



REQUEST FOR PROPOSALS

**STOCK ASSESSMENT AND FISHERY EVALUATION (SAFE) REPORT – PACIFIC ISLAND
PELAGIC FISHERIES**

**ISSUE DATE:
November 4, 2015**

**DEADLINE FOR SUBMISSIONS:
December 9, 2015**

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SECTION 1: PROPOSED REQUEST FOR PROPOSALS (RFP) SCHEDULE

STOCK ASSESSMENT AND FISHERY EVALUATION (SAFE) REPORT – PACIFIC ISLAND PELAGIC FISHERIES

- 4 Nov. 2015 Requests for Proposals (RFP) distributed and posted at

<http://www.psmfc.org/procurements/blog>
- 18 Nov. 2015 Deadline to submit written questions on RFP

Written questions should be directed to:

Michael Arredondo
205 SE Spokane Street, Suite 100
Portland, OR 97202
Email: michael_arredondo@psmfc.org
Phone: (503) 595 – 3100
Fax: (503) 595 – 3444
- 25 Nov. 2015 Answers to written questions posted on PSFMFC website:

<http://www.psmfc.org/procurements/blog>
- 9 Dec. 2015 Deadline for proposals

Two (2) original hardcopies or One (1) electronic copy to:

Michael Arredondo
205 SE Spokane Street, Suite 100
Portland, OR 97202
Email: michael_arredondo@psmfc.org
Phone: (503) 595 – 3100
Fax: (503) 595 – 3444
- Tentative Schedule:*
- 16 Dec. 2015 Start Interviews with Top Proposers
- Jan. 2015 Select Contractor

SECTION 2: DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

2.1 PURPOSE

The National Marine Fisheries Service (NMFS) Pacific Islands Regional Office (PIRO), Sustainable Fisheries Division (SFD) proposes to hire a contractor to lead the development of a Stock Assessment and Fisheries Evaluation (SAFE) report for fisheries managed under the Fishery Ecosystem Plan for Pelagic

Fisheries of the Western Pacific (FEP), developed by the Western Pacific Fishery Management Council (Council) and implemented by NMFS. The contractor will be responsible for ensuring completion of the SAFE report and identifying a standard format and process for developing SAFE reports for other FEPs in the region.

2.2 BACKGROUND

A SAFE report summarizes the best scientific information available concerning the past, present, and possible future condition of the stocks, Essential Fish Habitat (EFH), marine ecosystems, and the social and economic conditions of commercial and recreational fisheries under Federal management (see Title 50 Code of Federal Regulations Part 600.315).

SAFE reports provide regional fishery management councils and NMFS with information for determining the annual catch limits for each stock in the fishery, documenting significant trends or changes in the resource, marine ecosystems, and fishery over time, implementing required EFH provisions, and assessing the relative success of existing relevant state and Federal fishery management programs. These documents may also serve as a source document for developing fishery management plans and amendments, and other analytical documents needed for management decisions.

2.3 SCOPE OF WORK

PSMFC will contract with a single firm to provide the services described herein. Proposals shall fully address the scope of work below and include a description of all deliverables and activities.

PSMFC expects to award a contract by January, 2016. It is anticipated the contract term shall be initially for 12 months.

2.4 TASKS AND DELIVERABLES

To accomplish the project objective, the contractor will:

1. Work with SFD, the Council, and other project partners to conceptualize the content and organization of the SAFE report for the Pelagic FEP. Partners include other divisions and program within PIRO (e.g., habitat, protected resources, international, observers, and monuments), and NMFS Pacific Islands Fisheries Science Center (PIFSC). NMFS leadership will assist in coordination, as needed.
2. Ensure that the SAFE report contains the best scientific information available and appropriate content, as outlined in the National Standard 2 Guidelines (Federal Register vol. 78 page 43066, July 19, 2013). That content includes the following:
 - A description of the status determination criteria, e.g., maximum fishing mortality rate threshold and minimum stock size threshold, for each stock or stock complex in the fishery;

