

Request for Proposals (RFP)

Economic Data Reports Web Form and Database



Issue Date: September 1, 2021

DEADLINE FOR PROPOSALS: September 29, 2021

RFP Process Schedule

- September 1, 2021** Request for Proposal (RFP) issued and distributed
- September 17, 2021** Deadline for written questions regarding this RFP
Please email questions to Michael Arredondo at marredondo@psmfc.org
- September 24, 2021** Q&A document, including the answer to the written questions posted on the PSMFC website at: <http://www.psmfc.org/procurements/blog>
- September 29, 2021** Deadline for submission of proposals
Proposals need to be submitted by e-mail to: marredondo@psmfc.org
Subject line for submissions: *EDR Web and Database RFP*
Faxed and hard copy proposals **will not** be accepted.
- October 4-8th, 2021** Proposal review
- October 12th, 2021** Project finalist selected

Introduction

Pacific States Marine Fisheries Commission (PSMFC) is the third party data collection agent for NOAA Fisheries Economic Data Report (EDR) and other social and economic survey data collection programs for federally managed fisheries off Alaska. Under a grant from NOAA, PSMFC provides administrative and IT infrastructure support for the collection of mandatory annual EDR data from regulated, federally licensed participants in associated Alaska fisheries, in addition to various periodic or one-time survey projects.

PSMFC is seeking to subcontract with an information technology (IT) company to provide support in the following key areas:

- maintain and develop secure online data collection web application using Microsoft .NET and supporting development tools;
- maintain and develop XML and relational database schemas and scripted database management procedures in Oracle, monitor automated ETL processes, and conduct routine data process QA/QC audit procedures;
- provide ongoing technical support to PSMFC during periods of active user access to web application to ensure that application remains operational and data integrity is maintained, and address critical technical issues rapidly and efficiently

Background

Alaska Fisheries Information Network (AKFIN) is a program of Pacific States Marine Fisheries Commission (PSMFC) that maintains a data warehouse comprised of Alaska State and federal commercial fisheries data, as well as EDR data. The EDR program at PSMFC collects data for EDR projects associated with four different fishery management programs: Crab Rationalization (CR), and Amendment 80, Amendment 91, and Gulf of Alaska groundfish trawl. Each EDR program employs one or more survey forms, each with multiple data entry tables associated with distinct relational database structures, which are stored in AKFIN's data warehouse. Within the data warehouse, EDR records are integrated with other state and federal fishery management data to support analytical and data validation purposes. All EDR and other record-level data within the AKFIN warehouse is confidential under state and federal law.

There are 9 unique EDR survey instruments (forms)

1. CR Catcher Vessel EDR
2. CR Catcher Processor EDR
3. CR Processor EDR
4. GOA Catcher Vessel EDR
5. GOA/A80 Catcher Processor EDR
6. GOA Processor EDR
7. A91 Compensated Transfer Report
8. A91 Fuel Survey
9. A91 Vessel Master Survey

Electronic webform versions of all survey instruments have already been created in .NET. Industry EDR submitters/users are issued secure login credentials, enabling them to access the required forms online via PSMFC's survey web portal, and complete and submit the forms online. At the submitters discretion, CR and GOA EDR can also be printed from a .pdf version available on the web and completed offline or on paper, and submitted to PSMFC by mail or email; in such cases, PSMFC personnel use the .NET webform to data enter the submitted EDR data. The A91 EDR exists only in a .NET webform and all users must electronically submit their data online via the web portal. The main EDR web page is <http://www.psmfc.org/edr/> with links to each of the 4 EDR projects and .pdf versions of the associated EDR survey instruments.

