

Request for Proposals

SERVICE SOLICITATION

PROFESSIONAL SERVICES: ENHANCEMENT OF A COOPERATIVE
INTERAGENCY ELECTRONIC FISHERY INFORMATION COLLECTION AND
MANAGEMENT PROGRAM IN ALASKA

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ACTUAL ISSUE DATE: MAY 2, 2005

Schedule/Instruction/Provisions/Clauses

DEADLINE FOR SUBMISSIONS: MAY 26, 2005

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SECTION 1: PROPOSED SCHEDULE

May 2, 2005	RFP distributed
May 13, 2005	Deadline for written questions on RFP May be emailed to nancy_walters@psmfc.org Or faxed to (503) 595-3232 or (503) 595-3444
May 18, 2005	PSMFC distribute responses to written questions
May 26, 2005	Deadline for proposals Proposals may be submitted by e-mail to: nancy_walters@psmfc.org Proposals may be submitted by delivery One (1) original to: Pacific States Marine Fisheries Commission ATTN: Nancy Walters 205 SE Spokane Street Portland, OR 97202 (503) 595-3100 Faxed proposals will not be accepted
June 1, 2005	Project finalist selected

SECTION 2: DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

2.1 Background


The Alaska Department of Fish and Game (ADF&G), the National Marine Fisheries Service (NMFS), and the International Pacific Halibut Commission (IPHC) are engaged in the development of an interagency reporting system of commercial harvest and production of groundfish, halibut, salmon, and shellfish. Two of these agencies are based in Juneau, Alaska. Previously, the Pacific States Marine Fisheries Commission (PSMFC) contracted with an Information Technology (IT) consulting firm to undertake a needs analysis and technology assessment, and to provide recommendations on staged development of this program. During the last year PSMFC contracted an IT consulting firm to develop Phase 1, a functional reporting system that will be completed in May 2005 with a focus on reporting of crab caught in rationalized crab fisheries in the Bering Sea.

The consulting firm is in the final stages of completing the initial reporting system. A web page, referenced below, has been developed by the consultant to allow testing of the system by agency staff, and the page also provides access to the data entry screens, an issue tracking system, agency interface to the system, and user registration that will be used by industry for account application. A link to the web page is available at: <http://elandingstest.alaska.gov/>

The PSMFC is seeking a contractor to continue development and enhancement of the system to additionally incorporate landings of groundfish, halibut and statewide shellfish. This is a web-based data entry system to be used by processors to record landings of fish taken in Alaska and provides a printed fish ticket as a landing receipt. Data is received into a central repository database, versioned, and used to populate separate agency databases. In addition to the web-based system enhancements, a contractor is sought to provide a desktop client software for those processors incapable of accessing the world-wide web in a consistent manner. The desktop client will provide information to the system as an email attachment in a format acceptable to the system.

The objective of this project is to incorporate the multi-agency data requirements to allow multi-species reporting into the central repository. The final product will be enhancement of the functioning system of web-based reporting to a central database accessible by NMFS (e.g. landings for the crab IFQ system), ADF&G (fish tickets), and the IPHC (halibut landings data) that can also accommodate alternate means of data submission (e.g. email attachment).

This contract will require two principal personnel, a project coordinator and a system designer, and will require access to additional staff with Oracle and/or Java programming

skills. Additional contractor staff can be used to assist with the more junior tasks. It is not expected that the project coordinator position will be a full-time position (probably one-half or three-quarter time). The duties of this position will be to facilitate meetings, schedule priorities, interface with agencies, develop, with programmers, test procedures, maintain revisions of test procedures, and also be involved in the overall project/database design. The coordinator will also monitor progress and keep things running on a tight timeline - allocating resources as needed. The system designer position will be a full-time position. This position will be lead in the reporting project system design and development. The contractor must have the ability to draw upon contractor staff to program the system to meet deliverables when agency staff are unavailable. Agency staff are to be mentored in system design, use and program details towards a goal of agency personnel maintenance of the final products. The Phase 2 work in this proposal will be enhancement of the existing system to allow alternate means of reporting, be tailorable to various fisheries, and correct any problems discovered from Phase 1. 

2.2 Contractor Qualifications

This project requires a contractor that has repeatedly demonstrated a unique knowledge of the activities and systems of the Alaska fisheries management agencies. The staff of this IT consulting firm should be stable and have a successful record of completion of projects similar in size and scope to the Interagency Electronic Fisheries Information Collection Project.

