

Request for Proposals

Coordinator for Pacific Lamprey Conservation Initiative (PLCI)



Issue Date: 08/20/19

Schedule/Instruction/ Provision/Clauses

DEADLINE FOR PROPOSALS:

September 10, 2019

Coordinator for Pacific Lamprey Conservation Initiative (PLCI) 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
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	8
3.5. RESTRICTIONS ON DISCLOSURE AND USE OF INFORMATION	8
3.6. CONTRACT AWARD	8
3.7. PROPOSAL EVALUATION CRITERIA	9
3.8. PROPOSAL SELECTION PROCEDURE	10

Section 1: PROPOSED SCHEDULE

Coordinator Pacific Lamprey Conservation Initiative (PLCI)

August 20, 2019	Requests for Proposals (RFP) distributed
August 30, 2019	Deadline for written questions. Questions must be sent to marredondo@psmfc.org
September 4, 2019	Answers to written questions posted on PSMFC website at www.psmfc.org/procurements/blog
September 10, 2019	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
October 4, 2019	Select Contractor
Anticipated Start Date:	November 1, 2019

Section 2: STATEMENT OF WORK

DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

PLCI, 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 PLCI Steering Committee and its sub-committees to advance and further its mission and goals.

PLCI's current mission is to protect, enhance, and restore ecological processes and habitats to sustain Pacific Lamprey populations in the United States. PLCI seeks to meet this mission by providing science, data, coordination, education, and funding to conserve and restore conditions for Pacific Lamprey.

See <https://www.fws.gov/pacificlamprey/mainpage.cfm> for information on PLCI's work and publications.

2.1. FUNDED ACTIVITY (SCOPE OF WORK)

Competitive proposals will include a qualified individual to serve as Coordinator for the PLCI. The selected Coordinator will be an independent contractor who will work under the guidance of the PLCI's Steering Committee and Conservation team with the support of the Pacific Lamprey Technical Workgroup to meet its goals and objectives. The Coordinator organizes and staffs the work of PLCI, and is responsible for implementing the tasks listed in section 2.2.

Accordingly, the Coordinator should have 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 PLCI. The Pacific State Marine Fisheries Commission (PSMFC) will administer funds related to this agreement on behalf of PLCI and all invoices and related documentation need to be submitted to PSMFC.

The agreement administered by PSMFC on behalf of PLCI covers on-going coordination activities, at a minimum through September 30, 2020. Pending funding levels and need, PLCI and the selected coordinator may choose to extend coordination activities only if both parties agree. Additionally, PLCI may select a different coordinator for future potential activities past September 30, 2020 at their discretion.

2.2. TASKS

Coordination and Representation (40% of time)

- Establish and manage the Partnership's Steering Committee ensuring membership appropriately represents the diversity of the Partnerships member organizations.
- Coordinate and conduct at least quarterly conference calls, and at least one annual in person meeting of the Steering Committee. Prepare and distribute meeting notes following conference calls and meetings.
- Work with Steering Committee members to ensure their active participation and contributions to the PLCI.

- Prepare updates and reports (as needed) to the Steering Committee, Conservation Team, and Policy Committee, and develop an annual accomplishment report.
- Coordinate PLCI strategic and business planning activities including updates, and refinements to the PLCI Strategic Plan as needed, with a complete revision at least every five years.
- National Fish Habitat Partnership (NFHP)
 - Represent PLCI at FHP coordinator annual meetings and bi-monthly calls, NFHP Board meetings, and other functions.
 - Coordinate with other fish habitat partnerships and identify ways to work together to leverage resources to meet PLCI objectives.
- Bonneville Power Administration (BPA)
 - Work with BPA, Northwest Power and Conservation Council (NWPCC), and Pacific States Marine Fishery Commission (PSMFC) on the BPA Cost Savings Columbia River Basin Lamprey Project.
- Represent PLCI at NFHP Board meetings and functions. Represent PLCI in bi-monthly coordination conference calls of the Board staff and other NFHAP fish habitat partnerships nationwide. Update PLCI Steering Committee on national highlights, upcoming events, and national requests. Serve as PLCI 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 PLCI, etc.).
- Be familiar with and able to interpret Board policy and program guidance to Steering Committee participants to ensure PLCI operations and program delivery are in accordance with that policy and guidance.
- Respond to PLCI-related inquiries from interested publics, agencies, and organizations via email and telephone.
- Give presentations at West Coast and national meetings on PLCI initiatives.

