

Seed Trainer RFP Questions and Answers

May 12, 2026

Eligibility:

Q. Are subawardees of the current HSIL grant eligible to submit a proposal for the training subcontract?

A. Yes, but given the restrictions of the funding grant (Washington Department of Fish and Wildlife, HSIL Program), some additional documentation will be required to mitigate any potential for conflict of interest. A pass-through subawardee will need to include a summary of conflict of interest mitigation approaches and policies in their organization with their application and should outline how they will be monitoring the outcomes tied to the subcontract.

Timeline:

Q. Does the contract conclude on 12/31 with final deliverables due in March 2027? Or is it that the contract is signed and in-place by 12/31, and workshops delivered in spring 2027?

A. The initial idea is that the training series would take place this year (by Dec 31, 2026), since a majority of trainers we've worked with in the past have preferred to time seed trainings with fall harvests, and then any remaining deliverables for follow up (and all invoicing) would be completed by March 2027. If there's a compelling reason to hold a training in early 2027 before the March date, we are open to considering an adjusted training timeline.

Budget:

Q. For number 6 in the Proposal, would you also like a line item budget sheet, or just stick with the budget narrative with costs associated included?

A. Whichever you prefer for the proposal. We will need some additional detail in the contracting phase to assist with the invoicing process. If supplying a budget narrative, please do ensure you specify whether you are proposing a fixed cost service, or an hourly with a not-to-exceed total.

Intellectual Property:

Q. If educational materials such as slide decks, handouts, etc are created under the seed trainer budget, how is that intellectual property managed?

A. This work is funded by the EPA via the Washington Department of Fish and Wildlife Habitat Strategic Initiative Lead. Unless otherwise provided, all materials produced under the subawards are considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by the Agency. The Agency shall be considered the author/copyright holder of such materials.

Materials must be made publicly available, but can be used by the subcontractor for future events with appropriate funding attribution (similar to the wording below).

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