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From Grant Award to Contract Award: Procurement Best Practices for EPA- Funded Brownfield Projects

THANK YOU for joining us for this webinar. We will get started in a moment.

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Technical Notes

If you experience technical difficulties with your connection:



Dial 785.532.0783



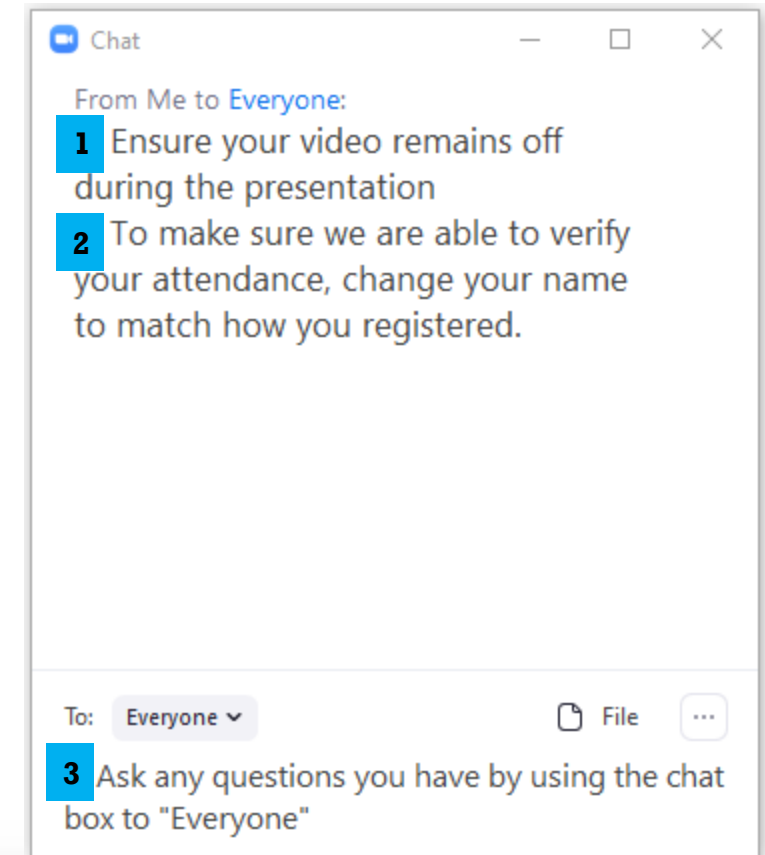
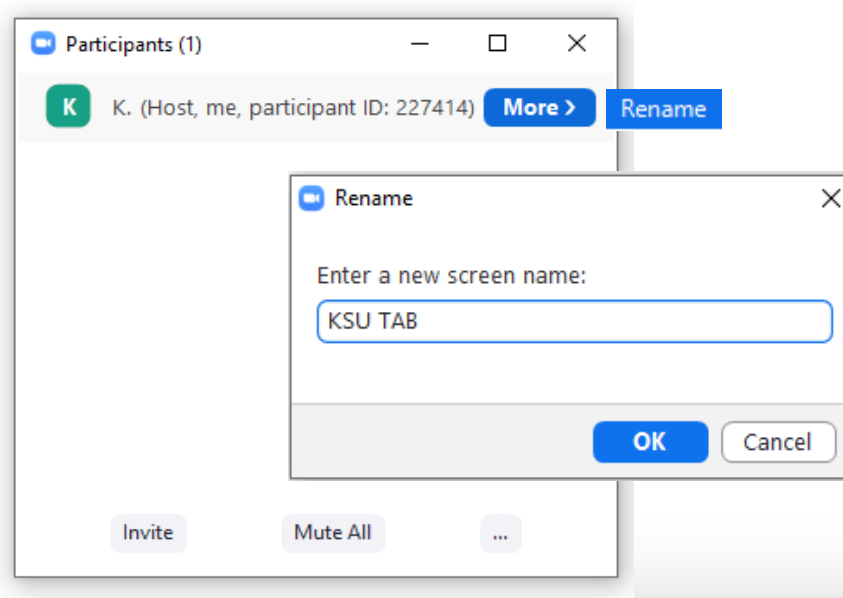
Email chsr@ksu.edu

Additionally, please note:



The presentation is being recorded and will be available on the website. The link has also been placed in the chat box.

