



**STATE OF NEW HAMPSHIRE
DEPARTMENT OF BUSINESS AND ECONOMIC AFFAIRS
Outdoor Recreation Infrastructure Planning
RFP DBEA 2025-06**

Clarifying Questions and Answers

Q1. Is there a specific reason/funding deadline for the September 2025 deadline for project completion? Any flexibility?

A1. The September 2025 deadline for project completion is set to ensure compliance with federal funding regulations; the deadline is not flexible.

Q2. The RFP mentions a variety of digital deliverables, including online training modules. Is ORID/BEA open to web-based deliverables that may require ongoing expenses beyond the duration of the project (i.e., web/domain hosting fees for a custom website and/or service agreement with web developer)?

A2. No, BEA/ORID expects that current BEA resources, such as nheconomy.com, be utilized for web-based deliverables. The project should not include ongoing expenses beyond the duration of the project, such as web/domain hosting fees or service agreements with web developers.

Q3. Examples of tools and educational resources in the RFP include live webinars and potentially in person events. Does ORID and OPD anticipate the selected consultant will conduct these types of events as part of this contract? If so, do they have a maximum number of live webinars and in person events they anticipate under this contract?

A3. BEA/ORID/OPD does not require in-person or live webinar events under this contract. The primary focus will be on digital tools and resources, with any webinars conducted remotely. However, live events could be included as part of the toolbox if they are incorporated into the proposal and the program should outline how it would function within the overall plan.

Q4. Have ORID and OPD conducted any recent outreach or engagement with municipalities related to scope of work in the RFP?

A4. No, BEA/ORID/OPD has not conducted any recent outreach.

Q5. Please clarify what is meant by "The term of the contract will be from the first day after the next available Governor and Executive Council date in March 2025 to September 30, 2025."

A5. The contract will start the day after the Governor and Executive Council meeting in March 2025 and end on September 30, 2025. The exact start date will be confirmed once the March meeting date is set.

Q6. What is the anticipated timeline for completing the scope of work?

A6. See A5.

Q7. How will municipalities access the toolkit (training modules, live/recorded webinars, library of resources, etc.)? For example, will it be hosted on BEA's website?

A7. See A2.

Q8. Please clarify what is meant by the proposal requirement "Relevant case studies of equivalent work and or online tools (no more than 2)."

A8. Please provide up to two examples of similar projects or online tools you have worked on in the past that demonstrate your experience and capability in handling work similar to what is outlined in the current proposal.

Q9. Is there a known range of community sizes for which we would be developing the appropriate tools?

A9. There isn't a specific range of community sizes for which we are developing these tools, but they are intended for communities with limited resources or staff.

Q10. The RFP instructions indicate the introductory statement should not exceed two pages, but there are no page limits for the additional required submissions. We just want to confirm there are no specified page limits beyond the introductory statement.

A10. Correct, there are no specified page limits beyond the introductory, but the submission should be concise.

Q11. Is the UEI number required for all firms or only the prime? Same for proof of registration with Sam.gov.

A11. The UEI number and proof of registration are required for the entity submitting the RFP.

Q12. Will bidders be able to negotiate clarifications to the terms and conditions, similar to other contracts that we have negotiated with the State of New Hampshire?

A12. Yes, the selected bidder will be able to negotiate clarifications to the terms and conditions.