



PACIFIC STATES MARINE FISHERIES COMMISSION

205 SE Spokane Street, SUITE 100, Portland, OREGON 97202
PHONE (503) 595-3100 FAX (503) 595-3232

Pacific Marine and Estuarine Fish Habitat Partnership (PMEP) Coordinator RFP Questions and Answers

01/25/17

1. *Role of PSMFC. Who does the Coordinator report to? Is there a specific program manager supervising the Coordinator?*

PSMFC is the fiscal agent for the Coordinator position. The Coordinator communicates with PSMFC's fiscal staff regarding budget issues. The Coordinator carries out the directives of the PMEP Steering Committee. The Chair of the Steering Committee would be the regular contact for the Coordinator who may refer questions or policy matters to the Governance Committee, a sub-committee of the Steering Committee. Additionally, the Coordinator works in close cooperation with PMEP's data management specialist to schedule and coordinate work tasks.

2. *According to the RFP, PSMFC administers funds. Does PSMFC provide any other administrative or budget support? (e.g. Contract management, travel and logistic support, maintenance of web-sites and databases, etc.)*

The PMEP Steering Committee administers the funds (decides how the funds are used and what the funding priorities are). The role of PSMFC is fiscal agent. PSMFC provides contract management, travel and logistic support and management of databases.

3. *Location. As an independent contractor does the Coordinator work from a remote office? Is there a required or preferred geographic location are within which the Coordinator Should be located? Or does the contractor report to a PSMFC home office?*

The PMEP coordinator is an independent contractor. They will work from their own remote location and are expected to provide their own office equipment and supplies, as necessary. There is no specific geographic location requirement for the Coordinator, but bidders should be familiar with the unique issues that affect the marine estuaries located in Washington, Oregon, and California.

4. *Budget: Does the program cover additional expenses beyond Coordinator salary? Does the program have budgets for staff travel and Committee member travel? Is there a budget for printing or web-site maintenance?*

Yes, the program covers staff travel and Committee member travel. Travel expenses are not to be included in the bid. There is also a budget for printing, web-site maintenance, etc. Respondents to this RFP should also not include these additional costs in their bid.

5. Staff work. The RFP lists staff work as 24% of the job. What is staff work? Report writing? Field work?

The contractor is expected to undertake tasks between meetings to advance the work of the PMEP... there is no field work. This might mean writing up interim documents, working with the science and data committee to help advance their work, writing sections of documents, helping to track down and summarize literature, etc.

6. Publications and reports. The website/publication: "Pathways to Strategic Conservation in West Coast Estuaries" lists some planned and completed reports. Who prepares these reports? PMEP members? And/or PMEP staff/coordinator? Who pays for these reports? Are they part of related contracts? Is there a peer-review process for the publications? Any budget for editing and printing?

The contractor would prepare these reports in coordination and collaboration with any other contractors. They may be part of related contracts or may be done by PMEP's contractor. We have not submitted our publications for peer review, but the scientists who are part of the science and data committee or the scientists who are contractors, may be preparing associated papers for submittal for peer review publications. If reports are printed (versus being electronic documents online), financial support is provided for printing.

7. Could you provide an estimate on the number of in-person meetings and their locations per year?

There are generally 1-2 in person steering committee meetings/year. The locations alternate between the states of Washington, Oregon and California.

8. What is the expected budget for this contract? Or, do you have a range of hourly rates in mind?

We are issuing the RFP with the expectation that the bidders will provide us with their hourly rate.

9. Through September 30, 2018, at what level is PMEP funded (both activities and role of Coordinator, preferably described separately)?

The overall budget for PMEP Coordination is roughly \$75,000. This includes funding for the Coordinator position plus printing, travel, assistance from PSMFC staff. Typically, \$40,000-\$50,000 is reserved for the Coordinator position.

- 11. Specifically what type of evidence should be provided in regard to proving a person is able to serve as a contractor per IRS definitions? Is it merely a written affirmation, or do you need a copy of the EIN, or a sample invoice for other clients?**

A written affirmation of this is sufficient. You should attest that you have reviewed the requirements and that PMEP would not be your only client.

- 12. Since this is a half time position, for consultants who also advise on similar issues with similar agencies, at what point in the process will a “conflict check” be completed? (If there is no conversation with the applicant during the evaluation process, such a check appears to therefore take place after an offer is made to the Coordinator?)**

We don't anticipate that there would be any conflict of interest issues with the PMEP Coordinator position, but if such a conflict should arise it should be declared by the Coordinator and it will be addressed at that time.