Using Zoom – The Basics

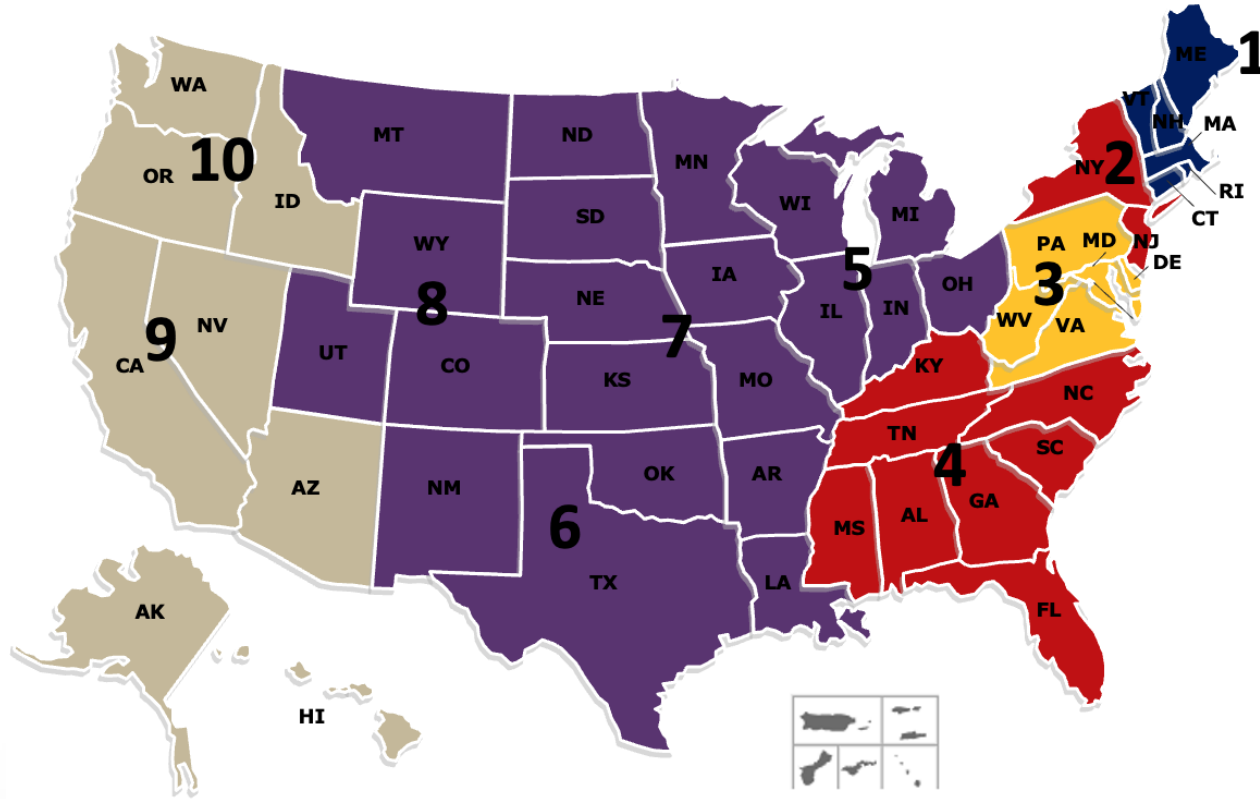


Technical Assistance to Brownfields (TAB)

- Nationally funding program by U.S. EPA
- Technical assistance for communities and tribes revitalizing communities through brownfields redevelopment
- Services provided are free and tailored to meet specific needs



Technical Assistance to Brownfields (TAB)



TAB Service Providers

University of Connecticut EPA Region 1

New Jersey Institute of Technology (NJIT)

EPA Regions 2 & 4

Mid-Atlantic TAB EPA Region 3

Kansas State University – EPA Regions 5, 6, 7 & 8

Center for Creative Land Recycling (CCLR)

EPA Regions 9 & 10

KSU – ITEP – ANTHC – Tribal TAB



Speakers



Carrie Staton

Director, Mid-Atlantic TAB



Kristin Prososki

Assistant Regional Director, KSU
TAB



Contractor vs. Subaward

Carrie Staton, Mid-Atlantic TAB

Subrecipients

You don't have to do the work all on your own! CARs can work with subawardees and contractors to help implement their workplan.

