



PACIFIC STATES MARINE FISHERIES COMMISSION

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Request for Proposals

Maintenance/Enhancements to the Distributed Electronic Data Systems
for West Coast Commercial Fisheries

Issue Date: May 16, 2011

Deadline for Response: June 3, 2011

“To promote the conservation, development and management of Pacific coast
fishery resources through coordinated regional research, monitoring and
utilization”

Proposal Schedule

Request for Proposal (RFP) issued and distributed May 16, 2011

Deadline for notification of intent to respond: May 23, 2011
(Close of Business)

Please notify PSMFC if your firm intends to respond to this RFP. Your notification should be sent via email to MArredondo@PSMFC.org.

After this date, proposals will not be accepted from vendors who did not express intent.

Deadline for written questions regarding this RFP May 25, 2011

Please email question to MArredondo@PSMFC.org

Responses to written questions will be made available on the PSMFC RFP page May 27, 2011

Responses to all questions will be provided to all participating parties.

Deadline for submission of proposals is May 31, 2011
(4 PM PST)

Only e-mailed proposals will be accepted.

Submit proposals to: MArredondo@psmfc.org

Subject line for submissions:

2011 Distributed Electronic Data Systems for West Coast Commercial Fisheries RFP

Faxed and hard copy proposals will not be accepted.

Proposal Review June 1-3, 2011

Project Finalists Selected June 3, 2011

Introduction

The Pacific States Marine Fisheries Commission (PSMFC) has successfully deployed a number of distributed Microsoft Access applications including, but not limited to, vessel and scientific logbooks, data capture systems for research data, applications, query tools and user interfaces to support reporting these data and the E-Ticket and Compliance Monitor applications which went into the production environment on January 11, 2011 enabling electronic submission of West Coast commercial fisheries landing data.

PSMFC is seeking proposals from qualified applicants to provide continued support for these applications as well as enhancements which may be needed over time. The current needs of this project are to:

- 1) Provide maintenance and technical support of the existing Microsoft Access applications;
- 2) Provide technical support for interfaces between Microsoft Access applications and Microsoft SQL (MSSQL) Server databases and/or other databases;
- 3) Assist with future enhancements and development of systems as needed.

Description of Current System

The current system consists of 3 primary components with a number of secondary elements.

1. Distributed electronic West Coast fish ticket application:
Microsoft Access database that resides locally on fish buyers PCs, netbooks and servers which is used to capture landings data and submit data to PSMFC via web services.
2. Distributed Compliance Monitor report application:
Microsoft Access database that resides locally on Netbooks supplied by PSMFC to compliance monitors which is used to capture landings data and submits data to PSMFC via web services.
3. MSSQL Server database:
This database runs on a Microsoft platform located in PSMFC Portland and receives and stores the above landings and monitoring data.

Proposed Scope of Work

Successful completion of the following three tasks will include operational and procedural documentation, as well as expertise to maintain and enhance delivered products. It can be expected that a reasonable amount of PSMFC staff time will be made available for scheduled consultation.

Task 1 – Maintenance and technical support of the existing Microsoft Access applications

As needed, assist with support and enhancements of the various Microsoft Access data systems.

Task 2 – Technical support between Microsoft Access applications and Microsoft SQL (MSSQL) Server database

As noted above, the landings and monitoring data are currently submitted via web services to an MSSQL database in Portland. Assistance in maintaining that connectivity and troubleshooting issues that arise is imperative to the continued operation of this program.

Task 3 – Future enhancements

At this time no major enhancements are identified. Many of the systems covered under this RFP have been in place for some time and appear to be functioning well with little or no need for ongoing maintenance and/or enhancements. However, the Pacific Fisheries Management Council (PFMC), National Marine Fisheries Service (NMFS) and PSMFC member States have indicated possible new areas for collaboration. It is impossible to tell as of this writing whether PSMFC and/or its contractors will be tasked with new projects but that remains a possibility and should be considered as an option.

Contractor Qualifications

This project requires the contractor have considerable with Microsoft Access 2007 and/or 2010 including experience in maintaining and supporting distributed systems using Microsoft Access 2007 and/or 2010.

Given the importance of the electronic reporting of commercial landings data to fisheries management, strong preference will be given to those applicants that demonstrate a thorough knowledge of the fish ticket business rules for the States of Washington, Oregon and California.

Given the importance of the electronic reporting of commercial landings data to fisheries management, strong preference will be given to applicants who demonstrate a thorough working knowledge of the reporting requirements of the current West Coast Trawl Rationalization Compliance Monitoring program.

Given the number of vessels and processors participating in both the West Coast and Alaska commercial fisheries, preference will be given to applicants who can exhibit knowledge of and experience with the Alaska E-Landings program for commercial fisheries.

Submitters may be asked to supply supplemental information required by PSMFC prior to the award.

Proposal Requirements and Scoring

Please provide résumé's and hourly rates for contributing personnel as well as an estimate of any other costs using the budget template in Appendix A.

Please provide descriptive information on projects successfully completed within the last two years, particularly those involving design and maintenance of distributed Microsoft Access client applications. Please include at references from these projects.

Please identify and provide list reasons for any cancelled projects within the past two years.

Proposals will be scored using the criterion below:

- 1. Business Experience (40%).** Proposers should demonstrate knowledge of commercial fisheries and the reporting requirements.

As noted above, given the importance of the electronic reporting of commercial landings data to fisheries management, additional preference will be given to those applicants that demonstrate knowledge of:

- Fish ticket business rules for the States of Washington, Oregon and California.
- Reporting requirements of the current West Coast Trawl Rationalization Compliance Monitoring program.