Webform data are stored as entered initially in XML format, with all data fields from a submitted form comprising a single Oracle CLOB record. Once the user completes the required form(s), electronically signs and finalizes the data submission, the record is parsed by automated PL/SQL script and loaded into one or more tables in the staging version of the associated relational database schema. PSMFC/AKFIN analysts execute error detection routines, selected records undergo detailed third-party audit validation against submitters' financial records, and all data edits and corrections are completed and finalized by PSMFC personnel in the staging schema. Once all data records are finalized, SQL scripts are executed to load the database to the production schema, from which it is available to authorized data users, including NOAA Fisheries (NMFS) and North Pacific Fishery Management Council (NPFMC) analytical staff. Regulations require that individual CR and GOA EDR records are made available to analysts in anonymized form, and SQL scripts that load data to the production schema are constructed to replace unique identifiers (submitter name, address, and other identifying fields) with anonymized equivalent values.

Login credentials for A91, A80 and GOA forms are delivered to required submitters by April 1 of each year, with a June 1 deadline for EDR submission. The CR EDR login credentials are distributed by June 1, with a July 31st submission deadline each year. The web application and respective webforms must be updated for annual changes (e.g. date references), tested and prepared for deployment in advance of the April 1/June 1 start dates, and actively maintained during the 60-day reporting periods, with approximately 4-6 weeks of additional maintenance for ongoing use by late submitters and completion of error corrections.

The Alaska Saltwater Sport Fishing Charter Business Survey is not conducted every year, but is periodically fielded during March – May. The survey has a .NET webform and associated database schemas in AKFIN similar to those developed and maintained for the EDR program.

Scope of Work

The EDR program has been operating since 2005. The web application and all EDR form and database code has been developed and refined over a period of years under previous contract, and is currently fully operational and in active use. During 2015-2016, the .NET web application and all forms were modified to incorporate the Bootstrap framework of HTML, CSS and JS tools, and PSMFC will have completed the 2016 EDR collection cycle using the modified web application.

The scope of work for the project is largely comprised of maintenance of the existing code base, execution and monitoring of pre-developed routines, and stand-by technical support during active

data collection phase of the project. Review of user comments and completed results of the most recent round of data collection and processing may identify a limited set of revisions to address web app or data processing errors. Further development of the web application will focus on refining the current functionality to improve efficiency and accuracy of data reporting. Specific tasks and responsibilities under the contract are the following:

- maintain and develop secure online data collection web application using Microsoft .NET and supporting development tools;
- maintain and develop XML and relational database schemas in Oracle, including (1) designing new tables and views in Oracle, (2) develop SQL and PL/SQL code, (3) SQL performance tuning, and (4) perform routine data QA/QC procedures to validate results of ETL processes;
- provide rapid-response technical support to PSMFC during periods of active user access to web application;
- assist with future web application and database enhancements as needed during the life of this contract.

The EDR webforms need to be up and running for each EDR collection with no errors or downtime. Because the data being collected is confidential, security is also very important. Accomplishing all of these needs requires subcontracted support that: (a) are dependable and available within short notice, (b) have an understanding of commercial fisheries data, (c) can complete assigned projects in a timely manner with unbendable deadlines, and (d) have the necessary senior level knowledge and resources to complete the projects on time and budget.

Contractor Qualifications

This project requires an IT consulting firm that has demonstrated expert knowledge of the activities and systems of resource management agencies. The staff of this firm shall be stable and have a successful record of completing projects similar in size and scope to support a medium sized organization with fewer than 50 users.

Technical requirements demand the contractor have experience with Oracle database 10g or above, SQL, PL/SQL, Oracle BI Administration and report development, APEX, Microsoft .NET, Linux environment, and a thorough knowledge of data warehousing principles.

Proposal Requirements and Scoring

Requirements

To successfully respond to this RFP the applicant must:

- Demonstrate an ability to complete IT projects in a timely manner. This project has fast approaching and unbendable deadlines. The contractor must have IT resources available that are capable of completing this project on a rapid timeline.
- Make contract staff available to meet with agency staff online and at short notice, as needed. The stakeholders in this project fully expect to work with the contractors in a close and

dynamic relationship to develop, evaluate, and modify the joint electronic reporting system and administration tasks. Mentoring staff to maintain and upgrade this system is also required.