It is important to correctly identify the relationship, as it will impact how you procure them, as well as their terms of agreement with you.

[2 CFR 200.331](#) provides guidance to help determine whether a transaction is a subaward or procurement contract



Subaward vs. Contractor

Subaward

- Typically entered into without competition (i.e., no RFPQ)
- Subawardee may:
 - Determine who is eligible to receive assistance
 - Have performance measured in relation to objectives of program
 - Have responsibility for programmatic decision-making
 - Be responsible for adhering to federal program requirements
 - Implement a program for a public purpose, as opposed to providing goods or services for the benefit of the CAR

Contractor

- Services above micro-threshold must be procured through competitive process (RFQP)
- Contractor:
 - Provides goods and services in normal business operations
 - Provides similar goods/services to many different clients
 - Normally operates in competitive environment
 - Provides goods/services that are ancillary to the implementation of the federal program



Subawards

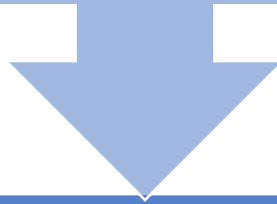
For-profit entities are almost never considered subrecipients or eligible to work under this framework.

A good rule of thumb for EPA Brownfields grants is that if an entity is not eligible to apply for an EPA Brownfields grant directly, they are likely ineligible to be a subrecipient.



Examples of Subawards

A **state environmental agency** receives a Community-Wide Assessment grant.



They partner with a **local government** to lead and oversee assessment work in their municipality and provide the local government with the funding to complete identified objectives as measured in the cooperative agreement.

The municipality can make decisions about prioritizing the funds and which sites to conduct assessment activities on.

Examples of Subawards

A **municipal government** receives a Cleanup grant.

They have worked with grants in the past but are not as familiar with the EPA program management components of the cleanup process.



They partner with their **local development district**, which has experience navigating federal systems.

The local development district manages reporting, drawdowns, and other program management components of the implementation of the cleanup.

Examples of Subawards

A **regional development agency** receives a Community-Wide Assessment grant.



They have great contacts in the real estate and industrial development sectors but are not well-versed in community engagement.



They partner with their **regional community development corporation**, which develops, implements, and reports on the community involvement plan, including all public meetings, outreach and education, and other deliverables.

Contracts

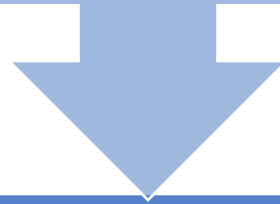
Contracts are common across all MARC grants.

Most contracts are with for-profit contractors, but this is not always the case.



Examples of Contracts

A nonprofit organization receives an assessment grant.



They need someone to conduct **environmental site assessments**, draft ABCAs, conduct **site planning activities**. There are many corporate firms providing these services.

The **contractor** must be competitively procured following an RFQP process.

Procurement Methods

Kristin Prososki, KSU TAB

Why does procurement matter?

- Public funding requirements
- Responding to inquiries
- Audits/monitoring
- Want to ensure open, fair competitive selection
 - Evaluate best fit, including price



Who's rules?