The contractor must demonstrate to all agency stakeholders their ability to complete projects in a timely manner. They must be available to meet with agency staff on-site and frequently at short notice, increasing responsiveness and reducing costs. The stakeholders in this project fully expect the need to work with the contractor in a close and dynamic relationship as we develop, evaluate, and modify the joint electronic reporting system.

The contractor must have a demonstrated ability to obtain a high level of familiarity with Phase 1 of the project in a short time-frame. This will require the ability to quickly assimilate the database design, system requirements, and all programming code that has been used in Phase 1.

The contractor must also acknowledge the realities and limitations of electronic reporting of fisheries landing information in Alaska. For instance, when the NMFS halibut and sablefish IFQ card swipe terminal system was first deployed, it experienced significant problems with software compatibilities and data communications. The contractor must be responsive to such events and remain flexible in finding solutions to encountered problems.

METHODS

The Contractor will meet all standards for software development, documentation (including a summary of business rules), and quality assurance, including final

production testing and product review. All deliverable applications will be reviewed in light of documented software requirements and established business rules.

2.3 Scope of Work

The primary focus will be for the completion of the electronic reporting system for statewide groundfish (including halibut), the remaining BSAI crab fisheries, and other statewide shellfish fisheries and for the completion of documentation of the reporting system and user manuals. The system should be designed with the application to other fisheries such as Alaska's salmon fisheries so that a seamless integration is possible when these other fisheries are added to the system. The Contractor will follow the objectives listed below for the system as outlined in the Needs Analysis and Technology Assessment. The enhancements to the system will adhere to the goals of the original project:

1. This multi-fishery system will capture information about all species of fish harvested by a catcher vessel, regardless of the particular species or the particular management program that the vessel is operating under.
2. Provide for near real-time capture of data, eliminating duplicative data collections.
3. Facilitate entry of correct data through an appropriate web-based user interface design, and verify and validate data at point of entry to the maximum extent to ensure the highest quality data possible.
4. Facilitate entry of correct data through alternate data entry means such as, for example, desktop client submission of email attachments.
5. Provide a method to log and validate data. Methods used should include (but not be limited to) a mechanism to document the actual scale weight and any deductions or computations used in some fisheries (e.g. halibut, sablefish) to obtain net weight or round weight.
6. Provide a mechanism for entry of data by participating agencies that is not submitted using electronic media; i.e., backup paper copies or an alternative for those processors who are unwilling/unable to use the electronic system.
7. Establish confidential transmission of data from the point of origin.
8. Incorporate protocols for the correction of data errors that are identified by multiple agencies.

The primary enhancements to be completed in phase 2 include:

1. Desktop client software to allow submission of delivery reports via email attachment;
2. Reporting capabilities for groundfish, remaining BSAI crab, and statewide other shellfish fisheries
3. Complete system documentation.

The Contractor will perform the following 3 tasks.

Task 1 – Desktop client software

Several locations or production facilities have limited web access and will require a desktop client software that can be installed on a local computer. This software will allow data entry of landings and deliveries, perform validations on data entered, and send the data to a server as an email attachment. A model of this system can be found in the NMFS shoreside electronic reporting software.

It is necessary that the system allow data submission by alternate means, such as those produced by a desktop client software. This capability must be functional by August 1, 2005 and integrated into the system.

Deliverable: Desktop client software that can be installed on processor computers. This software must be capable of:

1. Data entry and internal validation of data.
2. Ability to send an email attachment (e.g. XML format) that can be accepted by the system and integrated into the database.
3. Ability to submit return receipts upon submission into central database.

Task 2 – Reporting system for statewide groundfish, remaining BSAI crab, and statewide other shellfish fisheries.

This task will expand on the functioning system for rationalized crab under Phase 1 and provide reporting capabilities for the remaining non-rationalized BSAI crab fisheries, statewide groundfish and halibut, and statewide other shellfish fisheries. Development of individual fisheries “skins”, or accessible pages specific for groundfish data entry, will be included under this task. As in Phase 1, the system will include security (user accounts as well as secure data transmission), data validation (sanity checks and valid data values), provide user feedback for confirmation and changes identified by the system, return a printable PDF file for each transaction, and store data in a central database accessible by participating agencies. In accordance with the requirements document, the system will provide for the addition of subsequent data by the processor (e.g. disposition, condition of fish and price, and value of landing), and also will allow the identification of a single trip so that multiple offloads from a single trip can be allowed and tracked.

