

**Pacific States Marine Fisheries Commission**  
**California Fish Passage Forum RFP**  
**Questions and Answers**  
**As of 10/10/2012**

- 1) I see that the position would end Sept 30, 2013 with possible extension. What is the expected start date of this position?

The expected start date is immediately or as soon as possible after selection of the winning proposal.

- 2) What is the current length of each of the documents (listed in the proposal). And about how much updating is required (small amount, moderate, or rewriting all documents).

These are short to medium length (40 pages) documents that currently exist. Most of the work will require a small amount of editing and updating of the documents.

- 3) Where will the Forum quarterly meetings take place?

Meetings are usually held in the Sacramento area, but sometimes they are also held in the Arcata and Santa Rosa areas, and less frequently in the S Coast and Central Coast areas. In addition, there are always pre-approved satellite call-in locations.

- 4) How many NFHAP board members are there?

There are 20 board members.

- 5) Approximately how many NFHAP Fish Habitat Partnerships are there?

There are currently 18 Fish Habitat Partnerships.

- 6) Is there a PSMFC point-of-contact (person) established for the Coordinator to interface with?

Yes, there are two PSMFC senior program managers who will be overseeing this work. They are Stan Allen and Stephen Phillips.

- 7) How many Chair groups are there?

The Coordinator would not be expected to "chair" all of the committees and working groups, but to work with them. There are usually 3-5 active committees and working groups active at any given time.

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- 8) "...additional travel needs to coordinate" is a bit vague. As travel can be a very expensive part of a budget... is there any sense of what other travel commitments that may be required?

Plan on attending an annual National Fish Habitat Board meeting or a National Science and Data Committee meeting. Often there are travel funds available to potentially cover some of these expenses as new travel requirements arise.

- 9) Is the goal to completely redesign the Forum website only or also the CalFish site?

Both sites will be redesigned. The California Fish Passage Forum Coordinator will provide input and assist with the redesign primarily of the Forum website only. There may be some opportunity to provide input into the CalFish site also, but only as it pertains to information from the Forum.

- 10) Can the Forum website be a standalone site with the link remaining on the CalFish site?

It will be a stand-alone site with links to the CalFish site.

- 11) If the Forum website is still to be listed under the CalFish site, is the redesign/update to include all links to data, maps, and database information?

There will be some cross linking of information between both sites.

- 12) Are there design element requirements that need to be met (i.e. does it have to have a certain format or look, like the CalFish site, USFWS site)?

There will be some design elements that will need to be met, but these elements will be decided by CalFish and the Forum separately. The primary goal of this RFP is to identify a Coordinator that will assist by providing input into the redesign. The Coordinator will not be responsible for redesigning the website themselves. The redesign is being completed by a different party.