

Request for Proposals

Alaska Crab Economic Data Report Data Entry

Actual Issue Date: **May 16, 2005**
Deadline for Submissions: **June 1, 2005**

Proposed Schedule

May 16, 2005	Request for Proposal (RFP) issued and distributed
May 23, 2005	Deadline for written questions. Please email to Alaska_crab@psmfc.org
May 25, 2005	Responses to written questions will be provided.
June 1, 2005	Deadline for submission of proposals. Emailed proposals will be accepted. Email to: Alaska_crab@psmfc.org Faxed proposals WILL NOT be accepted. Mailed proposals must arrive to PSMFC on or before the deadline, not postmarked by the deadline. One (1) original to: Pacific States Marine Fisheries Commission ATTN: DAVE COLPO 205 SW Spokane St, Suite 100 Portland, OR 97202 Tele: 503-595-3100
June 6, 2005	Proposal Review Committee Meeting
June 7, 2005	Project Finalists Selected

Description, Specifications, Criteria and Procedures

Description

The North Pacific Fishery Management Council developed the Bering Sea and Aleutian Islands (BSAI) Crab Rationalization Program over a 6-year period to accommodate the specific dynamics and needs of the BSAI crab fisheries. The Council recommended that a mandatory economic data collection program be developed to assess the economic effects of the Crab Rationalization Program, and Congress required that the mandatory program be implemented. The BSAI Crab Rationalization Program is comprised of a number of novel aspects, and the Council is interested in ensuring that it will be able to adequately assess the impact of the Program on affected parties. Existing data collection programs do not provide the information required to understand the economic performance of crab fishermen, let alone to determine how this performance has changed after rationalization or what aspects of these changes are specifically attributable to crab rationalization. This data collection program will substantially reduce the analytical difficulties that were encountered when attempting to examine the effects of the halibut/sablefish IFQ program and the American Fisheries Act.

Existing data collection programs fail to collect the employment, cost and sales data necessary to adequately examine how plants and vessels will be affected by crab rationalization. The Council has expressed a desire to monitor, among other things, how the economic returns of various stakeholders in BSAI crab fisheries are affected by rationalization. This requires the collection of historic data as well as annual data to not only better understand the economic performance of crab fishery participants, but to isolate the effects attributable to the Program. The crab economic data reports (EDRs) were specifically developed to fill this knowledge gap and only ask questions about harvesters' and processors' crab operations.

Economic data will not be collected and held by NMFS or the State of Alaska, but instead by a third party, the Pacific State Marine Fish Commission (PSMFC). PSMFC is soliciting proposals for coding and computer processing of approximately 1,300 Crab EDRs that will be submitted to us. A review committee will review proposals. Any individuals or entities that are members of the review committee and who also submit proposals or who may directly benefit from a proposal must recuse themselves from the review process.

Specifications

There are four types of Historic EDRs: Catcher Vessel, Catcher/Processor, Stationary Floating Processor and Shoreside Processor. Data collected will consist of historic data for the years 1998, 2001 and 2004. A copy of each EDR form can be downloaded from www.psmfc.org/alaska_crab

PSMFC is unsure on the actual count of EDRs that will be returned. The following is an estimate on how the EDRs will be divided:

Type of EDR	Assumed Sample Size
Catcher Vessel	1000
Catcher Processor	100
Stationary Floating Processor	100
Shoreside Processor	100

All processor EDRs are due to PSMFC on or before June 30, 2005, vessel EDRs are due July 11, 2005. It is unsure at this time if 100% of the EDRs will be into PSMFC on the scheduled dates and if they will be complete. PSMFC will have to contact the submitters to verify values if they are unreadable, missing or obviously incorrect.

There are two parts to each EDR, the Certification page and the Data Collection Tables. The Certification page contains vessel/processor, owner and any leaseholder information. It is also a worksheet they go through to determine who must complete the EDR. The second part, the Data Collection Tables collect harvesting and processing activity, production amounts, production costs, labor costs, crew residence, and labor payments.

Once an EDR is submitted, PSMFC would be responsible for checking that the EDR is complete. When an EDR is returned the Certification pages will be removed and data entered by PSMFC, a photocopy of the Data Collection Tables will be made with a blind, unique identifier assigned to each copy before being forwarded in batches to the data entry party. The data entry party will not have access to the Certification pages to maintain confidentiality of the surveys. For some data elements, range check may be added by the data entry party. Once the data is processed it would be returned to PSMFC in SPSS format with all variables fully labeled with documentation.

Do to the high level of accuracy required, PSMFC would require each questionnaire be entered by 2 different data entry operators. The two data sets would be compared electronically and all discrepancies would be reconciled. Range checks would be performed on values and validation would be performed by selecting a random sample of variables and checking them with the original documents. While there are some uncertainty with regards to when completed surveys will be available, this proposal should provide an estimate of the time to complete the data entry portion. Assume for the purposes of this proposal that all EDRs will be available August 1, 2005.

