

Request for Proposals

Pacific Marine and Estuarine Fish Habitat Partnership (PMEP)

Assessment Scientist



Actual issue date: 13 December 2013

Schedule/Instruction/ Provision/Clauses

DEADLINE FOR PROPOSALS: 3 January 2014

Table of Contents

Section 1: PROPOSED SCHEDULE 3

Section 2: STATEMENT OF WORK 4

2.1. FUNDED ACTIVITY (SCOPE OF WORK) 4

2.2. QUALIFICATIONS 6

3.3. AMENDMENTS TO SOLICITATIONS 7

3.4. SUBMISSION, MODIFICATION, REVISION, AND WITHDRAWL OF PROPOSALS... 7

3.5. OFFER EXPIRATION DATE 9

3.6. RESTRICTIONS ON DISCLOSURE AND USE OF INFORMATION 9

3.7. CONTRACT AWARD 9

3.8. PROPOSAL EVALUATION CRITERIA..... 11

3.9. PROPOSAL SELECTION PROCEDURE..... 11

Section 1: PROPOSED SCHEDULE

PMEP Assessment Scientist

- 13 December 2013 Requests for Proposals (RFP) distributed
- 23 December 2013 Deadline for written questions on RFP
- Any questions should be directed to:
- Michael Arredondo
- Pacific States Marine Fisheries Commission
- 205 SE Spokane Street, Ste. 100
- Portland, OR 97202
- Email: marredondo@psmfc.org
- Phone: (503) 595-3100
- Fax (503) 595-3444
- 30 December 2013 PSMFC answers to written questions posted on website:
- <http://www.psmfc.org/procurements/blog>
- 3 January 2014 Deadline for proposals
- One (1) original to:
- Michael Arredondo
- Pacific States Marine Fisheries Commission
- 205 SE Spokane Street, Suite 100
- Portland, OR 97202
- Email: marredondo@psmfc.org
- Phone: (503) 595-3100
- Fax: (503) 595-3444
- 10 January 2014 Select Contractor

Section 2: STATEMENT OF WORK

BACKGROUND

The Pacific Marine and Estuarine Fish Habitat Partnership (PMEP) and its assessment partners (National Oceanic and Atmospheric Administration, National Fish Habitat Partnership, The Nature Conservancy) are conducting three Pacific Coast fish habitat assessments during the next several years:

- (1) PMEP's Nursery Habitat Assessment, focusing on nursery functions for juvenile fish in West Coast estuaries.
- (2) The National Fish Habitat Plan (NFHP) National Estuary assessment, focusing on threats to habitats of recreationally and commercially important fish stocks.
- (3) A nearshore forage fish assessment, focusing on habitat-related changes over time in distribution and abundance of nine species of forage fish inhabiting estuary and nearshore habitats.

These assessments have several tasks in common, including application of a consensus estuary classification scheme, creation of a spatial framework, gathering and compiling habitat and fish data, and developing shared tools and products. In addition, the tasks overlap with two other needs across the region: (1) The National Oceanic and Atmospheric Administration (NOAA) Restoration Center provided seed funding for the spatial framework to simultaneously achieve initial products necessary for studying the contribution of nearshore habitats to recruitment of commercial stocks to offshore fisheries; (2) The National Marine Fisheries Service' (NMFS) California Current Integrated Ecosystem Assessment (IEA) has approved development of a habitat ecosystem component, with needs of a classification and spatial framework as initial products to support analysis of habitat indicators in estuary and nearshore habitats. These overlaying project interests require systematic coordination to achieve the products identified by the different assessments without unnecessary duplication of effort.

The PMEP seeks the services of an Assessment Scientist to work with the organizations producing deliverables for the three assessments, provide technical guidance, coordinate and assimilate scientific findings from key elements of each assessment, and produce a final report for the PMEP Nursery Habitat Assessment that incorporates the deliverables from the other two assessments, as appropriate.

