

Request for Proposals

Coordinator for Pacific Marine and Estuarine Fish Habitat Partnership (PMEP)



Issue Date: June 7, 2018

Schedule/Instruction/ Provision/Clauses

DEADLINE FOR PROPOSALS: ~~July 13, 2018~~*

***Extended to July 30, 2018**

Coordinator for Pacific Marine and Estuarine Fish Habitat Partnership (PMEP) Request for Proposals

Table of Contents

Section 1: PROPOSED SCHEDULE	3
Section 2: STATEMENT OF WORK.....	4
DESCRIPTION/SPECIFICATIONS/WORK STATEMENT	4
2.1. FUNDED ACTIVITY (SCOPE OF WORK).....	4
2.2. TASKS.....	4
2.3. COMPENSATION	6
2.4. CALIFORNIA FISH PASSAGE FORUM COORDINATOR REQUEST FOR PROPOSALS	6
Section 3: INSTRUCTIONS, CONDITIONS, AND NOTICES TO APPLICANTS.....	6
3.1. QUESTIONS	6
3.2. AMENDMENTS TO SOLICITATIONS.....	6
3.3. SUBMISSION OF PROPOSALS	6
3.4. OFFER EXPIRATION DATE	7
3.5. RESTRICTIONS ON DISCLOSURE AND USE OF INFORMATION	7
3.6. CONTRACT AWARD	8
3.7. PROPOSAL EVALUATION CRITERIA.....	9
3.8. PROPOSAL SELECTION PROCEDURE.....	9

Section 1: PROPOSED SCHEDULE

Coordinator Pacific Marine and Estuarine Fish Habitat Partnership (PMEP)

June 7, 2018	Requests for Proposals (RFP) distributed
June 29, 2018	Deadline for written questions. Questions must be sent to marredondo@psmfc.org
July 6, 2018	Answers to written questions posted on PSMFC website at www.psmfc.org/procurements/blog
July 30, 2018	5 pm Deadline for proposal submission One (1) original single PDF file (see section 3.1) VIA EMAIL to: Michael Arredondo at marredondo@psmfc.org
August 17, 2018	Select Contractor
Desired Start Date:	September 1, 2018

Section 2: STATEMENT OF WORK

DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

PMEP, a recognized Fish Habitat Partnership (FHP) under the U.S. Fish and Wildlife Service's National Fish Habitat Action Plan (NFHAP), is seeking a half -time coordinator/staffer to work with the PMEP Steering Committee and its sub-committees to advance and further its mission and goals.

PMEP's current mission is to protect, enhance, and restore ecological processes and habitats to sustain healthy native fish communities and support sustainable human uses that depend on healthy fish populations. PMEP is in the process of finalizing an update to its strategic plan that will more specifically target its work to provide science, data, and funding to conserve and restore West Coast nearshore and estuarine fish habitat.

See <http://www.pacificfishhabitat.org/> for information on PMEP's work and publications.

2.1. FUNDED ACTIVITY (SCOPE OF WORK)

The selected Coordinator will be an independent contractor who will work under the guidance of the PMEP's Governance Committee and its Steering Committee and with the support of its Science and Data committee to achieve PMEP's goals and objectives. The Coordinator organizes and staffs the work of PMEP. Accordingly, the Coordinator should have a science background and experience in group coordination, leadership, and project management. 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 PMEP. The Pacific State Marine Fisheries Commission (PSMFC) will administer funds related to this agreement on behalf of PMEP and all invoices and related documentation need to be submitted to PSMFC.

The agreement administered by PSMFC on behalf of PMEP covers on-going coordination activities, at a minimum through September 30, 2019. Pending funding levels and need, PMEP and the selected coordinator may choose to extend coordination activities only if both parties agree. Additionally, PMEP may select a different coordinator for future potential activities past September 30, 2019 at their discretion.

