

# REQUEST FOR PROPOSALS

## Montana Pulse Research & Market Development Program

AGRICULTURAL DEVELOPMENT DIVISION  
Montana Department of Agriculture

Montana Pulse Advisory Committee  
Montana Department of Agriculture  
Agricultural Development Division  
PO Box 200201  
Helena, Montana 59620-0201  
(406) 444-2402

**Proposals shall be received on or before November 15, 2016**

Legal Authority:

(MCA) Section 80-11-510 Montana Code Annotated  
(ARM) Section 4.6.301-303 Administrative Rules of Montana

# MONTANA PULSE RESEARCH & MARKET DEVELOPMENT PROGRAM

## BACKGROUND

The primary goal of the Montana Pulse Research & Market Development Program as stated in the enabling legislation, "In order to protect and foster the health, prosperity, and general welfare of the people of Montana, it is declared to be the public policy of this state to encourage and promote intensive, scientific, and practical research into all phases of agricultural commodity culture, production, marketing, and the development of markets for commodities grown or produced in Montana."

## REQUEST FOR PROPOSALS

The Montana Pulse Advisory Committee invites proposals to fund demonstration projects, applied research and market development projects designed to address Montana's pulse industry needs and opportunities. All research & marketing project applications will be reviewed by the Advisory Committee at the first regular meeting each year and a recommendation made to the department, which projects they would like funded and the amount of funding suggested. Recommended projects will be determined by amount of funds, type of project, need and whether the project is new or on going. Generally, to qualify for consideration, proposals must have practical, near-term application involving practices or organizational arrangements that will stimulate an expanded pulse industry.

## WHO MAY APPLY

Proposals for funding will be accepted from:

- Public and Private Agencies and Organizations
- Business and Industry
- Educational Institutions
- Local Governments
- Individuals

If two or more individuals or organizations propose to conduct a project jointly, they should submit one application as co-applicants.

## DEADLINES AND ADDITIONAL INFORMATION

Proposals submitted under this RFP must be received **on or before November 15, 2016**. Proposals must be submitted through the Webgrants system at [fundingmt.org](http://fundingmt.org).

Instructions on using Webgrants can be found at:

<http://agr.mt.gov/agr/Programs/Commodities/Checkoff/Pulse/>

Questions about this RFP should be directed to:

Montana Pulse Research & Market Development Program  
Montana Department of Agriculture - ADD  
PO Box 200201

Helena, Montana 59620-0201  
(406) 444-2402  
Jana Mertens (JMertens@mt.gov).

## **ELIGIBILITY REQUIREMENTS**

### **APPLICANT ELIGIBILITY**

Proposals for funding will be accepted from:

- Public and Private Agencies and Organizations
- Business and Industry
- Educational Institutions
- Local Governments
- Individuals

If two or more individuals or organizations propose to conduct a project jointly, they should submit one application as co-applicants.

Applicants must demonstrate a proven ability to carry out all elements of the proposed project. In addition, applicants proposing to rely upon the expertise of another individual or organization to undertake any part of the project must clearly define the responsibilities of that party as well as provide evidence of their willingness and demonstrated ability to undertake that area of responsibility.

Employees of the Montana Department of Agriculture and their immediate families, and members of the Montana Pulse Advisory Committee and their immediate families are excluded from eligibility for funding under this program. Immediate family includes mother, father, brother, sister, spouse and children.

### **PROJECT ELIGIBILITY**

Eligible projects are as follows:

- Conducting research programs to:
  - improve the quality of the Pulse crops
  - develop and improve control measures for disease and pests which attack the pulse crops
  - other research projects designed to improve the Pulse industry
- Disseminating current and new research information
- Developing the Pulse markets, including:
  - conducting market assessments
  - planning and conducting publicity and sales promotion campaigns, including media development and trade show exhibition.
- Education

### **ELIGIBLE COSTS**

There is no limit to the grant amount a proposal can request. However, on average, the Committee has \$1,000,000 annually for grant proposals; therefore, grant amounts

should correspond. Eligible costs under the Montana Pulse Research & Market Development Program may include, but are not limited to:

- Salaries and Wages
- Fringe Benefits
- Consultant Services (professional, technical, operational)
- Travel
- Advertising and Promotion
- Equipment (preferably leased versus direct acquisition)
- Supplies and Materials
- Communication (telephone, postage, printing, etc.)
- Data Processing

**Program funds cannot be used for the payment of institutional overhead or other indirect costs such as use of land, buildings or equipment.** These costs can be used, however, in calculating the applicant match.