2.1. FUNDED ACTIVITY (SCOPE OF WORK)

Specifically, the PMEP Assessment Scientist will coordinate with others participating in the three West Coast fish habitat assessments to fully align with and integrate mutual technical objectives among assessment partners as follows:

- 1) **PROVIDE TECHNICAL GUIDANCE**

- Work with PMEP partners and their contractors to assimilate scientific information, provide overall scientific technical guidance and direction, and ensure coordination of scientific information and deliverables:
 - Classification of estuary types into a common scheme for the West Coast (led by TNC).
 - Production of the [State of Knowledge of estuary nursery habitats](#) (led by TNC).
 - Creation of a geodatabase of West Coast estuaries, lagoons, and river mouths (led by TNC).
 - Development and compilation of spatial data on habitat types and impacts (key stressors) to juvenile fish in those habitats (led by NMFS).
 - Compilation of available data on historical and current presence/absence or abundance of estuary and forage fish into a regionally standardized spatial database (led by PSMFC).
 - Data gap analysis that prioritizes research and information needed to expand understanding of the nursery function of West Coast estuaries for fish and shellfish (led by NMFS)
- Provide guidance to and review products and deliverables from each of the three assessments, ensuring the information produced meets the goals and intent of the three assessments.

2) **COORDINATE DATA COLLECTION, ANALYZE DATA, PRODUCE REPORTS**

- Produce the PMEP Nursery Assessment Report, suitable for publication in a peer-reviewed journal (reviewed by PMEP). Report will include recommendations to inform estuary restoration efforts along the West Coast.
- Coordinate with state fish and wildlife agencies in Washington, California, and Oregon to solicit historical and current fish presence, abundance and other data for the fish and shellfish species identified for each of the three assessments.
- Work with PSMFC GIS staff to analyze fisheries data and information to assist in producing deliverables for the three West Coast assessments.
- Statistically analyze associations between fisheries and habitat datasets to help produce deliverables for the three assessments.

3) **COMMUNICATION AND COLLABORATION**

- Attend the January 2014 PMEP summit, and workshops associated with other deliverables (led by partner organizations) and solicit the participation of key West Coast scientists to share information, and participate on panel discussions.
- Serve as a liaison among the PMEP Science and Data Committee and the West Coast fish habitat assessment partners to ensure a coordinated and collaborative approach to achieving assessment deliverables.
- Communicate and collaborate with the PMEP Coordinator to ensure expected deliverables from each of the three assessments are on time and within budget.
- Produce information and updates for the PMEP Coordinator to repurpose content (e.g., post to the PMEP website, share with stakeholders, reformat and include in other documents).

2.2. QUALIFICATIONS

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Minimum Master's Degree in Biological Sciences/Management.
- Minimum of five years' experience working with fisheries data and information associated with West Coast estuaries.
- Demonstrated experience compiling and interpreting estuary data.
- Demonstrated knowledge of West Coast marine and estuarine systems.
- Experience working as part of an interdisciplinary team to assess habitat quality and effects of stressors/impacts on habitat quality through the use of GIS.
- Demonstrated experience compiling and statistically interpreting fish-habitat associations in estuaries.

PREFERRED SKILLS

Excellent writing and communication skills; ability to liaison with representatives from numerous government and non-governmental organizations.

Section 3: INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

3.1. QUESTIONS

Questions regarding this RFP shall be submitted in writing no later than 23 December 2013 to:

Michael Arredondo
 Pacific State Marine Fisheries Commission
 205 SE Spokane Street, Suite 100
 Portland, OR 97202

Phone: (503) 595-3100 / Email: marredondo@psmfc.org

3.2. AMENDMENTS TO SOLICITATIONS

3.3.1. 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 on offeror's proposal.

3.3. SUBMISSION, MODIFICATION, REVISION, AND WITHDRAWAL OF PROPOSALS

3.3.1. Deadline for proposals is 3 January 2014.

3.3.2. Proposals must be submitted to:

Pacific States Marine Fisheries Commission
Attn: Michael Arredondo
205 SE Spokane St., Suite 100
Portland, OR 97202
Email: marredondo@psmfc.org
Phone: (503) 595-3100 / Fax: (503) 595-3444

3.3.3. Proposals and modifications to proposals must be submitted via email, paper media or facsimile.

3.3.4. **The submitted proposal must include:**

The name of the solicitation;

The name, address, and telephone and facsimile numbers of the offeror (and email address if available);

Name, title, and signature of person authorized to sign the proposal. Proposals signed by the agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office;

Detailed description of previous related experience and qualifications;

Proposed costs for performing the work, including hourly rates for compensation;

Resume, including personal references

3.3.5. 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.

3.3.6. Offerors are responsible for submitting proposals, and any modification or revisions, so as to reach PSMFC by 4:00 p.m., local time, on 3 January 2014.

