

Request for Proposals

Alaska Fishery Electronic Reporting and Data Access Tools



Issue Date: 15 October 2012

Schedule/Instructions

DEADLINE FOR PROPOSALS: 9 November 2012

Table of Contents

Section 1: PROPOSED SCHEDULE 3

Section 2: STATEMENT OF WORK 4

2.1. FUNDED ACTIVITY (SCOPE OF WORK)..... 5

2.2. PROJECT TIMELINE..... 6

2.3. TRAVEL..... 6

3.2. AMENDMENTS TO SOLICITATIONS 7

3.3. SUBMISSION, MODIFICATION, REVISION, AND WITHDRAWAL OF PROPOSALS... 7

3.4. OFFER EXPIRATION DATE 9

3.5. RESTRICTIONS ON DISCLOSURE AND USE OF INFORMATION 9

3.6. CONTRACT AWARD..... 10

3.7. PROPOSAL EVALUATION CRITERIA..... 11

3.8. PROPOSAL SELECTION PROCEDURE..... 12

Section 1: PROPOSED SCHEDULE

Alaska Fishery Electronic Reporting and Data Access Tools

15 October 2012	Requests for Proposals (RFP) distributed
26 October 2012	Deadline for Notification of Intent to Respond <ul style="list-style-type: none">• 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.
30 October 2012	Deadline for written questions on RFP <p>All questions should be directed to:</p> <p>Michael Arredondo Pacific States Marine Fisheries Commission 205 SE Spokane Street, Ste. 100 Portland, OR 97202</p> <p>Email: marredondo@psmfc.org Phone: (503) 595-3100 Fax: (503) 595-3444</p>
2 November 2012	PSMFC answers to written questions posted on website: http://www.psmfc.org/procurements/blog
9 November 2012	Deadline for proposals <ul style="list-style-type: none">• Only e-mailed proposals will be accepted. Submit proposals to: marredondo@psmfc.org
12-16 November 2012	Proposal Review
16 November 2012	Finalists Selected

Section 2: STATEMENT OF WORK

DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

Introduction

Pacific States Marine Fisheries Commission (PSMFC) seeks a contractor to provide software engineering support, and related duties, to the Interagency Electronic Reporting System (IERS). The purpose of the IERS is to support timely and accurate reporting, data retrieval, and information access for management of fisheries off Alaska.

Background

The objective of this project is to increase the timeliness and accessibility of data for fisheries management in Alaska. PSMFC was formed by Congress more than 60 years ago and helps resource agencies, including National Marine Fisheries Service (NMFS), to manage fisheries and implement fishery management programs. This project will support NMFS in realizing timely and accurate reporting of commercial fisheries harvest information in Alaska. The need for timely data in Alaska is essential for effective season management of fisheries and especially vital since many fisheries are constrained by quota and bycatch allocations.

Three agencies are involved in management of commercial fisheries for groundfish species and Pacific halibut: Alaska Department of Fish and Game (ADF&G), International Pacific Halibut Commission (IPHC), and NMFS. In late 2001, PSMFC completed a project to assess the needs of ADF&G, IPHC, NMFS, and the processors who make landing and production reports, with regard to electronic reporting. The needs analysis covered data requirements, technological capabilities, regulatory implications, and procedural challenges that might affect the success of an electronic reporting system. The study concluded that an integrated electronic reporting system would be feasible, and could provide significant benefits to both processors and the fishery management agencies. The IERS was developed as a result of this conclusion, and now serves as the single data collection system for commercial fisheries landings and production data in Alaska. The IERS provides a single set of landing data for Alaska fisheries that state, federal, and commission managers can agree upon, and allows the fishing industry to provide data elements only once for all agencies. The system saves time for the industry and improves the flow of fishery data into the management process. The IERS has been in production since August 2005.