2.2. TASKS

Coordination and Representation (40% of time)

- Guide, coordinate, and support the Science and Data Committee by facilitating at least four conference calls annually; produce and distribute meeting minutes
- Work with steering committee members to ensure their active participation and contributions to the PMEP.
- Attend in person, facilitate and organize an annual meeting of the Steering and Science and Data Committees.
- Seek input on policy or other questions or concerns from the Governance Committee as needed.
- Coordinate and conduct quarterly conference calls of the Steering Committee. Prepare and distribute meeting notes following conference calls and meetings.

- Prepare updates and reports (as needed) to the Steering Committee, and develop and post to the PMEP website an annual accomplishment report.
- Represent PMEP at NFHP Board meetings and functions. Represent PMEP in bi-monthly coordination conference calls of the Board staff and other NFHAP fish habitat partnerships nationwide. Update PMEP Steering Committee on national highlights, upcoming events, and national requests. Serve as PMEP point of contact for information requests or calls for response in all matters pertaining to the Board (e.g., participation on ad hoc committees; input requested for developing Board guidelines or policies; review of reports, news releases, or products developed by the Board pertaining to PMEP, etc.)
- Be familiar with and able to interpret Board policy and program guidance to Steering Committee participants to ensure PMEP operations and program delivery are in accordance with that policy and guidance.
- Respond to PMEP-related inquiries from interested publics, agencies, and organizations via email and telephone
- Coordinate with other adjacent and overlapping candidate and approved fish habitat partnerships and document ways in which we can work together
- Assist with coordination of the coastal FHP quarterly conference calls and produce and distribute a quarterly coastal FHP newsletter
- Give presentations at West Coast and national meetings on PMEP initiatives

Produce staff work on PMEP Projects (25% of time)

- Participate and provide guidance in staff work and produce products to support the PMEP (Prioritization Committee, Steering Committee, and Science and Data Committee)

Budget and Fundraising (25% of time)

- Work with the PMEP Steering Committee to finalize and implement a process to solicit, prioritize, fund, track, and report accomplishments on PMEP-supported projects on the West Coast
- Fundraising—
 - I. Identify and pursue financial and in-kind support from participating agencies and organizations, and from outside sources, to grow and expand PMEP into a sustainable, long term partnership. Obtain and distribute information on different sources of funding for habitat protection, restoration, and assessment projects to the PMEP steering committee
 - II. Secure basic coordination funds for the PMEP Coordinator position
 - III. Apply for at least \$200,000 in grant funds to support action items in the PMEP Strategic Framework and PMEP-sponsored projects through NFHP. Work with the fiscal agent and receiving organizations to track and manage grants

Outreach, Development, and Marketing (10% of time)

- Outreach to partner agencies and organizations (already contributing and new) to

enhance and expand PMEP support and participation in its operations and delivery (e.g., NPLCC, GNLCC, etc.)

- Update and maintain the PMEP website
- Prepare PowerPoint presentations and publications on PMEP activities and programs for SC members on an as-needed basis
- Foster partnership consensus-building relative to PMEP goals and actions among West Coast agencies and organizations.

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.

2.4. CALIFORNIA FISH PASSAGE FORUM COORDINATOR REQUEST FOR PROPOSALS

Respondents to this RFP may also submit a proposal for the California Fish Passage Forum Coordinator Request for Proposals that is open concurrently with this RFP.

Section 3: INSTRUCTIONS, CONDITIONS, AND NOTICES TO APPLICANTS

3.1. QUESTIONS

Questions regarding this RFP shall be submitted via email no later than June 29, 2018 to:

Michael Arredondo, Pacific State Marine Fisheries Commission
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 OF PROPOSALS

3.3.1. Deadline for proposals is 5pm on the 30th of July, 2018.

3.3.2. Proposals must be submitted **as a single PDF via email** with **PMEP 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. Applicants are responsible for submitting proposals so as to reach PSMFC by 5:00 p.m., local time, on 30 July 2018.

3.3.6. 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 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 will be all be used for evaluating applications, with equal weighting.

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

3.7.2. All applications will be evaluated and scored individually in accordance with the above evaluation criteria by a selection of members of PMEP's steering committee. 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 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