3.3.7. Late proposals

3.3.7.1. Any proposal, modification, or revision received at the PSMFC office designated in the solicitation after the exact time specified for receipt to offers is "late" and will not be considered unless it is received before award is made, the Program Manager determines that accepting the late offer would not unduly delay the acquisition; and

3.3.7.2. There is acceptable evidence to establish that it was received at the PSMFC installation designation for receipt of offers and was under the PSMFC's control prior to the time set for receipt to offers; or

3.3.7.3. It is the only proposal received.

3.3.7.4. 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.

3.3.7.5. Acceptable evidence to establish 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.

3.3.7.6. 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.

3.3.7.7. Proposals may be withdrawn by written notice received at any time before award. Proposals may be withdrawn via facsimile received at any time before the award, subject to the conditions specified in the provisions in Federal Acquisition Regulation (FAR) 52.215-5, Facsimile Proposals. Proposals may be withdrawn in person by an offer 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.

3.3.7.8. Offerors shall submit proposals in response to this solicitation in English and in U.S. dollars.

- 3.3.7.9. 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.
- 3.3.7.10. Offerors may submit revised proposals only if requested or allowed by the Program Manager.
- 3.3.7.11. Proposals may be withdrawn at any time before award or post award if full project funding is not received before the project start date. Withdrawals are effective upon receipt of notice by the Program Manager.

3.4. OFFER EXPIRATION DATE

- 3.4.1. Proposals in response to this solicitation will be valid for 30 days following the time specified for solicitation of offers (unless a different period is proposed by the offeror).

3.5. RESTRICTIONS ON DISCLOSURE AND USE OF INFORMATION

- 3.5.1. Offerors that include in their proposals data that they do not want disclosed to the public for any purposes, or used by the PSMFC except for evaluation purposes, shall: 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 Mark each sheet of data it wishes to restrict with the following legend: “Use of or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal”.

3.6. CONTRACT AWARD

- 3.6.1. The PSMFC intends to award a contract or contracts resulting from this solicitation to the responsible offeror(s) whose proposal(s) represent the best value after evaluating in accordance with the factors and sub-factors in the solicitation.
- 3.6.2. The PSMFC may reject any or all of the proposals if such action is in the PSMFC’s interest.
- 3.6.3. The PSMFC may waive informalities and minor irregularities in proposals received.

- 3.6.4. 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 Program Manager later determines them to be necessary. If the Program Manager 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 Program Manager 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.
- 3.6.5. The PSMFC reserves the right to make an award on any item for a quantity less than a quantity offered, at the unit cost or price offered, unless the offer specifies otherwise in the proposal.
- 3.6.6. The PSMFC reserves the right to make multiple awards if, after considering the additional administrative cost, it is in the PSMFC's best interest to do so.
- 3.6.7. Exchanges with offerors after receipt of a proposal do not constitute a rejection or counteroffer by the PSMFC.
- 3.6.8. The PSMFC may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items or subline items. Unbalanced prices exist 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 Program Manager determines that the lack of balances poses an unacceptable risk to the PSMFC.
- 3.6.9. If a cost realism analysis is performed, cost realism may be considered by the source selection authority in evaluating performance or schedule risk.
- 3.6.10. 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.

3.6.11. The PSMFC may disclose the following information in post award debriefings to other offerors:

3.6.11.1. The overall evaluated cost of price and technical rating of the successful offeror;

3.6.11.2. The overall ranking of all offerors, when any ranking was developed by the agency during source selection; and

3.6.11.3. A summary of the rationale for award.

3.7. PROPOSAL EVALUATION CRITERIA

3.7.1. The following criteria and evaluation weighting will be used for evaluating both solicited and unsolicited proposals.

- Qualifications, experience, references, and ability to carry out the Scope of Work (60 points);
- Cost (20 points);
- References (20 points)

3.8. PROPOSAL SELECTION PROCEDURE

3.8.1. All proposals will be evaluated and scored individually in accordance with the above evaluation criteria. Both Federal and non-Federal employees may be used in this process. There will be between two and four reviewers depending on the number of proposals received. Each reviewer will independently score each proposal. Reviewers will then meet and score each criterion as a group. The proposal with the best overall combined score from the above evaluation criteria section (3.8.1.) will be awarded the contract.