Federal (focus of this webinar)

- federal procurement standards found in Code of Federal Regulations, sections [200.318](#) through [200.327](#)

Local

- Written policies and procedures

Need to meet both - most restrictive must be followed



Procurement Methods



- **Micro-purchase**
 - Up to \$15,000 or potentially up to \$50,000 if officially established
- **Simplified acquisition = Under \$350,000**
 - Still need at least 3 bids
- **Sealed bid or proposal**
- **Sole source = very rare (don't attempt this route)**

Request for Qualifications and Proposals (RFQP)

- Fair and open competitive process
- Goal is to have clear, comprehensive documents
- Spells out the steps for submitting a proposal, including required content, deadlines and evaluation criteria



RFQP Template

Getting sample language

KSU TAB has free templates for:

- Assessment
- Cleanup
- Multipurpose
- Coalition
- RLF Oversight

and TABs can provide free reviews!

Organization Letterhead

REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQP)
Professional Environmental Services for
[Site/Project Name] Brownfield Cleanup

Submission Due Date and Time:
Month XX, 20XX by **12:00 pm ET/CT/MT/PT**

Question Submission Deadline:
Month XX, 20XX by **12:00 pm ET/CT/MT/PT**

Mandatory Site Visit:
Month XX, 20XX at **12:00 pm ET/CT/MT/PT** at [Site Address]

Mail or deliver documents to:
Name, Title
Organization
Address
City, ST 55555
Email address
(000) 555-5555

Introduction
The [Grant Applicant Name/Entity requesting services] hereafter known as "[insert abbreviation as appropriate for the GRANTEE soliciting services]" is soliciting qualifications and proposals for professional environmental services from qualified vendors (Respondents) to coordinate cleanup activities on a **X** acre, [GRANTEE]-owned brownfield site in [City] [County], [State]. The [GRANTEE] plans to select a single Respondent that meets the requirements outlined in this RFQP.

The RFQP is open to all qualified environmental professionals (QEPs) capable and qualified to meet the objectives and requirements described in this document. Qualified Woman-owned businesses (WBE) Minority-owned businesses (MOC) and/or Veteran-owned businesses (VBE) organizations are encouraged to respond.

Only proposals received no later than **12:00 pm on Month, XX, 20XX** will be considered. Upon receipt, all RFQP submissions will be reviewed for completeness in accordance with the selection criteria contained herein. If complete, the [GRANTEE] will assess each Respondent's qualifications based upon the selection criteria.

Once the selection committee has reviewed and ranked all Respondent proposals, if determined necessary, the top **X** scoring Respondents will be selected for an interview with the selection committee. Interviews will be held **during the week of Month XX, 20XX** with specific date and time to be determined.

Respondents must attend a Mandatory Site Visit at **[Site Address] on [Month XX, at 1:00 pm]**. Respondents that wish to enter the buildings on site must be HazWoper Trained, provide their own PPE, and are responsible for their own safety. A copy of the HazWoper certification must be provided to the [Grantee] prior to building entry. Entering the building is NOT required to submit a proposal.

Important Note:

Do **NOT** accept assistance (including sample language or scope) from any contractor that may want to bid on the work – they must be excluded from consideration.

RFQP Elements



Scope Development

Internal or Contracted Resources?

Identify the activities that will be done by a contractor vs. internally

Begin creating the scope of services:

- Define the tasks, deliverables, and timeline of the components
- Set clear expectations for outcomes and success, including deadlines
- Ensure the scope aligns with all funding requirements and Tribal/community priorities



RFQPs Suggestions

- Don't be overly restrictive, as it may limit competition and make it so that only one consultant/contractor can meet the criteria

INSTEAD

- Seek relevant (but not exact) experience
- Keep the solicitation open for at least 30 days
- Advertise widely



RFQP Suggestions



Keep open and transparent communication

All questions should be submitted in writing, with questions and responses posted in writing where all potential responders can see them.



