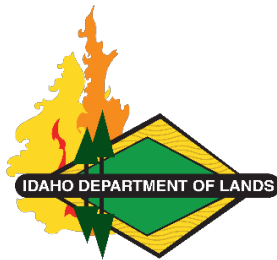


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REGARDING: IDL WITB 25-301 - IDAHO STATEWIDE COMMUNITY FORESTRY ASSISTANCE- ADDENDUM 1

This ADDENDUM 1 is sent as clarification only to the original solicitation sent April 25, 2025.

1) **QUESTION:** SOW pg 27: This work appears to be half time (e.g., 1-3 days per week). What options might exist for consolidating work periods in parts of the year, while leaving specific months (e.g., December 15-Jan 31) open for the contractor to pursue other work? A calendar of known key events related to this contract in State FY26 would also be greatly appreciated.

ANSWER:

- a) Specific times of the year, when work times will fluctuate the most include, but are not limited to (as mentioned in SOW)
 - i) when TC USA Application portal opens for communities to submit for recognition (Nov-Dec). During this time of the year, it is common for communities to ask for assistance with this process.
 - ii) April-May when most Idaho communities are celebrating Arbor Day, in which case the CFA will be expected to attend several celebrations throughout the state to present TC USA recognition materials to participating communities.
 - iii) Otherwise, workloads vary throughout the year based on random requests for assistance with public tree health inspections, consultation, and other technical assistance.
 - iv) It is also expected that there will be a schedule set each year for technical assistance workshops that will occur at different times and locations throughout the state.
 - v) A tentative "calendar" of such dates will be worked out at the beginning of each contract year with the CFA.

- 2) **QUESTION:** General: This project appears to be federally funded. How secure is the funding for this project, both the first year and option years?

ANSWER:

- a) The funding for this work is indeed provided through a grant from the federal government. Although the future of continued funding for this work is still in question, there are dedicated funds that existed prior to the new federal funding pause that are not affected and will remain available.
- b) IDL is working on securing funding within the state to sustain this work in the future.

- 3) **QUESTION:** SOW pg 27: Although I will have a home office, would there be any opportunities to work in the IDL office to engage with staff?

ANSWER:

- a) The UCF Program Manager is stationed in the IDL Directors Office in Boise and occasionally travels to the Coeur d'Alene office to coordinate with staff at that location. There will be times when the CFA can meet and work/engage directly with the Program Manager at IDL offices.

- 4) **QUESTION:** SOW Section 1, pg 27: The scope of work says "Services provided may include 2-4 visits per year"- is this total or per each community visited?

ANSWER:

- a) This usually varies depending upon the needs of each individual community and their level of engagement with the program.
- b) The official definition for "Technical Assistance" in the Community Accountability Reporting System (CARS) is four (4) hours of assistance which can include travel time.

5) **QUESTION:** SOW Section 1, pg 27: Could IDL provide an initial list of communities anticipated to be visited in the first year of the contract? Anticipated travel costs will directly affect the bid.

ANSWER:

- a) The number of communities that engage in the program fluctuates every year. There is no way to anticipate the exact number of communities that will require assistance each year.
- b) Technical assistance can be provided through email, phone conversation, virtual meetings, and in-person meetings.
- c) In the past, Idaho has had as many as 72 TC USA communities, as of 2024 that number is down to 46. It is not expected of the contractor that every community must be visited, but effort should be made to engage with as many communities as possible.

6) **QUESTION:** SOW Section 1-2, 4, pg 27-28: Please confirm the following items to be provided by IDL: Invasive Pest Preparedness template, Community Accomplishment Reporting System (CARS) data/list of developing programs, Sharepoint or Excel reporting template. Please identify any other materials or items that would be provided, if not listed in SOW.

ANSWER:

- a) Any/all program resources that are needed to provide technical assistance to participating communities will be made readily available to the CFA by the program manager.
- b) In some cases, if a resource has not been developed yet, (i.e., a PowerPoint presentation, or an informational flyer etc.) the program manager will work with the CFA to create such material which can then be used.
- c) Statewide Tree Inventory TreePlotter access will be created for the CFA and will be provided by the Program Manager.

These questions and answers are sent as clarification only and **does** change the due date of the WITB.

This solicitation closes: May 29, 2025 @ 3:00 p.m., PT

Thank you.

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