- Understand the realities and limitations of self-reported fisheries information in Alaska. For instance, when NMFS first deployed halibut and sablefish IFQ card swipe terminal systems, it experienced significant problems with software compatibilities and data communications. The contracting agency must be responsive to such events and remain flexible in finding solutions to encountered problems.

Scoring

- **Business Experience. (40 percent)** The contractor must demonstrate knowledge of natural resource management, have worked with confidential economic data in the past two years, and must have experience with Oracle Database environment and Microsoft .NET.
- **Cost (30 percent)** Provide total cost per hour that you would bill PSMFC for work on the proposed project. Identify position titles, their hourly wage and tasks each position would be involved with.
- **Technical Approach (30).** Describe your web form to collect confidential economic data and ETL solution for transferring and verifying all data was transferred from the web form to the Oracle data warehouse.

INSTRUCTIONS, CONDITIONS, AND NOTICES TO PROPOSERS

QUESTIONS

Questions regarding this RFP shall be submitted in writing no later than 9 September 2016 to:

Michael Arredondo
205 SE Spokane Street, Suite 100
Portland, OR 97202
Email: marredondo@psmfc.org

NOTICE OF INTENT

If your organization is interested in submitting a proposal, please send an email by 9 September 2016 to marredondo@psmfc.org, notifying PSMFC of your intent to submit a proposal. Your “reply to” address will be added to an email list of interested vendors. This list will be used to notify interested vendors of any modifications to this RFP.

AMENDMENTS TO SOLICITATIONS

If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Proposers shall acknowledge receipt of any amendment to this solicitation in Proposer’s cover letter.

SUBMISSION, MODIFICATION REVISION, AND WITHDRAWAL OF PROPOSALS

3.4.1 Deadline for proposals is 28 September 2016

3.4.2 Proposals by electronic copy must be submitted to:

Attn: Michael Arredondo
205 SE Spokane Street, Suite 100

Portland, OR 97202
Email: marredondo@psmfc.org

3.4.3 Proposals and modifications to proposals may be submitted via electronic copy in PDF or MS Word format.

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

3.4.5 Proposers are responsible for submitting proposals, and any modification of revisions, so as to reach PSMFC by 4:00 p.m. Pacific time on 28 September 2016.

3.4.6 Late proposals

3.4.6.1 Any proposal, modification, or revision 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 PSMFC Fiscal Manager determines that accepting the late offer would not unduly delay the acquisition; and

3.4.6.2 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

3.4.6.3 It is the only proposal received.

3.4.6.4 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.

3.4.6.5 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.

3.4.6.6 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.

3.4.6.7 Proposals may be withdrawn by written notice received at any time before award. 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.

3.4.7 Proposers shall submit proposals in response to this solicitation in English and in U.S. dollars.

3.4.8 Proposers 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.

3.4.9 Proposers may submit revised proposals only if requested or allowed by PSMFC.

3.4.10 Proposals may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the Fiscal Manager.

3.4.11 Each Proposal must state that it is a firm offer which may be accepted within a period of ninety (90) days. Although the contract is expected to be awarded prior to that time, the ninety day period is requested in order to allow for unforeseeable delays.

3.4.12 Proposer shall submit the name, address, and telephone number of the person(s) with the authority to bind the firm, as well as to answer questions or provide clarification concerning the firm's proposal.

3.4.13 PSMFC is not liable for any costs incurred by vendors/contractors in developing or submitting their response to this RFP.

PROPOSAL EVALUATION

3.5.1 General. All proposals received in accordance with these RFP instructions will be evaluated to determine if they are complete and meet the requirements specified in this RFP. An award will be made to the Proposer whose offer is judged to be the most advantageous to PSMFC. PSMFC expressly reserves the right to reject any and all proposals and make no award under this RFP, or to negotiate separately with competing vendors.