The IERS has the following principal components: 1) the web reporting application, eLandings; 2) a desktop application for at-sea operations who need to submit data via email, seaLandings; 3) a tender workstation for clients to transmit data via thumb drive, tLandings; and 4) an agency desktop application that allows agency users to access data, manage users and make edits if necessary. Each of the components is functioning in production; but modifications, improvements, and additional functionalities are constantly necessary to meet regulatory demands, support the increase in user base, and maintain stability of the system.

2.1. FUNDED ACTIVITY (SCOPE OF WORK)

The selected contractor will perform new development and/or operations and maintenance for the IERS. The selected contractor will also perform related duties that may include:

- Work closely with fishery managers to understand, identify, and document system requirements (e.g. business rules, functional) arising from changes to fisheries management programs resulting from regulatory amendments to fishery management plans. Provide recommendations for design or architecture of new IERS features. Propose a range of alternative solutions as necessary.
- Some examples of potential development tasks include: modification of the electronic logbook in sea landings for motherships; development of a simple stand-alone e-logbook for catcher vessels; & modification of the user account functionality to incorporate “sub-preceded operations”; and incorporation of Commercial Operators Annual Report (COAR) into e-landings.
- Develop system components that include Oracle PL/SQL database programs, Java applications, and web-based applications. Provide enhancements or bug fixes to existing applications. Assist with the generation of Jasper reports. Perform security review and analysis of systems. Utilize NMFS developers or steering committee recommendations, items identified in JIRA (an issue-tracking software), and contractor familiarity with existing systems.
- Develop or modify test plans for the development effort; implement or coordinate its execution with tester. Assist data owners with user acceptance testing; provide report on testing methodology and results for approval prior to final implementation.
- Provide or improve system documentation, user manuals, help manuals, etc.
- Estimate effort and risks associated with modifications to IERS required due to changes in the fishery management programs. Conduct scoping process to identify issues or problems that need to be addressed to reach NMFS objectives. Develop project schedule and report periodically on tasks in progress.
- Attend or lead meetings with relevant parties, take meeting minutes, distribute agenda, fully participate in meeting discussions, and provide feedback on programming issues. Maintain the list of issues that have been identified by developers and testers in JIRA.
- Mentor other contractors and government personnel in specific areas that are identified through the course of development, or as new enhancements and features are added to the program.

2.2. PROJECT TIMELINE

The project will begin at time of award and continue through 2014. Specific priorities and milestones are determined by the IERS Steering Committee.

2.3. TRAVEL

The project will require travel of up to 8-10 trips to the Alaska Regional Office in Juneau, Alaska. Each trip is expected to be 1-2 nights.

2.4 CONTRACTOR QUALIFICATIONS

The contractor shall have 6-8 years of demonstrated experience in the development and maintenance of electronic reporting applications and preference will be given to contractors that can demonstrate this experience for fisheries data in Alaska. The contractor must also exhibit a proven record of intimate knowledge of database and system design necessary to support development and implementation of reporting tools for fisheries data. The contractor must be periodically available to work on-site with the Juneau-based agencies to develop data transfer specifications, system requirements, and database design to develop the proposed integrated web-based landing system.

The contractor must also possess 6-8 years of demonstrated software engineering experience and expertise in the following technologies: Solaris, Oracle, JBoss, Java Swing, Java Servlets, XML, Jasper Reports, and Google Web Toolkit (GWT).

Section 3: INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

3.1. QUESTIONS

Questions regarding this RFP shall be submitted in writing no later than 30 October 2012 to:

Michael Arredondo, Pacific State Marine Fisheries Commission
205 SE Spokane Street, Suite 100
Portland, OR 97202
Phone: (503) 595-3100 / Email: 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, MODIFICATION, REVISION, AND WITHDRAWAL OF PROPOSALS

3.3.1. Deadline for proposals is 9 November 2012.

3.3.2. Proposals must be submitted to:

Pacific States Marine Fisheries Commission
Attn: Michael Arredondo
205 SE Spokane St., Suite 100
Portland, OR 97202
Email: marredondo@psmfc.org
Phone: (503) 595-3100 / Fax: (503) 595-3444

