

Request for Proposals:

Watercraft Inspection and Decontamination Program (WIT) Coordinator /Trainer



Issue Date: September 20, 2023

Deadline for Submissions: October 12, 2023

Proposal Schedule

September 20, 2023: Request for Proposals (RFP) issued and distributed

September 27, 2023: Deadline for written questions regarding this RFP

September 29, 2023: Answers to written questions posted on PSMFC website at www.psmfc.org/procurements/blog

October 12, 2023: 5:00 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 19, 2023: Select Contractor

Desired Start Date: November 15, 2023

Funding Opportunity Description

Summary

The purpose of this Request for Proposals (RFP) is for the Pacific States Marine Fisheries Commission (PSMFC) to procure the professional services of a contractor to teach inspection and decontamination of zebra or quagga mussels (and other AIS) contaminated watercraft utilizing the “Uniform Minimum Protocols and Standards for Watercraft Interception Programs for Dreissenid Mussels in the Western United States.” The primary geographic focus of the project is for the Western US states. The contractor shall also assist in strategizing on how to effectively carry the WIT Program forward into the future and other tasks as deemed appropriate.

Background

Watercraft Inspection Training: It is generally agreed that the most effective means to prevent the spread of dreissenid mussels is by mandatory inspection stations at key highway points (or key waterbodies) for all recreational watercraft. In the past decade, state-run watercraft inspection and decontamination programs have expanded to nearly every state in the far West. The expansion of inspection programs has increased the need to have trained inspection station program staff and managers, as well as regionally adopted protocols and standards to guide watercraft decontaminations. To serve these needs the PSMFC began the Watercraft Inspection and Decontamination Training (WIT) program. Funding for this program is provided by the USFWS and Bonneville Power Administration.

WIT, a PSMFC collaborative began in 2006 to train natural resource agencies and law enforcement personnel mostly in the western US and Canada. The classes focus on teaching the background, biology and impacts of dreissenid mussels; how to identify high-risk watercraft and conduct an inspection of all types of watercraft; how to perform a vessel decontamination; and what their legal authority is to stop, detain, and require decontamination of watercraft suspected

of harboring dreissenid mussels. The science behind the WIT training is informed by the document “Uniform Minimum Protocols and Standards for Watercraft Interception Programs for Dreissenid Mussels in the Western United States” (Now referred to as “[UMPS IV](#)”), further detail below). The program coordinates with the Western Regional Panel’s [Watercraft Inspection and Decontamination Committee](#) (also known as the “Decon Think Tank”) as well as numerous state and federal agencies.

WIT Website: Description of classes, training materials, class registration, and other online resources can be found at <https://www.westernais.org/> under the “Trainings” Tab. A description of the four types of WIT trainings can be found below.

WIT has historically contained four levels “Level I” “Level II”, Level III, Level IV*:

Level I (or basic) trainings are eight-hour courses and consist of an overview on the dreissenid biology, dreissenid threat, and essentials of inspection and decontamination.

Level II training is a sixteen-hour intensive and designed for professionals in all fields that expect to be actively involved in the inspection and decontamination of trailered watercraft and those who wish to become trainers within their state or workgroup. See <https://www.westernais.org/level-1-inspector-training> and <https://www.westernais.org/level-2> .

Level III is an advanced “train the trainer” course offered to WIT II graduates. The purpose of this course is to provide trainers the skills, knowledge, and ability to effectively teach WIT Level I and Level II courses in both classroom and practical sessions. See <https://www.westernais.org/le>

[*Note: WIT Level IV (advanced decontamination training) will not be part of this solicitation]

NOTE: Virtual WIT: Because of the COVID pandemic, The PSMFC moved WIT I, II, and III trainings to an online format in 2020. While we recognize the importance of in-person trainings we found that the online course allowed greater participation from a diverse set of stakeholders in a broader geographic range. We will continue online trainings but also will have a field component moving forward.

FUNDED ACTIVITY (SCOPE OF WORK)

The selected Coordinator will be an independent contractor who will work under the guidance of the PSMFC AIS Program with the support [Watercraft Inspection and Decontamination Committee](#) (also known as the “Decon Think Tank”), Western Invasives Species Coordination Effort (WISCE) and other partners including the USFWS. We are looking for a western-based contractor to conduct online training and assist in strategizing on how to effectively carry the WIT Program forward into the future.

TASKS

1. Contractor and PSMFC will work cooperatively determine time and place for all scheduled trainings identified below, including virtual trainings.
2. Conduct all levels of WIT (I, II, and III) watercraft inspection and decontamination trainings classes targeting state, federal and tribal agency personnel, NGO's, water related businesses, etc.
3. Contractor will be able to conduct virtual trainings (we anticipate field trainings to be added later in 2024).
4. In coordination with PSMFC, produce and post training opportunity announcements, manage and update training curricula <http://www.westernais.org/> (select "training" in the menu).
5. Continue to serve as a resource contact to WIT graduates and provide follow-up consultation.
6. Continue to serve as a resource for the "Recommended Uniform Minimum Protocols and Standards for Watercraft Interception Programs for Dreissenid Mussels in the Western United States" and continue to collect information on decontamination protocols.
7. Work with partners (i.e., WISCE, WRP, state, federal, and tribal agencies with a Western focus) on technical and training WIT content.
8. Assist with management of WIT website content.
9. Undertake tasks as mutually agreed to by the contractor and PSMFC program manager in support of the AIS program and overall AIS prevention and management.

COMPENSATION

We anticipate \$75,000 initially being available, with additional funding anticipated in the future.

ANTICIPATED PROJECT PERIOD

The work may begin as early as November 15, 2023. Current funding is sufficient to continue the project through at least December 31, 2024, with an additional five years possible if sufficient funding is secured.

SUBMISSION OF PROPOSALS

The submitted proposal must include:

The name of the solicitation;

The name, address, and telephone and email of the applicant;

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 **2 pages**);

A work plan describing how Offeror plans to meet the Tasks of the project (Not to exceed **2 pages**);

Your hourly rate bid for accomplishing these Training/Coordination services

A resume (not to exceed 3 pages);

Names of 2 professional references who are familiar with applicant's ability to serve in this coordination role;

Your start date availability;

INSTRUCTIONS, CONDITIONS AND NOTICES TO PROPOSERS

Questions regarding this RFP shall be submitted in writing no later than **September 27, 2023** to: Michael Arredondo, marredondo@psmfc.org

Answers to the written questions will be posted on PSMFC's website by **September 29, 2023**. www.psmfc.org/procurements/blog

Deadline for Submission: Proposals must be submitted by e-mail to: Michael Arredondo, Pacific State Marine Fisheries Commission marredondo@psmfc.org. by **October 12, 2023, 5 pm PDT**.

PROPOSAL EVALUATION CRITERIA

The following criteria will be used for evaluating applications:

- Experience and ability to carry out the Scope of Work (50 points)
- Qualifications (40 points)
- References (10 points)