

## **Request for Proposals**

### **Coordinator for California Fish Passage Forum (Forum)**



**Issue Date: 01/18/2023**

**Schedule/Instruction/ Provision/Clauses**

**DEADLINE FOR PROPOSALS:**

**March 24, 2023**

# Coordinator for California Fish Passage Forum (Forum) Request for Proposals

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## Section 1: PROPOSED SCHEDULE

### Coordinator California Fish Passage Forum (Forum)

January 18, 2023	Requests for Proposals (RFP) distributed
March 15, 2023	Deadline for written questions. Questions must be sent to <a href="mailto:marredondo@psmfc.org">marredondo@psmfc.org</a>
March 17, 2023	Answers to written questions posted on PSMFC website at <a href="http://www.psmfc.org/procurements/blog">www.psmfc.org/procurements/blog</a>
March 24, 2023	5 pm Deadline for proposal submission <b>One (1) original single PDF file (see section 3.1) VIA EMAIL</b> to: Michael Arredondo at <a href="mailto:marredondo@psmfc.org">marredondo@psmfc.org</a>
April 17, 2023	Select Contractor
Desired Start Date:	April 24, 2023

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

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

The California Fish Passage Forum (Forum), a recognized Fish Habitat Partnership (FHP) under National Fish Habitat Partnership (NFHP), 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 NFHP National Board and Staff along with other NFHP 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 on-going coordination activities, at a minimum through September 30, 2024. 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, 2024 at their discretion.

#### **2.2. TASKS**

##### **Coordination and Representation** (55% of time)

- Coordinate and facilitate Forum quarterly meetings and produce and distribute meeting minutes.
- Coordinate with other NFHP Fish Habitat Partnerships (in cooperation with Forum members).
- Coordinate representation of Forum on bi-monthly NFHP all-Fish Habitat Partnership calls and participate in these calls, as necessary.
- Lead efforts to respond to National NFHP board and staff data calls/information requests.
- Coordinate activities of Forum Committees and Working Groups (will work directly with Chairs of each group).
- Chair the Education & Outreach Committee

### **Marketing & Outreach** (30% of time)

- Complete annual reports for both NFHP and the Forum.
- The following activities will be done in coordination with PSMFC and guided by the Forum
  - Outreach and Education Committee:
    - Assist in the development of formal marketing and outreach plan
    - Update the Forum website
    - Update existing outreach materials
    - Coordinate the development of new outreach materials

### **Strategic Planning & Organizational Development** (15% of time)

- Update Strategic Plan, Bylaws, and any other relevant Forum documents/plans to include current committees, structure, and any other pertinent updates.
- Seek opportunities for grant funds to support Forum activities.

## **2.3. COMPENSATION**

The applicant shall provide a bid for accomplishing this work, in a period not to exceed 20 hours average per week for the length of the agreement. Bids can be expressed as a lump sum or as an hourly rate.

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

### **3.1. QUESTIONS**

Questions regarding this RFP shall be submitted via email no later than March 15, 2023 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 OF PROPOSALS**

3.3.1. Deadline for proposals is 5pm pacific time on March 24, 2023.

3.3.2. Proposals must be submitted **as a single PDF via email** with **The**

**Forum Coordination- and your last name in the subject line to:**

Michael Arredondo <marredondo@psmfc.org>

**3.3.3. The submitted proposal must include (as a single pdf document):**

- a. The name of the solicitation;
- b. The name, address, and telephone and email of the applicant;
- c. Your bid for accomplishing these coordination services on a half-time basis (hourly rate);
- d. Evidence that the applicant is eligible to work as (meets the IRS tests for) a contractor;
- e. Detailed description of previous related experience and how, specifically, previous work has prepared the person to be able to accomplish the noted tasks on a self – directed basis with little supervision. (Not to exceed 4 pages);
- f. A resume (not to exceed 3 pages);
- g. Names of 4 professional references who are familiar with applicant's ability to serve in this coordination role;
- h. Your start date availability;

3.3.4. 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 applicant's prior performance or the status of outstanding investigations or warrants involving the applicant.

3.3.5. Preference will be given to proposals including a coordinator residing and/or working within the geographic range of the partnership.

3.3.6. Preference will be given to proposals including a coordinator residing and/or working within the geographic range of the partnership.

3.3.7. Preference will be given to proposals including a sole contractor. Team proposals will be considered if the majority of effort is conducted by one individual.

3.3.8. Applicants are responsible for submitting proposals to reach PSMFC by 5:00 p.m., local time, on March 24, 2023.

3.3.9. Late proposals: Any application 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.

### **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 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. Applicants will be evaluated based on the demonstration of the following knowledge, skills and abilities in the application.

- Ability to facilitate and lead diverse teams to develop priorities, conduct strategic planning, and complete work planning exercises.
- Skill in oral communications in order to represent the partnership's mission, objectives, and accomplishments to diverse audiences including government officials, the scientific community, environmental groups, and the general public.
- Skill in written communication in order to prepare written documents that clearly develop planning documents, budget requests, performance reporting, technical articles, and news briefings.
- Knowledge of ecological and fish/aquatic biology principles, theories, and practices in the conservation of aquatic species and their habitats.
- Skill in program management including developing budget requests, prioritizing use of monetary and staff resources, scheduling, managing work schedules, and managing project timelines.



- Skill in identifying sources of, and obtaining, outside funding through grant proposals, solicitation from private and public organizations, fundraising activities, and other means.

3.7.2. The following criteria will be used for ranking applications; criteria weighting defined in parenthesis.

- Experience and ability to carry out the Scope of Work (30points)
- Qualifications (30 points)
- Value (25 points)
- References (15 points)

3.7.3. All applications will be evaluated and scored individually in accordance with the above evaluation criteria by a selection of representatives of The Forum's partner organizations. Both Federal and non-Federal employees may be used in this process. There will be between three and four reviewers depending on the number of proposals received. Each reviewer will independently score each proposal. Reviewers will then discuss each application's scores as a group. References will be checked for those applicants with the highest scores. Results of the reference checks will be factored into the scores and the applicant with the best overall combined score from the above process will be selected as the Coordinator.

### **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 three and five 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.