Consider including the option to extend the contract

RFQP Suggestions



Include any compliance requirements related to the vendor's work



Set a page limit for the RFQP document



Talk with other area governments about their experience

Evaluation Criteria

Potential criteria:	Experience on similar projects
	Proposed work approach
	Technical expertise
	Ability to meet timeline
	Cost (At least 25% of weighted score)



Evaluation Criteria

- List the evaluation criteria and maximum scores in the RFQP document
- Use a scoring matrix to evaluate each submission consistently
- Have a small internal team evaluate all the proposals received
- Compare and rank proposals based on submissions



Scoring Matrix Example

Written Proposal Criteria	Points Available	Points Awarded	Comments
Identification of key personnel and experience/capability	20		
Resources and key personnel available to perform work in reasonable time frame	20		
Respondent's approach to successfully complete each scope of services task	10		
Ability to handle multiple projects simultaneous and meet deadlines	10		
Specific experiences, references and/or considerations the Respondent has that makes it uniquely qualified	15		
Reasonable overall costs/hours/rate schedule	25		
Total Points	100		
Interview Criteria	Points Available	Points Awarded	
Participation from project manager and other key personnel	10		
Presentation specific to applicable scope of work tasks	15		
Responses to questions	25		
Total Points:	50		

Selection

- Document the decision
 - Keep records for the process and how the selection was made
 - If lowest bidder was not selected, document why the decision was made
- Verify contractor eligibility in sam.gov



Documentation Expectations

- Written procedures
- Procurement files
- Conflict of interest policies
- Record retention



TAB Assistance

Kristin Prososki, KSU TAB

How can we help?



RFQP templates



Provide feedback on RFQP



Resource
recommendations

State brownfields program
Similar projects



Procurement Resources



[EPA's Brownfield Grants: Guidance on Competitively Procuring a Contractor](#)

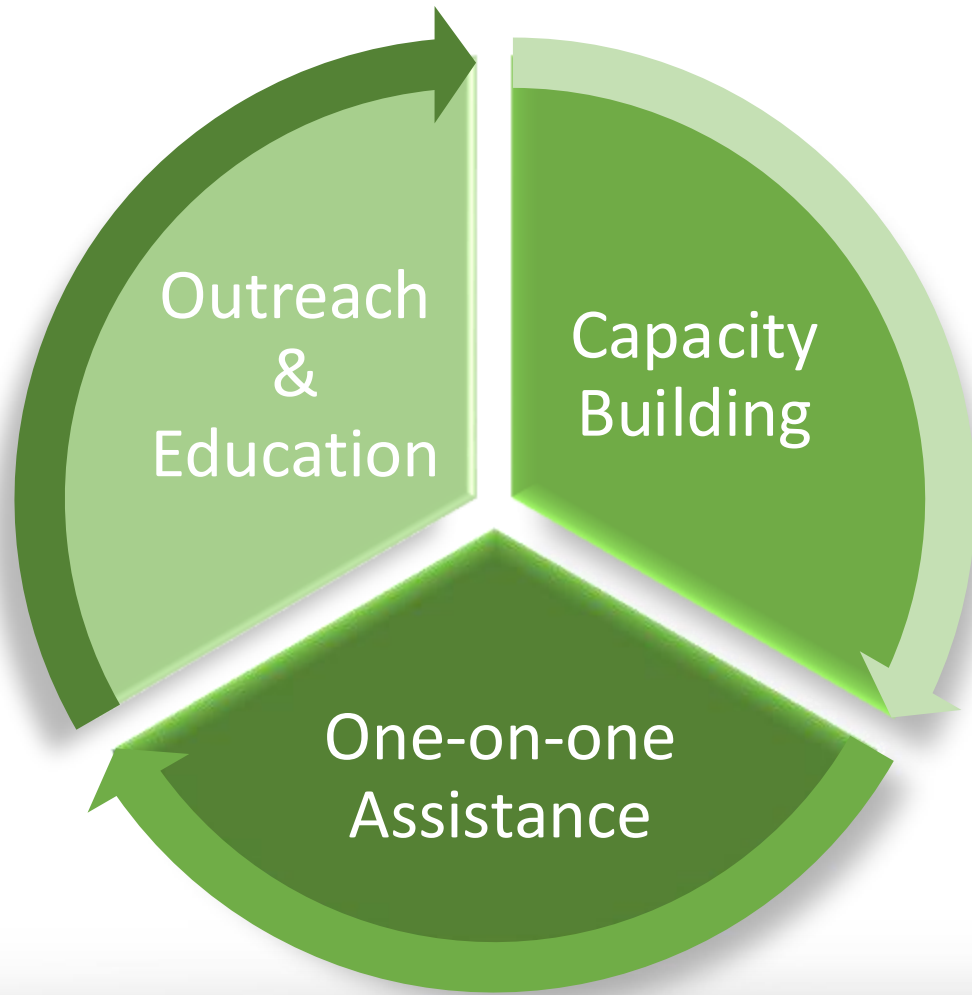


[EPA's Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#)



