
GLENN HEGAR
TEXAS COMPTROLLER OF PUBLIC ACCOUNTS



East Texas Mussel Surveys and Tolerances

Anticipated Schedule of Events	Date
Call for Proposals Issued	September 3, 2021
Proposals Due	November 2, 2021
Contract Execution	January 3, 2022

**E-mail proposal to nat.res.research@cpa.texas.gov
by 5:00 p.m. on November 2, 2021.**

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

- Louisiana Pigtoe, *Pleurobema riddellii*
- Texas Heelsplitter, *Potamilus amphichaenus*

1.2 Geographic Area

- Occupied range of the species of interest in Texas

1.3 Project Timeline

- 36 months

1.4 Maximum Budget

- \$450,000

1.5 Research Goals

- Improve the understanding of the Louisiana Pigtoe and Texas Heelsplitter and their associated mussel assemblages, and their responses to physical, hydrologic and ecological changes.
- Inform conservation actions for the species at appropriate spatial scales.
- Accessible data and methodologies for stakeholders and potential end-users, which include state and federal agencies, consultants, private landowners, river authorities and public utilities.

1.6 Research Objectives

Monitor, track population trends, and evaluate water quality needs of species of interest and associated mussel assemblages.

Suggested tasks include:

1. Monitor species of interest and associated mussel assemblages, informed by co-occurring studies, and track population trends in situ for 24 months.
 - A. Perform a comprehensive literature review to characterize and assess current and alternative sampling protocols appropriate for these species and river habitats.
 - B. Establish and execute monitoring protocol in coordination with stakeholders and ongoing monitoring projects.
 - C. Document life history and identify host fish and establish key reproductive patterns (spawning/gravid periods).

2. Evaluate thermal and water quality tolerances of captive species of interest and other associated mussels (if appropriate), with consideration of existing water quality data and forecasted conditions.
3. Make project data available to stakeholders and potential end users for the duration of the contract. Share data in an easily accessible format in consultation with stakeholders and potential end users. Formats may include, public meetings, an interactive website, Texas Natural Diversity Database submissions, museum vouchers, 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. 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 36 months.

Respondent must 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.

	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			
Task		Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1			

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 and external experts (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 \$450,000, 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. Do not use columns for FISCAL YEAR 5. 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.