



PACIFIC STATES MARINE FISHERIES COMMISSION

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Cook Inlet Beluga Whale Workshop RFP Q&A 5/24/17

1. Q: Is the \$45K budget intended to cover travel costs for “confirmed, non-Federal participants outside of Anchorage commuting area”? If so, could you please provide an estimate for these costs or an estimate of the number of participants for whom travel would be reimbursed and from where they would be travelling to Anchorage?

A: *\$45,000 is the available budget for the entire workshop, including travel costs for non-federal participants. It is estimated that \$15-20k would be needed for participants to travel to the meeting. The Pacific States Marine Fisheries Commission (PSMFC) will be responsible for making travel arrangements, travel reimbursements, and facility and equipment rentals. As such, contractor proposals do not need to incorporate expenses related to those actions.*

2. Q: Is the successful contractor expected to make travel arrangements for participants (e.g., book their flights) or simply reimburse them for travel costs?

A: *PSMFC will be responsible for facilitating travel arrangements and travel reimbursement. As such, contractor proposals do not need to incorporate expenses related to those actions.*

3. Q: How much time are you anticipating asking the workshop participants to commit to pre-meeting homework or activities?

A: *This will likely be variable per participant. Some participants may be asked to prepare and give presentations during the workshop based upon their particular expertise and experience, whereas others may not be asked to present. Those presenting will have an increased pre-meeting time commitment than others. In addition, some participants may provide reading materials in advance to help aid with their particular discussion topics. The extent of pre-meeting preparation by the participants cannot be quantified until an agenda and confirmed participant list has been finalized.*

4. Q: Does PSMFC and the National Marine Fisheries Service (NMFS) have a preferred risk analysis framework or would you like the contractor to propose a framework?

A: *NMFS does not have a preferred risk analysis framework defined for this workshop and anticipates the contractor will provide guidance and suggestions on appropriate workshop approaches, including discussing potential risk analysis frameworks, which will effectively aid in accomplishing the goals of the workshop.*

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5. Q: Referencing Section 3.5.6.5, please define 'initial term.'

A: *The "initial term" is the term of the initial contract. Occasionally, PSMFC would ask a contractor to continue work on a project past the initial timeline specified in the RFP. It is not anticipated that this would be the case for this project, however. This phrase should read, "provide quotes for this project."*

6. Q: Is the successful applicant expected to generate the full workshop participant list?

A: *NMFS will provide the list of potential participants. However, if the contractor has some additional ideas for participants to include, those suggestions would be welcome.*

7. Q: To what extent is the contractor responsible for pulling together substantive background materials to support workshop deliberations or will PSMFC/NMFS staff take the lead in preparing such materials (e.g., research techniques, risks, benefits, etc.)?

A: *The contractor will assist and advise NMFS in identifying pre-meeting background materials, recognizing that some presenters may provide reading materials in advance to help aid with their particular discussion topics. It is not expected that the contractor will be responsible for identifying all background materials independently, however, it is expected that the contractor will provide general guidance and suggestions to NMFS throughout the pre-meeting planning phase. The extent of pre-meeting preparation and materials for participants cannot be quantified until an agenda and confirmed participant list has been finalized.*

8. Q: Is the PSMFC open to respondents proposing optional tasks that may push the total budget beyond the \$45k level? If so, are those additional optional tasks best summarized under section 3.5.6.3, section 3.5.7 or both? Can you clarify what other information, if any, you want provided under 3.5.6.3?

A: *The \$45k budget is all that is available for this workshop. While you may propose additional tasks, it would be prudent to separate them out from the core work and clearly indicate that they are optional. Optional additional tasks would be proposed under section 3.5.7. Section 3.5.6.3 addresses the bidder's standard hourly rates for any optional work beyond the scope of work for this RFP, should it be required. It could just be a statement that reads, "Additional consulting hours would be charged at a rate of X dollars per hour". However, it is highly unlikely that any additional work will be required beyond the scope of work outlined in this RFP.*

9. Q: Should the proposal include CVs for proposed staff? If so, should these be included in the appendix?

A: *Yes to both questions.*

10. Q: Is there a page target/limit for the proposal submittal?

A: *No*

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11. Q: Do you have more specific information on the expected number of federal v. non-federal participants? For the non-federal participants, do you have additional information on those traveling from the West Coast v. East Coast?

A: *At this time, we estimate between 25 and 30 total participants. We have a preliminary estimate of 11 non-federal participants at this time. However, this number is subject to change as we refine the planning for the workshop. PSMFC will be responsible for making travel arrangements, travel reimbursements, and facility and equipment rentals. As such, contractor proposals do not need to incorporate expenses related to those actions. The travel expenses for these non-federal employees would be paid for out of the \$45,000 budget available for the workshop.*

12. Q: For participants attending from outside Alaska, do you have any guidance on whether we should be assuming two or three nights lodging per participant?

A: *The answer to this question is dependent on where the participants are coming from. Impossible to definitively answer this question at this time. PSMFC will be responsible for making travel arrangements, travel reimbursements, and facility and equipment rentals. As such, contractor proposals do not need to incorporate expenses related to those actions.*

13. Q: Is there the potential to use a no-cost government meeting facility or should a proposed budget assume costs associated with renting a meeting facility?

A: *PSMFC will be responsible for finding and renting an acceptable meeting facility. PSMFC will be exploring all available meeting facilities and may use a government facility if it is available. As such, contractor proposals do not need to incorporate expenses related to those actions.*

14. Q: Is the contractor expected to provide any refreshments during the course of the two-day workshop?

A: *PSMFC will be responsible for coordinating refreshments during the course of the two-day workshop. As such, contractor proposals do not need to incorporate expenses related to those actions.*

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