[EPA Subaward Policy](#)

TAB Resources & Assistance

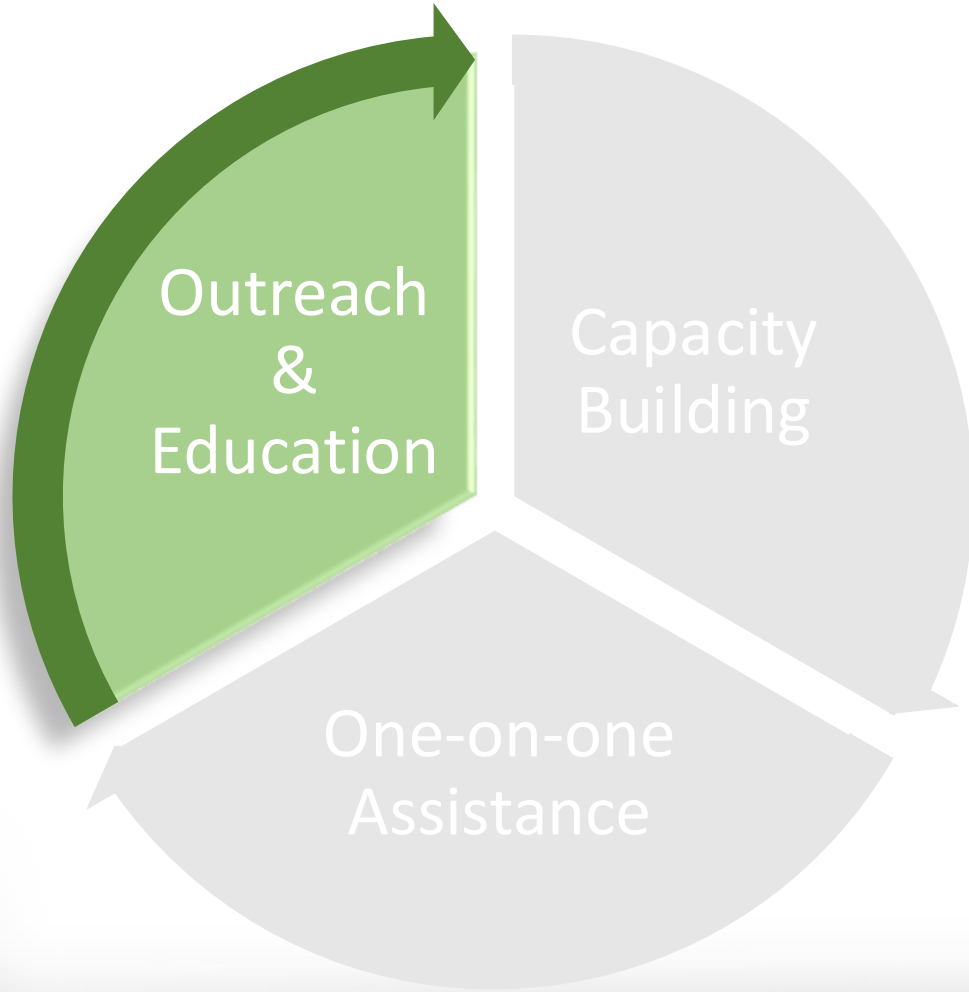


**All services are FREE of charge to
communities and Tribes**

Three main categories of services

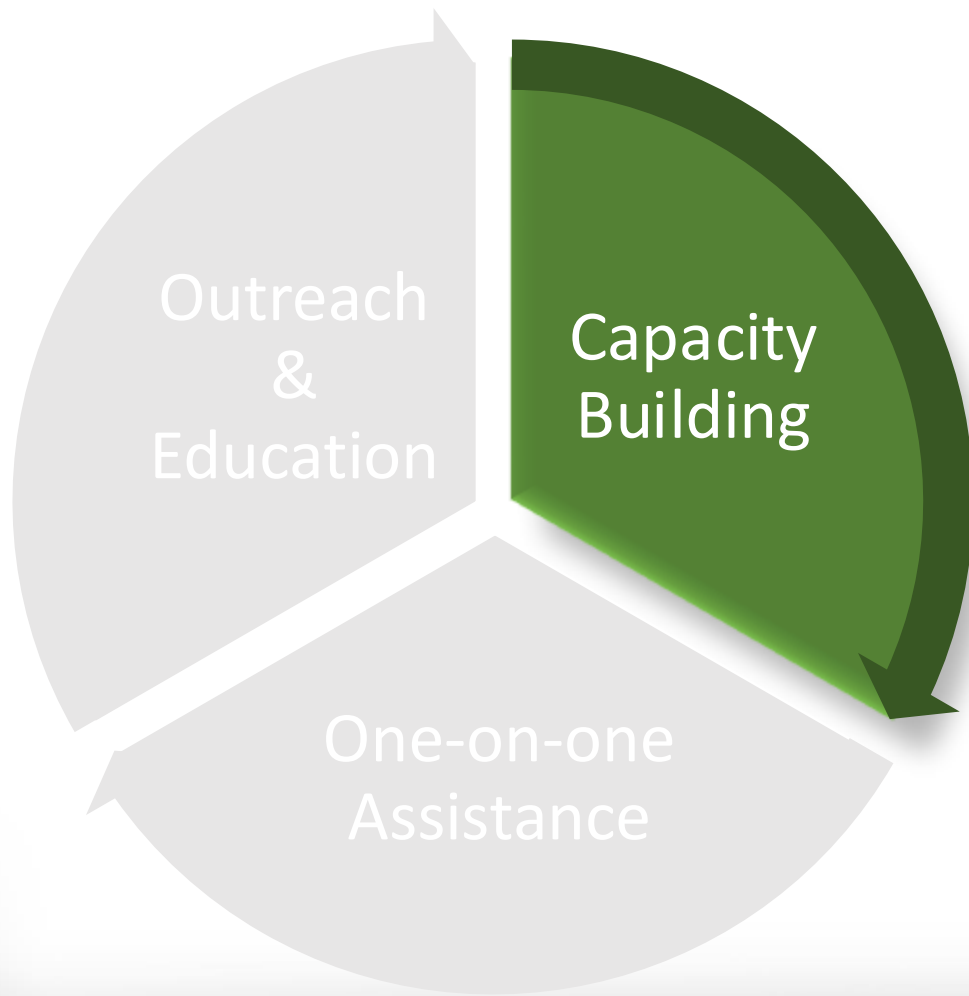


TAB Resources & Assistance



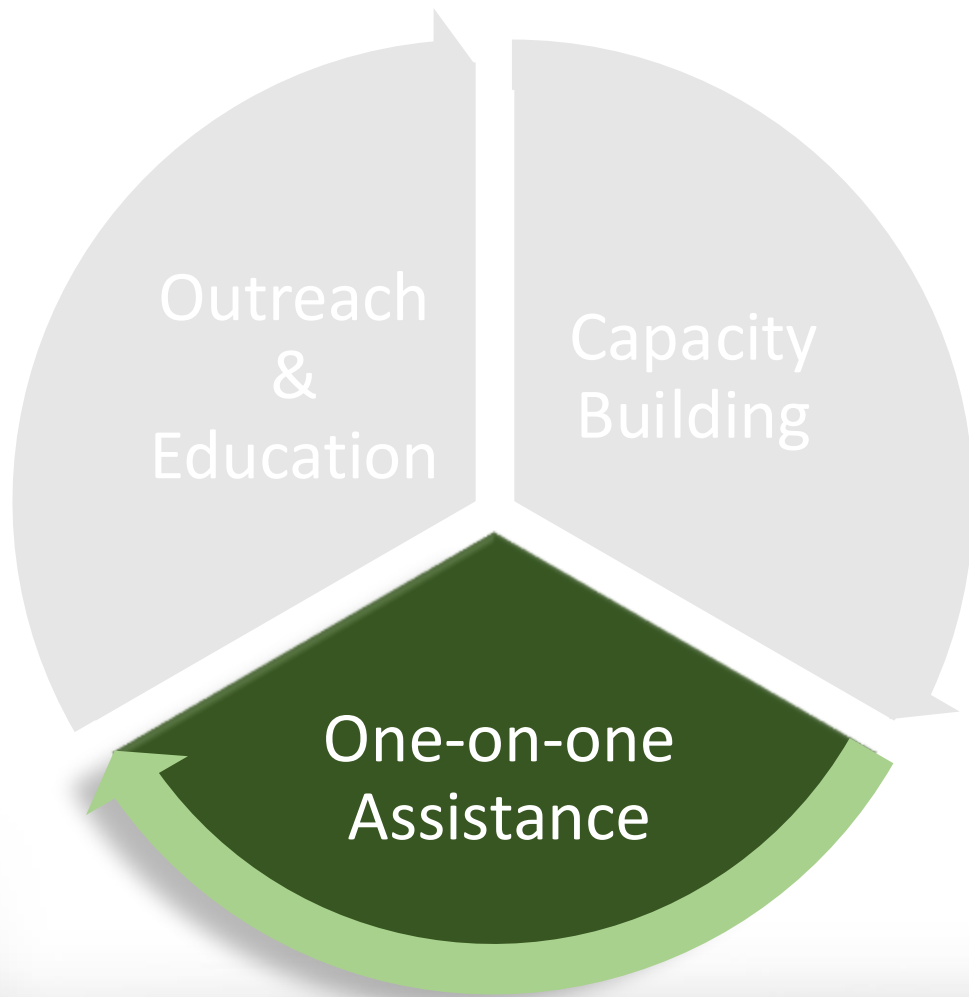
- Workshops & Webinars
- Presentations
- Partnerships for additional opportunities

TAB Resources & Assistance



- [Brownfield Inventory Tool \(Bit\)](#)
- [TAB EZ](#)
- [Platform for Exploring Environmental Records](#)
- [Community Benefits Calculator](#)
- RFP/RFQ Template and Review
- MARC Grant reviews

TAB Resources & Assistance



- Identify & Prioritize Sites