Proposal Evaluation Criteria

The following criteria and evaluation weightings will be used for evaluating proposals:

1. **Staff expertise in entering and processing confidential data. (35 percent)** Data entry party must have recent experience (past 2 years) in handling confidential economic data. PSMFC uses SPSS for their data work so SPSS friendly format would be preferred.
2. **Staff experienced in economics (20 percent)** - knowledge to provide insight into the data values. Economic knowledge is useful to establish data ranges and perform a formal validation of completed data sets.
3. **Staff experienced in working with West Coast and Alaska Fishery data. (35 percent)** Data entry party must have West Coast/Alaska fisheries knowledge and have worked with fisheries data in the past two year.
4. **Cost and time proposed to complete (10 percent)** Please explain how costs are figured. Provide the set-up fee and a cost per type of EDR to have them data entered. Please

provide an estimated data entry time to have them all complete assume you receive them August 1, 2005.

Proposal Selection Procedures

All proposals will be evaluated and scored individually in accordance with the assigned weights of the above evaluation criteria by a PSMFC coordinated review panel. Both Federal and non-Federal experts in the field may be used in this process.

Submitters may be asked to supply supplemental information required by PSMFC prior to the award.

INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

Definitions

As used in this provision--

"Discussions" are negotiations that occur after establishment of the competitive range that may, at the Contracting Officer's discretion, result in the offeror being allowed to revise its proposal.

"In writing" or "written" means any worded or numbered expression which can be read, reproduced, and later communicated, and includes electronically transmitted and stored information.

"Proposal modification" is a change made to a proposal before the solicitation's closing date and time, or made in response to an amendment, or made to correct a mistake at any time before award.

"Proposal revision" is a change to a proposal made after the solicitation closing date, at the request of or as allowed by a Contracting Officer as the result of negotiations.

"Time," if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last day falls on a Saturday, Sunday, or legal holiday, then the period shall include the next working day.

Program Officer

The following Program Officer is designated for receipt of proposals, modifications, and questions regarding this solicitation:

Dave Colpo, Program Manager
Pacific States Marine Fisheries Commission
205 SE Spokane, Suite 100
Portland, OR 97202
Telephone: (503) 595-3100
Alaska_crab@psmfc.org

Questions

Questions regarding this solicitation must be submitted in writing to the Program Officer by May 23, 2005. Responses to all questions containing information that is not covered in this solicitation will be distributed to all known offerors and posted on the PSMFC Internet web site at <http://www.psmfc.org/rfp/>.

Amendments to solicitations

If this solicitation is amended, all terms and conditions that are not amended remain unchanged.

Extension of solicitation

PSMFC reserves the right to extend the submission times specified in this solicitation. Potential offerors desiring an extension must submit a written request to the Contracting Officer prior to the time specified in this solicitation for receipt of proposals that includes the amount of additional time requested and an explanation of why such an extension is required. If an extension is granted, PSMFC will notify all known offerors and will post a notice of such extension on its Internet website at <http://www.psmfc.org/rfp/>.

Submission, modification, revision, and withdrawal of proposals

- a. Proposals and modifications to proposals may be submitted in paper media or electronic commerce.
- b. The proposal must show--
 - 1. The name of the solicitation;
 - 2. The name, address, and telephone and facsimile numbers of the offeror (and electronic address if available);
 - 3. Names, titles, and telephone and facsimile numbers (and electronic addresses if available) of persons authorized to negotiate on the offeror's behalf with the PSMFC in connection with this solicitation; and
 - 4. Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.
 - 5. References, to include the following information on all similar contracts performed in the last two years, or the last five (5) similar contracts performed:

- Name of customer
 - Addresses of Customer
 - Point of Contact at Customer Organization
 - Telephone Number of Point of Contact
 - Brief Description of the Project
 - Contract Value

The PSMFC reserves the right to consult with and to consider information from its own sources, including information from state and federal agencies regarding the offeror's prior performance or the status of outstanding investigations or warrants involving the offeror.