This Task will be completed by January 1, 2006 .

Deliverable: Functioning reporting system:

1. An enhancement of the existing system for rationalized crab reporting with the same or improved functionality and customized to the business rules for other fisheries.

2. Web based form allowing log-in, data entry, report of data-entry errors or problems, and confirmation ability.
3. Verification that data can be received from alternate non-web sources, and ability to submit return receipts, as with the desktop client software for other species.
4. Database with internal consistency, data validation, and versioning. All database elements required by the participating agencies must be included.
5. System reports, statistics and error logs will be provided, as will CSV reports for data submitters.
6. Access by participating agencies must be seamless, and versions and edits of the data must be logged.
7. Develop a user maintenance structure for reporting.

Task 3 – System documentation

This task will require the submission to participating agencies full system documentation, testing procedures and user's manuals.

This Task will be completed at the end of the project, July 2006, except as noted below.

Deliverable: Full documentation including:

1. Documentation of data elements, processes and business rules.
2. Testing procedures document.
3. User's manuals for agency personnel and industry users must be prepared prior to distribution and use of the system.

Resources to be Used

Specific resources used in these analyses should include:

Interagency Electronic Reporting Steering Committee

Report from the interagency joint data collection groundfish meeting

Federal and State IT Infrastructures – hardware, software, and communication

Federal (including IPHC) and State reporting regulations

Federal, IPHC, and State coding systems (codes used for species, gears, areas, etc.)

Wostmann & Associates, Inc. reports dated July 2002 – “*Development of a Cooperative Interagency Electronic Fishery Information Collection and Management Program in Alaska Technology assessment and Recommendations*” , “*Development of a Cooperative Interagency Electronic Fishery Information Collection and Management Program in Alaska Needs Analysis*” and report “*Interagency Electronic Reporting Technology Demonstrator Analysis and Assessment*”.

SECTION 3: INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

3.1 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.

3.2 Contracting Officer

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

Nancy Walters, Grants/Contracts Specialist, nancy_walters@psmfc.org
205 SE Spokane, Suite 100
Portland, OR 97202
Telephone: (503) 595-3100
Facsimile: (503) 650-4

3.3 Questions

Questions regarding this solicitation must be submitted in writing to the Contracting Officer  May 13, 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/>

3.4 Amendments to solicitations

If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s).

3.5 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/>

3.6 Submission, modification, revision, and withdrawal of proposals

- a. Proposals and modifications to proposals may be submitted in paper media, electronic commerce, or facsimile.
- 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. A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation;
 4. 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
 5. 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.
 6. 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
 7. A technical proposal that includes information on how the project is to be organized, staffed, and managed. Resource materials (such as data containing

labor hours and categories, collective bargaining agreements, materials, subcontracts, etc.) must be contained in the technical proposal so that the contractor's understanding of the statement of work may be evaluated. The technical approach should be in as much detail as the offeror considers necessary to fully explain the proposed technical approach or method. The technical proposal must include:

- i. A list of names and proposed duties of the professional personnel, consultants, and key subcontractor employees assigned to the project. Their resumes should be included and should contain information on education, background, recent work experience, and specific scientific or technical accomplishments. The approximate percentage of time each individual will be available for this project must be included. The proposed staff hours for each of the above individuals should be allocated against each task or subtask for the project.
 - ii. A proposed timeline for the work to be accomplished.
 8. A business proposal that includes any of the following information as needed to support the proposed pricing:
 - i. 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.
 - ii. Any amounts proposed for travel, subsistence, and local transportation supported with a breakdown which includes: number of trips anticipated, cost per trip per person, destination(s) proposed, number of person(s) scheduled for travel, mode of transportation, and mileage allowances if privately owned vehicles will be used.
 - iii. Cost breakdown of materials, equipment 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.
 - iv. 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.
- c. Submission, modification, revision, and withdrawal of proposals.
 1. Offerors are responsible for submitting proposals, and any modifications or revisions, so as to reach the designated PSMFC Contracting Officer by 4:30 p.m., local time, on May 27, 2005.
 2. Late proposals:

- f. 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.
- g. Offerors may submit revised proposals only if requested or allowed by the Contracting Officer.
- h. Proposals may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the Contracting Officer.

3.7 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).

3.8 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.

3.9 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.