- Overfishing level and acceptable biological catch, preventing overfishing, and achieving rebuilding targets;
 - For overfished stocks: information available in support of management measures necessary to rebuild an overfished stock or stock complex (if any) in the fishery to a level consistent with producing the maximum sustainable yield in that fishery;
 - Sources of fishing mortality (both landed and discarded), including commercial and recreational catch and bycatch in other fisheries and a description of data collection and estimation methods used to quantify total catch mortality, as required by the National Standard 1 Guidelines;
 - Information on bycatch of non-target species for each fishery;
 - Information on EFH and HAPC;
 - Pertinent economic, social, community, and ecological information for assessing the success and impacts of management measures or the achievement of objectives of each fishery management plan;
 - Information gaps and highlight needs for future scientific work;
 - The data collection, estimation methods, and consideration of uncertainty in formulating catch specification recommendations;
 - Previous management actions taken by the Council or Secretary including a summary of the previous annual catch limits, annual catch targets, and accountability measures, and assessment of management uncertainty; and
 - A summary of the information and an index or table of contents to the components of the report.
3. Understanding that the report content will authored largely by NMFS PIFSC staff and others, work with the authors to facilitate their contributions to the report and ensure contributions are submitted in a timely manner. The contractor will not be responsible for reviewing the scientific integrity of information, and SFD will work with project partners to ensure contributions have undergone the appropriate dissemination review prior to submittal to the contractor.
 4. Create the SAFE report using the outline provided by the agency, conduct general proofreading and copyediting, and writing pursuant to Federal plain language guidelines.
 5. Coordinate a review of the draft completed SAFE report by project partners and incorporate comments and edits received, as appropriate.
 6. Provide monthly progress reports to SFD and PSMFC.
 7. Provide a written and oral progress report to the Western Pacific Fishery Management Council at one of its regularly scheduled meetings in 2016.

8. Deliver a completed SAFE report ready in MS Word. NMFS will brand the document and prepare it for public distribution and website posting.

2.5 DESIRED CONTRACTOR EXPERIENCE

Coordination of partners and writing teams to produce complex, scientific fisheries management documents.

In-depth understanding of fishery stock assessment concepts and the application of Magnuson-Stevens Act National Standards 1, 2, 3, and 7.

Ability to analyze fisheries catch information and other marine environmental data, and apply the results to fisheries management.

Development of documents using MS Word using a specified format, including proofreading and writing in plain language.

SECTION 3: INSTRUCTIONS, CONDITIONS, AND NOTICES TO PROPOSERS

3.1 QUESTIONS

Questions regarding this RFP shall be submitted in writing no later than November 18, 2015 to:

Michael Arredondo
205 SE Spokane Street, Suite 100
Portland, OR 97202
Email: michael_arredondo@psmfc.org
Phone: (503) 595 - 3100
Fax: (503) 595 – 3444

3.2 AMENDMENTS TO SOLICITATIONS

If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Proposers shall acknowledge receipt of any amendment to this solicitation in Proposer's cover letter.

3.3 SPECIAL CONDITIONS

None.

3.4 SUBMISSION, MODIFICATION REVISION, AND WITHDRAWAL OF PROPOSALS

3.4.1 Deadline for proposals is December 9, 2015

3.4.2 Proposals by electronic copy must be submitted to:

Attn: Michael Arredondo
205 SE Spokane Street, Suite 100
Portland, OR 97202
Email: michael_arredondo@psmfc.org
Phone: (503) 595 – 3100
Fax: (503) 595 – 3444

3.4.3 Proposals and modifications to proposals may be submitted via electronic copy in PDF or MS Word format.

3.4.4 PSMFC reserves the right to consult with and to consider information from its own sources, including information from state and federal agencies regarding the proposer's prior performance or the status of outstanding investigations or warrants involving the proposer.

3.4.5 Proposers are responsible for submitting proposals, and any modification of revisions, so as to reach PSMFC by 4:00 p.m., local time, on December 9, 2015.

3.4.6 Late proposals

3.4.6.1 Any proposal, modification, or revision 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 PSMFC Fiscal Manager determines that accepting the late offer would not unduly delay the acquisition; and

3.4.6.2 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

3.4.6.3 It is the only proposal received.

3.4.6.4 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.