- 6. A cost proposal that includes the following information:

Type of EDR	Assumed Sample Size	Set Up Fee	Data Entry Cost per unit	Total Cost
Catcher Vessel	1000			
Catcher Processor	100			
Stationary Floating Processor	100			
Shoreside Processor	100			

Offeror shall include any of the following information as needed to support the proposed pricing:

- a) Breakdown of labor cost by named person or labor category including number of labor hours and current actual or average hourly rates. Indicate whether current rates or escalated rates are used. If escalation is included, state the degree (percent) and methodology. Direct labor or levels of effort are to be identified as labor-hours and not as a percentage of an individual's time. Indicate fringe benefit rate, if separate from indirect cost rate.
 - b) Cost breakdown of materials, and other direct costs including duplication/reproduction, meetings and conferences, postage, communication, and any other applicable items. Costs must be supported by specific methodology utilized.
 - c) Any amounts included for indirect cost, fees, and/or profit, supported by specific methodology utilized. Profit or management fees shall not exceed seven (7) percent of total estimated direct costs.
7. Offerors are responsible for submitting proposals, and any modifications or revisions, so as to reach PSMFC by 4:30 p.m., local time, on June 1, 2005.
8. Late proposals:
- a. Any proposal, modification, or revision received at the PSMFC office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and--
 - b. If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the PSMFC infrastructure not later than 5:00 p.m. on the date specified for receipt of proposals; or
 - c. There is acceptable evidence to establish that it was received at the PSMFC installation designated for receipt of offers and was under the PSMFC's control prior to the time set for receipt of offers; or
 - d. It is the only proposal received.

- e. However, a late modification of an otherwise successful proposal that makes its terms more favorable to the PSMFC, will be considered at any time it is received and may be accepted.
 - f. Acceptable evidence to establish the time of receipt at the PSMFC installation includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of PSMFC personnel.
 - g. If an emergency or unanticipated event interrupts normal PSMFC processes so that proposals cannot be received at the office designated for receipt of proposals by the exact time specified in the solicitation, and urgent PSMFC requirements preclude amendment of the solicitation, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal PSMFC processes resume.
 - h. Proposals may be withdrawn by written notice received at any time before award. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the provision at 52.215-5, Facsimile Proposals. Proposals may be withdrawn in person by an offeror or an authorized representative, if the identity of the person requesting withdrawal is established and the person signs a receipt for the proposal before award.
17. Unless otherwise specified in the solicitation, the offeror may propose to provide any item or combination of items.
 18. Offerors shall submit proposals in response to this solicitation in English and in U.S. dollars.
 19. Offerors may submit modifications to their proposals at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.
 20. Offerors may submit revised proposals only if requested or allowed by the Contracting Officer.
 21. Proposals may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the Contracting Officer.
 22. Offerors may submit proposals that depart from stated requirements (e.g., to include provision of sampling or communications equipment, alternate compensation or insurance strategies, etc.). Such proposals shall clearly identify why the acceptance of the proposal would be advantageous to the PSMFC. Any deviations from the terms and conditions of the solicitation, as well as the comparative advantage to the PSMFC, shall be clearly identified and explicitly defined.

Offer expiration date

Proposals in response to this solicitation will be valid for 90 days following the time specified for solicitation of offers (unless a different period is proposed by the offeror).

Restriction on disclosure and use of data

Offerors that include in their proposals data that they do not want disclosed to the public for any purpose, or used by the PSMFC except for evaluation purposes, shall--

- a. Mark the title page with the following legend:

“This proposal includes data that shall not be disclosed outside the PSMFC and shall not be duplicated, used, or disclosed--in whole or in part--for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of--or in connection with--the submission of this data, the PSMFC shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the PSMFC's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [insert numbers or other identification of sheets]”; and

- b. Mark each sheet of data it wishes to restrict with the following legend:

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

Contract award

- a. The PSMFC intends to award a contract or contracts resulting from this solicitation to the responsible offeror(s) whose proposal(s) represents the best value after evaluation in accordance with the factors and subfactors in the solicitation.
- b. The PSMFC may reject any or all proposals if such action is in the PSMFC's interest.
- c. The PSMFC may waive informalities and minor irregularities in proposals received.
- d. The PSMFC intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR 15.306(a)). Therefore, the offeror's initial proposal should contain the offeror's best terms from a cost or price and technical standpoint. The PSMFC reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.
- e. The PSMFC reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit cost or prices offered, unless the offeror specifies otherwise in the proposal.
- f. The PSMFC reserves the right to make multiple awards if, after considering the additional administrative costs, it is in the PSMFC's best interest to do so.
- g. Exchanges with offerors after receipt of a proposal do not constitute a rejection or counteroffer by the PSMFC.
- h. The PSMFC may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items or subline items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the PSMFC.
- i. If a cost realism analysis is performed, cost realism may be considered by the source selection authority in evaluating performance or schedule risk.

- j. A written award or acceptance of proposal mailed or otherwise furnished to the successful offeror within the time specified in the proposal shall result in a binding contract without further action by either party.
- k. The PSMFC may disclose the following information in postaward debriefings to other offerors:
 - 1. The overall evaluated cost or price and technical rating of the successful offeror;
 - 2. The overall ranking of all offerors, when any ranking was developed by the agency during source selection; and
 - 3. A summary of the rationale for award.