

# **Request for Proposals**

**Coordinator for the California Fish Passage Forum**



**Issue Date: June 7, 2018**

**Schedule/Instruction/ Provision/Clauses**

**DEADLINE FOR PROPOSALS: ~~July 13, 2018~~\***

**\*EXTENDED TO JULY 30, 2018**

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## **Section 1: PROPOSED SCHEDULE**

### **California Fish Passage Forum Coordinator**

June 7, 2018                      Requests for Proposals (RFP) distributed

June 29, 2018                    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](mailto:marredondo@psmfc.org)

Phone: (503) 595-3100

Fax (503) 595-3444

July 6, 2018                      PSMFC answers to written questions posted on website:

<http://www.psmfc.org/procurements/blog>

July 30, 2018                    Deadline for proposals

One (1) original single PDF file to:

Michael Arredondo

Pacific States Marine Fisheries Commission

205 SE Spokane Street, Suite 100

Portland, OR 97202

Email: [marredondo@psmfc.org](mailto:marredondo@psmfc.org)

August 17, 2018                Select Contractor

## **Section 2: STATEMENT OF WORK**

### **DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

The California Fish Passage Forum (Forum), a recognized Fish Habitat Partnership (FHP) under the U.S. Fish and Wildlife Service's National Fish Habitat Action Plan (NFHAP), is seeking a part-time coordinator to work with Forum membership in advancing and further developing the partnership. Additionally, with the assistance of a capable coordinator the Forum expects to develop a much stronger presence at all levels and increase interactions with the NFHAP National Board and Staff along with other NFHAP FHPs.

#### **2.1. FUNDED ACTIVITY (SCOPE OF WORK)**

The selected coordinator will be directed by the Forum Governance Committee and will be expected to work with the Forum membership and partners to achieve the Forum's goals and objectives. All anticipated tasks are listed below and specific work related to each task will be further refined through coordination between the selected coordinator and the Forum. The Pacific State Marine Fisheries Commission (PSMFC) will administer funds related to this agreement on behalf of the Forum and all invoices and related documentation need to be submitted to PSMFC. Additionally, PSMFC will be completing a redesign and update of the Forum's website and the selected coordinator may be expected to assist in this task, if necessary.

The agreement administered by PSMFC on behalf of the Forum covers coordination activities through September 30, 2019. Pending funding levels and need, the Forum and the selected coordinator may choose to extend coordination activities only if both parties agree. Additionally, the Forum may select a different coordinator for future potential activities past September 30, 2019 at their discretion.

#### **2.2. TASKS**

The selected FHP Coordinator will:

1. Update Strategic Plan, Bylaws, and any other relevant Forum documents/plans to include current committees, structure, and any other pertinent updates.
2. Complete annual reports for both NFHP and the Forum.
3. Coordinate and facilitate Forum quarterly meetings and produce and distribute meeting minutes.
4. Lead efforts to respond to National NFHAP board and staff data calls/information requests.
5. Coordinate with other NFHAP Fish Habitat Partnerships (in cooperation with Forum members who already do some of this).

6. Assist in development of a formal outreach and marketing plan, updating the Forum website and other existing materials, and coordinating development of new materials (working with PSMFC and guided by the Forum Outreach and Education Committee).
7. Coordinate representation of Forum on bi-monthly NFHAP all-Fish Habitat Partnership calls and participate in these calls, as necessary.
8. Coordinate activities of Forum Committees and Working Groups (will work directly with Chairs of each group).
9. Seek opportunities for grant funds to support Forum activities.
10. Chair the Outreach and Education Committee.
11. Coordinate quarterly coastal fish habitat partnership conference calls, produce and distribute meeting minutes, and facilitate the process for, and produce a quarterly coastal FHP electronic newsletter.
12. Travel (estimate 4 quarterly meetings and additional travel needs to coordinate/represent Forum).

### **2.3. PROJECT FUNDING**

Cost estimates should not exceed **\$50,000**. Proposals should include an estimated budget and work plan to achieve the previously described tasks and deliverables.

### **2.4. PACIFIC MARINE AND ESTUARINE FISH HABITAT PARTNERSHIP (PMEP) COORDINATOR REQUEST FOR PROPOSALS**

Respondents to this RFP may also submit a proposal for the PMEP Coordinator Request for Proposals that is open concurrently with this RFP.

## **Section 3: INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS**

### **3.1. QUESTIONS**

Questions regarding this RFP shall be submitted via email no later than June 29, 2018 to:

Michael Arredondo, Pacific State Marine Fisheries Commission

Email: [marredondo@psmfc.org](mailto:marredondo@psmfc.org)

### **3.2. AMENDMENTS TO SOLICITATIONS**

3.2.1. 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 July 30, 2018.

3.3.2. Proposals must be submitted via email to:

Pacific States Marine Fisheries Commission

Email: [marredondo@psmfc.org](mailto:marredondo@psmfc.org)

3.3.3. Proposals and modifications to proposals must be submitted via email and must include the title of the solicitation in the subject line of the email.

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, including 2-3 professional references;

A work plan describing how Offeror plans to meet the objectives of the project;

A proposed budget detailing costs that would be incurred while performing the requested tasks;

Resumes for all staff involved in this work

- 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 July 30, 2018.
- 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 of 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 in person, via written letter or email by an authorized representative.
  - 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 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. 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 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 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 or 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 (25 points);
- Staffing, Project Organization (25 points);
- Work Plan/Technical Approach (25 points);
- Budget (25 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 (3.7.1.) will be awarded the contract.