- Strategic Planning and Redevelopment Visioning
- Market Analysis, Proformas, & Feasibility Studies
- Conceptual Renderings
- Resource Roadmaps
- Technical Report Reviews
- Help in contractor procurement

We Want to Hear Your Feedback

Please provide feedback on today's event:

1. Click this link
https://kstate.qualtrics.com/jfe/form/SV_1Xn2x3U3mDxp7h4
2. Click the link provided in the chat box
3. Scan this QR image from your smartphone



Q & A



Upcoming Webinars

[Mind Your Ts & Cs! What to Know About Your Terms & Conditions | KSU TAB - Technical Assistance to Brownfields](#)

Tuesday, August 4, 2026 at 9:00 PT/10:00 MT/11:00 CT/12:00 ET

[Jump Start Your Grant - Navigating SAM.gov and grants.gov | KSU TAB - Technical Assistance to Brownfields](#)

Tuesday, September 1, 2026 11:00 PT/12:00 MT/1:00 CT/2:00 ET





Brownfields 2027

MAY 25-28, 2027
SALT LAKE CITY



The National Brownfields Training Conference is the largest event in the nation focused on land revitalization and economic redevelopment.

Registration Opens Fall 2026

For more information, visit gobrownfields.org



 EPA | ICMA

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Let's Connect!

Scan to get in touch with a TAB
member or to join our mailing list



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Thank You

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