3.4.6.5 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.

3.4.6.6 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.

3.4.6.7 Proposals may be withdrawn by written notice received at any time before award. 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.

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

3.4.8 Proposers 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.

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

3.4.10 Proposals may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the Fiscal Manager.

3.4.11 Each Proposal must state that it is a firm offer which may be accepted within a period of ninety (90) days. Although the contract is expected to be awarded prior to that time, the ninety day period is requested in order to allow for unforeseeable delays.

3.4.12 Proposer shall submit the name, address, and telephone number of the person(s) with the authority to bind the firm, as well as to answer questions or provide clarification concerning the firm's proposal.

3.4.13 PSMFC is not liable for any costs incurred by vendors/contractors in developing or submitting their response to this RFP.

3.5 PROPOSAL FORMAT AND CONTENT

3.5.1 General

Proposals should be prepared simply and economically, providing a straightforward, concise description of the vendor's ability to meet the requirements of the work outlined in this RFP.

Proposals may be submitted as an electronic file attached to an email message and sent to michael_arredondo@psmfc.org with the following inserted in the "subject" line of the email: "Stock Assessment and Fishery Evaluation (SAFE) Report – Pacific Island Pelagic Fisheries". Emailed proposals must be received by the specified deadline according to the internal clock of PSMFC's server.

Proposers should use the following outline in organizing the content of their proposals:

3.5.2 Cover Letter

The letter of transmittal shall, at a minimum, contain the following:

- Identification of the Proposer, including business name, address, and telephone number;
- Name, title, address, telephone number, fax number, and email address of a contact person during the period of proposal evaluation;
- A statement that the proposal shall remain valid for a period not fewer than ninety (90) days from the due date of proposals;
- Identification of any information contained in the proposal that the Proposer deems to be, and establishes as, confidential or proprietary and wishes to be withheld from disclosure to others under the US Freedom of Information Act. A blanket statement that all contents of the proposal are confidential or proprietary will not be honored by PSMFC); and
- The signature and typed name of the person authorized to bind the offering firm to the terms of the proposal

3.5.3 Table of Contents

Insert a complete table of contents for material included in the proposal, including page numbers.

3.5.4 Qualifications, Related Experience and References

3.5.4.1 Overview: This section should establish the ability of the Proposer to satisfactorily perform the work described in the Tasks and Deliverables (Section 2.4 of this RFP) by reasons of: demonstrated competence in the services to be provided; the nature and relevance of similar work currently being performed or recently completed; record of meeting schedules and deadlines of other clients; competitive advantages over other firms in the same industry; strength and stability as a business concern; and supportive client references. Information should be furnished for both the Proposer and any subcontractors included in the offer.

3.5.4.2 Furnish background information about your firm, including date of founding, legal form (i.e. sole proprietorship, LLC, corporation/state of incorporation), number and location of offices, principle lines of business, number of employees, day/hours of operation and other pertinent data. Disclose any conditions (e.g. bankruptcy or other financial problems, pending litigation, planned office closures, impending mergers) that may affect the Proposer's ability to perform in accordance with a resulting contract. Certify that the firm is not debarred, suspended or otherwise declared ineligible to contract by any federal, state, or local public agency.

3.5.4.3 Describe your firm's most noteworthy qualifications for providing the required services to PSMFC, including years of experience providing like services. Specifically highlight those qualifications that distinguish you from others.

3.5.4.4 List any other public agencies to which your firm has provided similar services.

3.5.4.5 Identify at least three (3) former clients that PSMFC may contact as references and who can independently evaluate the Proposer's expertise in this area. Describe the work performed for the client and include the name, job title, address, and phone number of a contact person for each reference.

3.5.4.6 Describe other lines of business in which your firm is engaged.

3.5.4.7 If your organization is a subsidiary or division of a parent firm, provide similar background information on the parent company and identify any other affiliated companies.

3.5.4.8 Disclose any existing or potential conflicts of interest between the scope of work required by PSMFC and your firm's other business activity.

