). Green cells are fillable. In Attachment A to the proposal, include narratives for each Direct Cost category as noted below.

Contractual: Costs for services under contract with third parties. Proposals which subcontract a significant amount of work must include a detailed justification of why the work cannot be done in-house.

1. Excel “Contractual” tab: list each subcontractor name, contact information and cost per contract year.
2. Proposal narrative: Describe subcontractor work and include any clarifying comments.

Personnel: All individuals receiving pay for work on project from project budget. Budgeted amounts should be based on and clearly describe the amount of effort each individual contributes to the project.

1. Excel “Personnel” tab: list names (if known), roles, compensation rates (including benefits and tuition), months dedicated to project per year, and cost per contract year.
2. Proposal narrative: include clarifying comments on personnel roles and justify any tuition requested.
 - A. CPA will consider tuition reimbursement if a student’s thesis or dissertation research directly addresses project goals and the student works at least 20 hours/week on the project during the semester for which reimbursement is sought.

Travel: Lodging, transportation, and meal reimbursement in accordance with State of Texas travel guidelines. Meals are reimbursed for actual expenses. The Comptroller does not pay a per diem amount and will not reimburse for tips or alcohol.

1. Excel “Travel” tab: list trip type and annual costs per trip type.
2. Proposal narrative: justification for any conferences and other clarifying comments.

Supplies: Routine costs for items needing replenishment throughout project.

1. Excel “Supplies” tab: list supply type and cost per contract year.
2. Proposal narrative: include any clarifying comments.

Equipment: Capital expenses for equipment costing over \$1,000 per item.

1. Excel “Equipment” tab: include name of item, make and model, and cost per contract year.
2. Proposal narrative: include item purpose, direct benefit to the project and other clarifying comments.

Indirect Costs: Indirect costs must be capped at ten percent (10%) of Direct Costs. A proposal will be disqualified if indirect costs are not capped at ten percent (10%). The Comptroller does not reimburse for indirect costs calculated on subcontractor-billed indirect costs.

Note: Expenses generally not eligible for reimbursement by the Comptroller are computers, software, vehicles, vehicle maintenance or repairs, journal publications, laundry services, registration or cancellation fees, out-of-state conferences or in-state conferences unless personnel are presenters. If requesting any of these items, include a detailed explanation of the item’s value to the project.