



## PACIFIC STATES MARINE FISHERIES COMMISSION

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### Coordinator for Pacific Lamprey Conservation Initiative (PLCI) RFP Questions & Answers 9/4/19

**Question 1:** The RFP refers the coordinator's participation and presentations at various meetings, but does not discuss associated travel costs. Can you tell me how travel costs will be handled?

**Answer:** Travel costs will be added to the agreement with the coordinator. Travel costs will vary and depend on the location of the coordinator. Estimates for travel costs can be added to the budget as part of the proposals.

**Question 2:** The RFP states that "preference will be given to proposals including a coordinator residing and/or working within the geographic range of the partnership." Do you anticipate that this preference will be applied equally to all proposals within each of those two categories, inside or outside the geographic range? To be clear, I am asking if, for example, all locations within the geographic range would be given equal preference, or whether additional considerations for travel and logistics may further influence your selection.

**Answer:** The location of the candidate will be a consideration, but does not preclude selection of an individual outside of the range that can meet the expectations of the position. It is a consideration when looking at the entire proposal, but will not ultimately have a large impact on the selection.

**Question 3:** A proposal requirement is to provide "Evidence that the applicant is eligible to work as (meets the IRS tests for) a contractor". I am unclear on what evidence is expected. An IRS tax ID?

**Answer:** Yes. SSN or Business ID.

**Question 4:** Is the PLCI re-filling the coordinator position through this RFP, or is this a new position?

**Answer:** This RFP is for a new part-time position in the PLCI. Since becoming a National Fish Habitat Partnership (NFHP) in 2016, a U.S. Fish and Wildlife staff has filled the coordinator role; however this role was prior to receiving funding for a coordinator position. This person will continue to work with the partnership after a coordinator is hired. The PLCI received funding for Operational Support in 2018, and this RFP is the first effort to hire a directly funded coordinator to work for the

partnership. The duties for this position are expanded and distinct from past efforts in the coordinator's role.

**Question 5:** Are there any meetings/conferences that PLCI has in mind for attendance? If so, should the budget for those meetings be included in the total proposed budget?

**Answer:** Yes. Please include an estimate for travel costs. PLCI meetings are typically held in the Portland, OR area. Please plan making at least two or three trips to Portland.