3.5.5 Work Plan / Technical Approach

3.5.5.1 This section should demonstrate the Proposer's understanding of PSMFC's objectives and requirements, demonstrate the proposer's ability to meet those requirements and outline clearly and concisely the plan for accomplishing the specified work.

3.5.5.2 Describe succinctly how your firm would accomplish the work and satisfy PSMFC's objectives as described in this RFP.

3.5.5.2.1 Describe the steps and details of a common implementation plan including a standard timeline for completion.

3.5.6 Cost

3.5.6.1 This section should disclose all charges that will be assessed to PSMFC as a result of the services provided by Proposer.

3.5.6.2 Quote an estimated total fee and total hourly fees for completing all requirements outlined in the Scope of Work.

3.5.6.3 Quote rates for additional, optional consulting hours that may be required for special projects/consulting work.

3.5.6.4 State your preference for how payments should be made (e.g. monthly, quarterly, semi-annually).

3.5.6.5 For all fees listed above, provide quotes for the initial term. The total fees shall include all expenses and costs, including direct labor, supplies, travel, indirect costs and profit.

3.5.7 Exceptions / Deviations

State any exceptions or deviations from the requirements stated in this RFP. If your firm wishes to present alternative approaches to meet PSMFC's work requirements, these should be thoroughly explained.

3.5.8 Appendices

3.5.8.1 Furnish as appendices supporting documents requested in the preceding instructions.

3.5.8.2 Include any additional information you deem essential to proper evaluation of your proposal and which is not solicited in any of the preceding sections.

3.6 PROPOSAL EVALUATION

3.6.1 General. All proposals received in accordance with these RFP instructions will be evaluated to determine if they are complete and meet the requirements specified in this RFP. An award will be made to the Proposer whose offer is judged to be the most advantageous to PSMFC. PSMFC expressly reserves the right to reject any and all proposals and make no award under this RFP, or to negotiate separately with competing vendors.

3.6.2 Process. All Proposals received in accordance with these RFP instructions will be reviewed, analyzed, evaluated and scored in accordance with the criteria described below. If needed, additional information may be requested from one or more Proposers. Interviews will be conducted with the top scoring Proposers. Following the initial interview, review will be conducted by PSMFC Staff. Selections will then be made for a second round of interviews.

3.6.3 Request for additional information. During the evaluation period, PSMFC may request additional information in order to fairly evaluate a Proposer's offer. If such information is required, the Proposer will be notified in writing (or by email) and will be permitted a reasonable period of time to respond.

3.6.4 Evaluation Criteria. By use of numerical and narrative scoring techniques, proposals will be evaluated by PSMFC against the factors specified below. The relative weights of the criteria – based on a 100 point scale – are shown in parentheses. Within each evaluation criterion listed, the sub-criteria are those described in Section 3.4, "Proposal Format and Content". The evaluation criteria are:

3.6.4.1 Qualifications, experience, references, and ability to carry out the Scope of Work (30 points);

3.6.4.2 Work Plan/Technical Approach (40 points);

3.6.4.3 Cost (30 points)

3.7 CONTRACT AWARD

3.7.1 All qualified proposals will be evaluated and an award will be made to the firm whose combination of cost and technical offers is deemed to be in the best interest of PSMFC.

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

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

3.7.4 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.

3.7.5 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.

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

3.7.7 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 PSMFC Fiscal Manager determines that the lack of balances poses an unacceptable risk to the PSMFC.

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

3.7.9 The PSMFC may disclose the following information in post award debriefings to other proposers:

3.7.9.1 The overall evaluated cost of price and technical rating of the successful proposer;

3.7.9.2 The overall ranking of all proposers, when any ranking was developed by the agency during source selection; and

3.7.9.3 A summary of the rationale for award.

3.8 SPECIAL CONTRACT AWARD REQUIREMENTS

3.8.1 Conflict of Interest

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

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

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

The Proposer 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.

3.8.2 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 Proposer's negligent performance of services provided or work conducted as a result of this RFP.