## PROPOSAL REQUIREMENTS

Proposals under the Montana Pulse Research & Market Development Program must be submitted to the Montana Pulse Advisory Committee by 4 PM on **November 15, 2016**.

Proposals must be submitted through the Webgrants system at [fundingmt.org](http://fundingmt.org).

Instructions on using Webgrants can be found at:

<http://agr.mt.gov/agr/Programs/Commodities/Checkoff/Pulse/>

In order to be considered, proposals must be responsive to the objectives identified in this RFP. Each proposal must be limited to one project or activity only, the title of which must appear on the cover sheet of the application.

The purpose of the proposal application is to provide evaluators with a written statement containing sufficient information to demonstrate that the proposed activity is a sound approach to an important area of interest as outlined in the RFP and that it merits financial support. The Committee will conduct their annual meeting in late November at which time the applicant may make a presentation in person. The Committee will then make a decision whether or not to fund the project and notify the applicant within 30 days.

## PROPOSAL TIMELINE

Request for Proposal Published	October 14, 2016
Deadline to submit proposal	November 15, 2016
Committee meeting (tentative)	November 28, 2016
Grants awarded	December 15, 2016
Award duration (first year)	January 1, 2017 - December 30, 2017

## SUBMITTING AN APPLICATION

All applications must be submitted online through State of Montana Webgrants system located at [Fundingmt.org](http://Fundingmt.org). Paper materials will not be accepted. Applicants who have not previously used [Fundingmt.org](http://Fundingmt.org) will be required to set up a username and password. It is highly recommended that interested applicants request a username at least 30 days prior to the due date of the proposal. Instructions on using the webgrants system to apply for this grant can be found at:

<http://agr.mt.gov/agr/Programs/Commodities/Checkoff/Pulse/>

## PROPOSAL FORMAT

The application is divided into the following sections. The Department recommends that applicants first write their responses in a word processing program prior to entering information online.

### **Summary of Project**

- 1) Project Title
- 2) Summary of the grant funding request
  - In this section, applicants should give a broad overview of the proposed project. Identify the need or opportunity that will be addressed, the work that will be done and what the expected outcome will be at the end of the grant period.
- 3) Start date
- 4) End date

### **Application Information**

- 1) Problem and Objectives
  - Describe the problem or opportunity you intend to address with grant funds. If possible, provide data on the extent to which the issue is affecting Montana communities.
  - Indicate what you want to accomplish, driven by the problem you set out to address.
- 2) Approach
  - State how your research is innovative, how your proposal looks at a topic from a fresh point of view or develops or improves technology. Justify your proposal with background information about the research field that led to the research you are proposing.
  - Describe the experimental design and procedures and give a rationale for their use. State why you chose your approach(es) as opposed to others.
- 3) Expected outcomes or Hypothesis
  - How do you expect the completion of this project to benefit Montana producers? Describe how, as a result of the efforts undertaken in this proposal, the conditions facing Montana producers will be improved.

- Demonstrate that your hypothesis is important to the field, and you must have a means of testing it. Provide a rationale for the hypothesis, ensuring that it is based on current scientific literature, and explain why you chose the one you selected.
- 4) Contribution to previous work
    - Describe how this project builds on previous work. If this is a research project, explain how this project contributes to the scientific body of knowledge.
  - 5) Similar projects
    - Show that you consulted sources to ensure that there is not currently any relevant research available that is applicable to Montana.
    - If there is relevant research available, explain how it can either be expanded or built upon for Montana, or that, while it exists, it cannot be related to Montana crops, growing conditions, etc.
  - 6) Individuals involved
    - Provide the name and background of individuals involved in this project and what their role will be. If the individual is not yet hired, provide a position title and the ideal qualifications for that position.

### **Work Plan**

Use this section to describe the timeline for the project. Include key dates that are critical to the completion of the project. Key dates may include planting, application of treatments, harvest, publication of results etc.

- 1) Deliverable
  - What deliverable will the project provide? Examples may include: Developing Marketing Materials, Developing a Website, Attending Training, Hosting a Workshop, Steps in Conducting Research, Purchasing Equipment, etc.
- 2) Activities
  - Describe the activities you will undertake to achieve the deliverable.
- 3) Start date
  - The date you plan to start work on the activity.
- 4) End date
  - The date you anticipate that the deliverable will be completed.