3.3.3. Proposals and modifications to proposals must be submitted via email.

3.3.4. **The submitted proposal must include:**

The title of this solicitation (Alaska Fishery Electronic Reporting and Data Access Tools);

The name, address, and telephone number of the offeror (and email address if available);

Name, title, and signature of person authorized to sign the proposal. Proposals signed by the agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office;

A detailed description of previous related experience;

Contact info for references who can verify past performance;

Resumes for all staff that would be involved with this work;

An explanation of the roles and responsibilities anticipated for each staff member;

A proposed cost detail, including hourly rates for each staff member

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

3.3.6. Offerors are responsible for submitting proposals, and any modification or revisions, so as to reach PSMFC by 4:00 p.m., local time, on 9 November 2012.

3.3.7. Late proposals

3.3.7.1. Any proposal, modification, or revision 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 unless it is received before award is made, the Program Manager determines that accepting the late offer would not unduly delay the acquisition; and

3.3.7.2. 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

3.3.7.3. It is the only proposal received.

3.3.7.4. 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.

3.3.7.5. 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.

- 3.3.7.6. 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.
- 3.3.7.7. Proposals may be withdrawn by written notice received at any time before award. Proposals may be withdrawn via facsimile received at any time before the award, subject to the conditions specified in the provisions in Federal Acquisition Regulation (FAR) 52.215-5, Facsimile Proposals. 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.
- 3.3.7.8. Offerors shall submit proposals in response to this solicitation in English and in U.S. dollars.
- 3.3.7.9. Offerors 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.
- 3.3.7.10. Offerors may submit revised proposals only if requested or allowed by the Program Manager.
- 3.3.7.11. Proposals may be withdrawn at any time before award or post award if full project funding is not received before the project start date. Withdrawals are effective upon receipt of notice by the Program Manager.

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 (except clarifications as described in FAR 15.306(a)). 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 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 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. The following criteria and evaluation weighting will be used for evaluating both solicited and unsolicited proposals.

Please provide a resume for each person proposed to work on this project and an explanation of the roles and responsibilities anticipated for each person listed. Using Appendix A, please provide the hourly rate charged for each person proposed to work on the project, an estimate of the travel and per diem costs for any people proposed to attend the organizational meeting with NMFS staff in Juneau, and any information about any other anticipated costs associated with completing the project.

Experience (55%) Proposers will be scored on their specialized recent experience and demonstrated competence of the firm and staff in developing Alaska fisheries electronic reporting applications. Particular emphasis will be placed on projects that involve complex fishery business rules, multiple reporting capabilities, multiple agencies with multiple reporting requirements; including specific experience and ability to:

Subfactor A: Demonstrate expertise fishery electronic reporting software engineering using Oracle PL/SQL database programs, Java applications, JBoss, Java Swing, Java Servlets, Jasper Reports, XML, and GWT. Preference will be given to demonstrated experience with Alaska fisheries.

Subfactor B: Work with multi-agency committees, database structures, and data requirements on projects related fisheries management. Preference will be given to experience with North Pacific fishery management.

Subfactor C: Demonstrate knowledge of North Pacific fisheries regulations, commercial catch reporting requirements and reporting methods, and reporting codes pertinent to NMFS, State of Alaska and IPHC.

- Past Performance (25%); Proposers will be scored on their past performance in working on electronic reporting projects. Please provide a description of these projects as well as contact information for project owners.
- Cost (20%); Proposers will be scored on the basis of the cost estimates provided in their proposal. Cost estimates should be proposed as an hourly all-inclusive rate. Refer to Appendix A for a sample rate proposal.

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 two and four 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.

Appendix A. Rate Proposal

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):

Repeat as necessary.

Please provide an estimate of the travel and per diem costs for any people proposed to attend the organizational meeting with NMFS staff in Juneau.