3.5.2 Process. All Proposals received in accordance with these RFP instructions will be reviewed, analyzed, evaluated and scored in accordance with the criteria described below. If needed, additional information may be requested from one or more Proposers. Interviews will be conducted with the top scoring Proposers. Following the initial interview, review will be conducted by PSMFC staff. Selections will then be made for a second round of interviews, if necessary.

3.5.3 Request for additional information. During the evaluation period, PSMFC may request additional information in order to fairly evaluate a Proposer's offer. If such information is required, the Proposer will be notified in writing (or by email) and will be permitted a reasonable period of time to respond.

3.5.4 Evaluation Criteria. The proposal will be weighted based on the following items (100 percent total):

1. Familiarity with Alaska fisheries (20 percent)
2. Familiarity and experience with developing and balancing SAMs with seafood industry data from surveys (single region SAMs and MRSAMs). (30 percent)
3. Familiarity and experience with developing SAM models for fisheries including Alaska fisheries (single region and multi-region models) (10 percent).
4. Familiarity and experience with developing CGE models for fisheries including Alaska fisheries (single region and multi-region models) (30 percent).
5. Itemized Budget/Cost: This includes detailed costs for performing the tasks above (10 percent).

In your proposal, please address each of these items. Non-response of any item will lead to that element receiving 0 of the total percentage points. The length of the proposal with the descriptions of these items should not exceed three pages. If necessary, you can attach an abbreviated CV that provides information supporting your descriptions of the above items. The content within the CV will not count against the three pages allowed for the proposal.

3.6 CONTRACT AWARD

3.6.1 All qualified proposals will be evaluated and an award will be made to the firm whose combination of qualifications, cost and technical offers is deemed to be in the best interest of PSMFC.

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 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.

3.6.5 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.

3.6.6 Exchanges with proposers after receipt of a proposal do not constitute a rejection or counteroffer by the PSMFC.

3.6.7 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 PSMFC Fiscal Manager determines that the lack of balances poses an unacceptable risk to the PSMFC.

3.6.8 If a cost realism analysis is performed, cost realism may be considered by the source selection authority in evaluating performance or schedule risk.

3.6.9 The PSMFC may disclose the following information in post award debriefings to other proposers:

3.6.9.1 The overall evaluated cost of price and technical rating of the successful proposer;

3.6.9.2 The overall ranking of all proposers, when any ranking was developed by the agency during source selection; and

3.6.9.3 A summary of the rationale for award.

3.7 SPECIAL CONTRACT AWARD REQUIREMENTS

3.7.1 Conflict of Interest

The Proposer warrants that, to the best of the Proposer's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in the Federal Acquisition Regulations (FAR) Subpart 9.5, or that the Proposer has disclosed all such relevant information.

The Proposer agrees that if an actual or potential organizational conflict of interest is discovered after award, the Proposer will make full disclosure in writing to the PSMFC Fiscal Manager. This disclosure shall include a description of actions that the Proposer has taken or proposes to take, after consultation with the PSMFC Fiscal Manager, to avoid, mitigate, or neutralize the actual or potential conflict.

Remedies – The PSMFC Fiscal Manager may terminate the contract for convenience, in whole or in part, if it deems such termination necessary to avoid an organizational conflict of interest. If the Proposer was aware of a potential organizational conflict of interest prior to award or discovered an actual or potential conflict after award and did not disclose or misrepresented relevant information to the PSMFC Fiscal Manager, PSMFC may terminate the contract for default, debar the Proposer from PSMFC contracting, or pursue such other remedies as may be permitted by law.

The Proposer further agrees to insert provisions that shall conform substantially to the language of this clause, including this paragraph, in any subcontract, personnel agreement, or consultant agreement hereunder.

3.7.2 Indemnification

Contractor shall indemnify and hold harmless PSMFC and its officers, agents, employees, boards and commissions, against any and all loss, damages, liability, claims, suits, costs and expense whatsoever, including reasonable attorney's fees, regardless of the merits or outcome of any such claim or suit arising from or in any manner connected to Proposer's negligent performance of services provided or work conducted as a result of this RFP.