As noted above, given the number of vessels and processors participating in both the West Coast and Alaska commercial fisheries, additional preference will be given to applicants who can exhibit knowledge of and experience with the Alaska E-Landings program for commercial fisheries.

- 2. Technical Approach (40%).** Proposers should describe recent experience with Microsoft Access application development, focusing on experience developing and maintaining distributed systems
- 3. Cost (20%).** Identify position titles, hourly wage, City/State of residence for staff working on this project.

At this time funding for this project has not finalized. The expectation is that funding will be added as available and as needed.

All proposals will be evaluated and scored individually in accordance with the assigned weights above by a PSMFC coordinated review panel.

Appendix A. Budget Template

Person 1:

Name:
Title/Role:
Hourly rate
Residence (City, State):

Person 2:

Name:
Title/Role:
Hourly rate
Residence (City, State):

Person 3:

Name:
Title/Role:
Hourly rate
Residence (City, State):

Person 4:

Name:
Title/Role:
Hourly rate
Residence (City, State):

Person 5:

Name:
Title/Role:
Hourly rate
Residence (City, State):

Person 6:

Name:
Title/Role:
Hourly rate
Residence (City, State):

Repeat as necessary.

While this project is not expected to include significant amounts of travel, some travel may be required, primarily to Seattle to meet with NMFS staff. Please describe how you charge travel time as well as out of pocket costs for airfare, etc.

RFP Details

Amendments to Solicitations

If this solicitation is amended, all terms and conditions that are not amended remain unchanged. All bidders shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s).

The proposal must contain:

- The name of the solicitation;
- The name, address, and telephone and email addresses of the bidder;
- Names, titles, and telephone and email addresses of persons authorized to negotiate on the bidder's behalf with the PSMFC in connection with this solicitation;
- Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office;
- Information on staff billing rates to perform the work (see Appendix A).
- Technical summary of recent experience maintaining distributed Microsoft Access client applications.
- Any such information as the bidder deems appropriate to evaluate experience and technical qualifications such as a portfolio.

Additional Desirable Qualifications

- Provide a description of previous experience involving west coast and/or Alaska fisheries data in the last two years.

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

Late proposals:

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:

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

- 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.

Proposals may be withdrawn by written notice received at any time before award. Proposals may be withdrawn via facsimile received at any time before award. Proposals may be withdrawn in person by the bidder 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.

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

Bidders 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.

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

Proposals may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the PSMFC Administrative Contact.

Offer Expiration Date

Proposals in response to this solicitation will be valid for 90 days following the time specified for solicitation of offers (unless a different period is proposed by the bidder).

Restriction on Disclosure and Use of Information

Bidders that include in their proposals data that they do not want disclosed to the public for any purpose, 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 bidder 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 or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.”

Contract Award

The PSMFC intends to award a contract or contracts resulting from this solicitation to the responsible bidder(s) whose proposal(s) represents the best value after evaluation in accordance with the requirements of this solicitation.

The PSMFC may reject any or all proposals if such action is in the PSMFC's interest.

The PSMFC may waive informalities and minor irregularities in proposals received.

The PSMFC intends to evaluate proposals and award a contract without discussions with bidders (except clarifications as described in FAR 15.306(a)). Therefore, the bidder's initial proposal should contain the bidder's best terms from a cost or price and technical standpoint. The PSMFC reserves the right to conduct discussions if it determines them to be necessary. If the PSMFC 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 PSMFC 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.

The PSMFC reserves the right to make multiple awards if, after considering the additional administrative costs, it is in the PSMFC's best interest to do so.

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

The PSMFC may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items or sub-line items. Unbalanced pricing 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 PSMFC determines that the lack of balance poses an unacceptable risk to the PSMFC.

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

A written award or acceptance of proposal mailed or otherwise furnished to the successful bidder within the time specified in the proposal shall result in a binding contract without further action by either party.

After evaluation of the proposals and selection of a proposed contractor, PSMFC will notify all offerors, via email, of the results within three (4) business days.

Questions

All questions regarding this RFP must be submitted, in writing, to Michael Arredondo (MArredondo@PSMFC.org) by close of business May 31, 2011. Responses to the questions will be distributed to all parties who have notified PSMFC of their intent to submit a proposal.

Special Contract Award Requirements

Conflict of Interest

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

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

Remedies – The Principal Investigator may terminate this contract for convenience, in whole or in part, if it deems such termination necessary to avoid an organizational conflict of interest. If the Contractor 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 Principal Investigator, PSMFC may terminate the contract for default, debar the Contractor from PSMFC contracting, or pursue such other remedies as may be permitted by law or this contract.

The Contractor 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.

Indemnification

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 attorneys fees, regardless of the merits or outcome of any such claim or suit arising from or in any manner connected to Contractor's negligent performance of services provided or work conducted or performed pursuant to this agreement.

Insurance

Minimum Coverages Required. The Contractor selected for this project will be required to present evidence to show, at a minimum, the amounts of insurance coverage indicated below. Contractor is also responsible for its Subcontractors maintaining sufficient limits of the same coverage required by Contractor and the Contractor is responsible for collecting Certificates of subcontractors, as per below:

- Workers' Compensation and Employer's Liability – The Contractor is required to comply with any applicable labor codes, acts, laws or statutes, State or Federal, for the location where Contractor performs work. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy. If in States with exclusive or monopolistic funds that do not permit workers' compensation to be written by private carriers, Contractor is required to comply with any applicable labor, codes, acts, laws or statutes of such States and shall have Workers' Compensation and Employer's Liability Stop-Gap coverage in the amount of \$1,000,000 each accident, and each employee and each accident.