



PACIFIC STATES MARINE FISHERIES COMMISSION

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Request for Proposals

Electronic Fisheries System for West Coast Commercial Fisheries

Actual Issue Date: April 11, 2011

Deadline for Response: April 17, 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 April 11, 2011

Deadline for notification of intent to respond: April 18, 2011 (Close of Business)

Please notify PSMFC if your firm intends to respond to this RFP. Your notification may be sent via email to Dave Colpo at DColpo@PSMFC.org.

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

Deadline for written questions regarding this RFP April 25, 2011 (COB)
Please email to DColpo@PSMFC.org

Responses to written questions will be provided by: May 2, 2011 (COB)

Responses to questions will be provided to all participating parties.

Deadline for submission of proposals is May 9, 2011 (COB)

Only e-mailed proposals will be accepted.

Submit proposals to: DColpo@psmfc.org

Subject line for submissions:

2011 Electronic Fisheries System for West Coast Commercial Fisheries RFP

Faxed and hard copy proposals WILL NOT be accepted.

Proposal Review May 10, 2011

Project Finalists Selected May 13, 2011 (COB)

Introduction

The Pacific States Marine Fisheries Commission (PSMFC) successfully deployed the E-Ticket and Compliance Monitor applications into the production environment on January 11, 2011 enabling electronic data submissions of West Coast commercial fisheries landing data. The predecessor of this system was used in the West Coast whiting fishery for the last four years.

PSMFC is seeking proposals to provide continued support for this system as well as enhancements over time. The current needs of this project are to:

- 1) Provide maintenance and technical support of the existing .NET web services system;
- 2) Provide maintenance and technical support of the existing Microsoft SQL (MSSQL) Server database;
- 3) Identify and evaluate technology options for data capture and transfer protocols to extend the existing programs including replacement of the existing distributed Microsoft Access application used by:
 - a. fish buyers to electronically capture and submit fish ticket data
 - b. fish plant Compliance Monitors (CMs) to electronically capture and submit CM reports
- 4) Assist with future enhancements as needed during the life of this contract.

Description of Current System

The current system has 4 main working parts:

1. Distributed electronic fish ticket application:
 - a. Currently a Microsoft Access database that resides locally on fish buyers PCs/Netbooks.
 - b. This application captures landings data and submits it to PSMFC via web services.
2. Distributed Compliance Monitor report application:
 - a. Currently a Microsoft Access database that resides locally on Netbooks supplied by PSMFC to compliance monitors.
 - b. This application captures landings data and submits it to PSMFC via web services.
3. MSSQL Server database:
 - a. This database receives and stores landings data.
 - b. This server runs on a Microsoft platform and is located in PSMFC Portland.
4. ETix Portal:
 - a. This .NET web page provides access to updates and downloads as well as gives fish buying companies access to identify individuals authorized to submit tickets in their behalf.

Proposed Scope of Work

Successful completion of all three tasks will include operational and procedural documentation, and sufficient mentoring 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 – Database Administration of MSSQL Server database

Maintenance of current MSSQL Server database as well as provide support to remote users as needed. Describe your experience using MSSQL Server.

Task 2 – Maintain web services

As described above, PSMFC uses web services to receive data from field locations as well as export data to NMFS and others.

Contacts under this task include remote users, NMFS and other programming professionals.

Describe recent projects using and maintaining web services.

Task 3 – Identify and evaluate desktop client solutions for remote users

Several buying facilities have limited web access and will require desktop client software that can be installed on a local computer. The current distributed desktop client is based on Microsoft Access and is running on a variety of platforms with varying levels of remote IT support. This can make updates to look-up tables and user interfaces problematic.

For the purposes of this RFP, please provide a description of alternative technical solutions to this problem. For the purposes of this RFP proposed solutions may include systems with distributed desktop clients as the sole data capture/submission tool or may include a hybrid system utilizing a desktop client for those that require it and web-based user interface for those that have better access.

Please provide a technical summary of how you would approach this task.

Contractor Qualifications

At a minimum this project requires the contractor have experience with .Net and MSSQL Server databases and must have experience with commercial fisheries related reporting projects. Preference will be given to those with experience with West Coast or Alaska commercial fisheries data.

The contractor must demonstrate a working knowledge of West Coast and/or Alaska commercial fisheries and have successfully completed projects in the last two years.

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

Proposal Requirements and Scoring

Please provide résumés for contributing personnel, three references from recent projects, and list reasons for any cancelled projects within the past two years. Provide hourly rates and an estimate of any other costs using the budget template in Appendix A. Experience with commercial fisheries related reporting projects is required.

Proposals will be scored using the criterion below:

- 1) Technical Approach (40%)
- 2) Business Experience (30%)
- 3) Estimated Cost (30%)

At this time funding for this project is not secure. 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 probably will not require travel there may be travel, 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.

RPF 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
- Description of previous experience involving west coast and/or Alaska fisheries data
- Description of technical summary of alternatives to the current distributed Microsoft Access client application.
- Any such information as the bidder deems appropriate to evaluate experience and technical qualifications such as a portfolio.

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 Dave Colpo (dcolpo@PSMFC.org) by close of business April 25, 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.