Budget and Fundraising (25% of time)

- Work with the PLCI Steering Committee to finalize and implement a process to solicit, prioritize, fund, track, and report accomplishments on PLCI-supported projects.
- Fundraising—
 - Identify and pursue financial and in-kind support from participating agencies and organizations, and from outside sources, to grow and expand PLCI into a sustainable, long-term partnership. Obtain and distribute information on different sources of funding for habitat protection, restoration, and assessment projects to the PLCI steering committee.
 - Ensure PLCI meets requirements for maintaining NFHAP stable operational support, and seeks additional operational funding as needed and available.
 - Apply for at least \$200,000 in grant funds per year to support action items in the PLCI Strategic Framework and PLCI-sponsored projects. Work with the fiscal

agents and receiving organizations to track and manage grants.

Produce staff work on PLCI Projects (20% of time)

- Participate and provide guidance in staff work and produce products to support the PLCI (Steering Committee, Conservation Team, and Policy Committee).

Outreach, Development, and Marketing (15% of time)

- Outreach to partner agencies and organizations (already contributing and new) to enhance and expand PLCI support and participation in its operations and delivery of conservation actions (e.g., NPLCC, GNLCC, etc.).
- Foster collaborations supporting PLCI goals and actions among other West Coast agencies and organizations.
- Develop materials to educate the public on Pacific Lamprey and to market the PLCI to a broad array of audiences and potential contributors and funders.
- Develop and implement a plan with the Steering Committee and Conservation Team to actively market the PLCI to a broad and diverse audience of potential partners and funders.
- Update and maintain the PLCI website.

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.

Section 3: INSTRUCTIONS, CONDITIONS, AND NOTICES TO APPLICANTS

3.1. QUESTIONS

Questions regarding this RFP shall be submitted via email no later than August 30, 2019 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 September 10, 2019.

3.3.2. Proposals must be submitted **as a single PDF via email** with **PLCI Coordination- and your last name in the subject line**:

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. Preference will be given to proposals including a coordinator residing and/or working within the geographic range of the partnership.

3.3.6. Preference will be given to proposals including a coordinator residing and/or working within the geographic range of the partnership.

3.3.7. Preference will be given to proposals including a sole contractor. Team proposals will be considered if the majority of effort is conducted by one individual.

3.3.8. Applicants are responsible for submitting proposals to reach PSMFC by 5:00 p.m., local time, on September 10, 2019.

3.3.9. 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 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 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. Applicants will be evaluated based on the demonstration of the following knowledge, skills and abilities in the application.
- Skill in identifying sources of, and obtaining, outside funding through grant proposals, solicitation from private and public organizations, fundraising activities, and other means.
 - Skill in program management including developing budget requests, prioritizing use of monetary and staff resources, scheduling, managing work schedules, and managing project timelines.
 - Ability to facilitate and lead diverse teams to develop priorities, conduct strategic planning, and complete work planning exercises.
 - Skill in oral communications in order to represent the partnership's mission, objectives, and accomplishments to diverse audiences including government officials, the scientific community, environmental groups, and the general public.
 - Skill in written communication in order to prepare written documents that

clearly develop planning documents, budget requests, performance reporting, technical articles, and news briefings.

- Knowledge of ecological and fish/aquatic biology principles, theories, and practices in the conservation of aquatic species and their habitats.

3.7.2. The following criteria will be used for ranking applications; criteria weighting defined in parenthesis.

- Experience and ability to carry out the Scope of Work (30 points)
- Qualifications (30 points)
- Value (25 points)
- References (15 points)

3.7.3. All applications will be evaluated and scored individually in accordance with the above evaluation criteria by a selection of representatives of PLCI's partner organizations. 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 three and five 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.