

Q&A PSMFC RFP SAFE Report – Pacific Island Pelagic Fisheries

November 25, 2015

- Could you please clarify the contractor’s anticipated involvement in developing the outline/conceptualizing the content and organization of the report? Section 2.4, point 1 of the RFP suggests that the contractor will be intimately involved in the development of the structure of the report, but point 4 suggests that the outline will be “provided by the agency.”

RESPONSE: Because NMFS advisory guidelines for National Standard 2 (78 FR 43087, July 19, 2013) proscribe the mandatory content of a SAFE report, NMFS and Council staff will develop/conceptualize the outline and content of the report and provide this draft to the contractor. The contractor will assist NMFS and the Council to organize the content of the report, which may involve revising the location or sequence of presentation of SAFE report content.

- If possible, please provide additional detail regarding the anticipated role of the contractor in developing the SAFE report. Specifically:
 - Will the contractor be responsible for identifying or vetting the scientific experts who contribute to the development of the report?

RESPONSE: No. The contributors to the SAFE report will include individuals from the Council, NMFS Pacific Islands Regional Office, NMFS Pacific Islands Science Center, local resource management agencies from American Samoa, Guam, the Northern Mariana Islands and Hawaii. These individuals will be assigned to this task by their respective agencies.

- Has PSMFC envisioned or determined which parts of the report, if any, the contractor will have unique responsibility for writing?

RESPONSE: The contractor will not be required to generate any scientific content regarding pelagic fisheries of the Pacific Islands Region. However, the contractor will be responsible for revising or editing contributions submitted by scientists to ensure technical information is clear, concise and understandable. The contractor may also be required to draft the introduction to the SAFE report which explains, the purpose of a SAFE report, a summary of contents and organization.

- What is the extent of the contractor’s responsibility for unique data analysis? How does the “ability to analyze fisheries catch information and other marine environmental data” identified as a desired capability in Section 2. 5 relate to the contractor’s responsibilities?

RESPONSE: The contractor will not be required to analyze any data. However, the contractor must possess the ability to analyze fisheries information so that he/she may be able to organize, present, and advise on technical information in a manner that is clear, concise and understandable.

- While SAFE reports are public documents, the anticipated audience is generally limited to those involved in the fishery management process (e.g., scientists, industry, environmental NGOs). To date, development of these reports has not placed an emphasis on formats designed to appeal to the general public (i.e., extensive graphics, text boxes, call-outs, etc.). Does PSMFC desire a product that is substantially different, in terms of format, graphics, or structure, than existing SAFE reports from the Western Pacific and other regions?

RESPONSE: No. The contractor will not be required to deliver a product substantially different from existing SAFE reports from the Western Pacific or other regions. The SOW requires the contractor to deliver a completed SAFE report ready in MS Word. Additionally, the SOW makes clear that NMFS will brand the document and prepare it for public distribution and website posting.

- Development of the SAFE report will require extensive coordination with a number of parties. Will the contractor be required to participate in regularly scheduled meetings of these groups (for example, of the Plan Team)? If so, what is the anticipated frequency and duration of such meetings?

RESPONSE: Yes. The contractor will likely need to participate in several early coordination and development meetings of the SAFE report with Council and NMFS staff. Additionally, the contractor will also need to conduct extensive coordination and meeting with contributing authors residing in Hawaii, American Samoa, Guam, and the Northern Mariana Islands as contributors begin to submit their contributions. The contractor will coordinate and participate in as many meetings as necessary to complete the SOW.

- Will travel for meetings in Hawaii be required? If so, what is the anticipated number and duration of such meetings?

RESPONSE: Yes. The contractor will be required to attend a meeting of the Western Pacific Fishery Management Council in 2016 and present a status report on the progress of the SAFE report. Our understanding is that PSMFC intends to issue a time and materials contract for this work, rather than a fixed-price contract. Is that correct?

RESPONSE: Yes. PSMFC is expecting a time and materials bid with an associated estimate of the hours the contractor believes it will take to complete the job.

The RFP suggests the contract term is “initially” for 12 months. Is the all of the work described within the RFP to be completed within this initial period? If so, what work is to be completed beyond the initial period?

RESPONSE: Yes. All of the work described in the RFP is to be completed within this 12 month period. However, as a contingency, PSFMC may grant a no-cost extension to the contract duration in order to complete the SOW.