### **Budget**

Applicants can use Appendix A to this RFP to develop their budget prior to entering it into the FundingMT website. Applicants may request funds in the following areas:

- Salaries and Wages
- Fringe Benefits
- Consultant Services (professional, technical, operational)
- Travel
- Advertising and Promotion

- Equipment (preferably leased versus direct acquisition)
- Supplies and Materials
- Communication (telephone, postage, printing, etc.)
- Data Processing

Each category under which funds are requested must be accompanied by a brief explanation of how the funds will be expended.

**Grant funds may not be used for indirect expenses.** However, indirect expenses may be counted toward applicant match.

### **Attachments**

The attachments section may be used to include any materials that will aid the committee in reviewing the application. Examples include maps, letters of support, charts and/or graphs. This section may not be used to add narrative that would not fit within character limits.

### **AWARDS**

Selection of successful proposals will be on a competitive basis and based on availability of funds. All proposals will be judged against the following criteria, consistent with the stated objectives of the program:

- The degree to which the proposed activity addresses a significant industry need or opportunity and evidence of industry support of such an activity.
- Applicant's demonstrated experience and ability to undertake the proposed activity and to manage the grant compliance, including reporting and financial management.
- The adequacy of plan and time frame to achieve the activity goals.

The Montana Pulse Advisory Committee and Montana Department of Agriculture reserve the right to make selection decisions for all proposals.

The Montana Pulse Advisory Committee will fund successful projects through contracts under the Agricultural Commodity Research and Market Development Enabling Act. Selected projects must comply with all applicable federal, state and local laws, licensing and regulations for funds to be awarded. Evidence of such compliance may be required.

The Montana Department of Agriculture will notify each applicant of selection decisions in writing within 30 days of the Committee's meeting date.

### **REPORTING REQUIREMENTS**

The Montana Department of Agriculture staff will be responsible for monitoring each funded project.

Specific terms and conditions of each funded project will be contained in the formal grant agreement.

The Committee/Department reserves the right to determine the extent of reporting

requirements, subject to modification in the course of the project. Interim reporting requirements will be based on the cost, duration and nature of the project.

The grant recipient may be required to make an oral report to the Committee at the conclusion of the project. The oral report will be made at a regularly scheduled Committee meeting.

A comprehensive final report will be required upon completion of the project. The final report should include:

- a comparison of actual findings and accomplishments of the project with goals and objectives described in the proposal;
- reasons for deviation from established goals of the proposal;
- a clear description of the commercial application and economic benefits, which accrued during the course of the project;
- a description of its immediate impact; and
- an estimate of its long-term commercial and economic benefits.

In addition to the final project report, the Committee reserves the right to conduct a follow-up survey of funded projects in order to determine long-term impact.

## OWNERSHIP AND PUBLICATION OF MATERIALS

All information and materials generated by the proposed activity become the sole property of the State of Montana. The grant recipient will retain the right to utilize, reprint and distribute all said information and materials.

## LIABILITY

Neither the Montana Pulse Advisory Committee nor the Montana Department of Agriculture will be held liable for any costs incurred by any firm for work performed in the preparation of and production of a proposal or for any works performed prior to the formal execution of a contract.

## RIGHT TO KNOW

Proposals selected for funding and all related contracts shall be subject to disclosure under the Montana Right to Know Law.

## OTHER CONSIDERATIONS

The Pulse Advisory Committee and Department reserve the right to:

1. Reject any or all proposals received in respect to this RFP.
2. Waive or modify minor irregularities in proposals received after prior notification and concurrence of applicant.
3. Clarify the scope of this RFP, within the program requirements and with appropriate notice to all applicants, to best serve the interests of the State of Montana.
4. Amend the RFP specifications after their release, with appropriate written notice to all potential applicants.
5. Require a good faith effort on the part of the project sponsors to work with the Committee and the Department of Agriculture.

# Appendix A

## Budget Development worksheet

<b>EXPENDITURE CATEGORY</b>	<b>GRANT FUNDS REQUEST</b>	<b>APPLICANT MATCH</b>	<b>TOTAL</b>
Salaries and Wages			
Fringe Benefits			
Consultant Services			
Travel			
Advertising & Promotion			
Equipment			
Supplies & Materials			
Communications			
Data Processing			
Indirect and Overhead	XXXXXXXXXX		
Other (Specify)			
<b>TOTAL</b>			