

**Request for Proposals (RFP)**

**Electronic Reporting Tools for West Coast Commercial Fisheries**



**Issue Date: 3/6/2024**

**DEADLINE FOR PROPOSALS: 4/8/2024**

## RFP Process Schedule

<b>Mar 6, 2024</b>	Request for Proposal (RFP) issued and distributed
<b>Mar 25, 2024</b>	Deadline for written questions regarding this RFP  Please email questions to Michael Arredondo at <a href="mailto:marredondo@psmfc.org">marredondo@psmfc.org</a>
<b>Mar 29, 2024</b>	Q&A document, including the answer to the written questions posted on the PSMFC website at: <a href="http://www.psmfc.org/procurements/blog">http://www.psmfc.org/procurements/blog</a>
<b>Apr 8, 2024</b>	Deadline for submission of proposals  Proposals need to be submitted by e-mail to: <a href="mailto:marredondo@psmfc.org">marredondo@psmfc.org</a>  Subject line for submissions: Electronic Logbook Smart Phone App  Faxed and hard copy proposals <b>will not</b> be accepted.
<b>Apr 9-12, 2024</b>	Proposal review
<b>Apr 15, 2024</b>	Project finalist selected

## Overview

Pacific States Marine Fisheries Commission (PSMFC) is seeking a vendor to provide ongoing support, maintenance and development of several electronic reporting systems and tools. The systems are used for West Coast and Alaska commercial fisheries.

PSMFC is seeking to subcontract with an information technology (IT) company to provide support of electronic reporting data collection in the following key areas:

- **Database support:** maintain and develop relational database schemas and scripted database management procedures in SQL Server and Oracle, monitor automated ETL processes, and conduct routine data process QA/QC audit procedures;
- **Web application support:** maintain and develop secure online data collection web application using Microsoft .NET, Oracle APEX, and supporting development tools;
- **API and web services:** maintain and develop Rest API and SOAP web service tools;
- **Client support:** provide ongoing technical support to PSMFC, web application users, and data users; ensure all tools remain operational and data integrity is maintained; and address critical technical issues rapidly and efficiently.

The initial contract period for the vendor selected from this RFP will be for one year, with possibility of extension for up to five years.

## Background

PSMFC supports a variety of data collection, management, and user tools for West Coast and Alaska commercial fisheries. This work is done in support of and with funding from NOAA fisheries as well as state fisheries and wildlife agencies. The vendor selected will work on a variety of projects including:

- Electronic fish tickets for the West Coast
- West Coast Catch Shares programs for Catch Monitoring
- Electronic Monitoring in West Coast and Alaska fisheries
- West Coast and Pacific Islands Highly Migratory Species (HMS) Observer programs
- Electronic logbooks for West Coast and Alaska fisheries
- Paper logbooks for West Coast and Alaska fisheries

The vendor selected may also be offered the opportunity to work on new projects that develop over the coming five years.

## Scope of Work

### Primary Work Tasks

#### 1. Database Administration (SQL Server)

- 1.1. Assist with database administration tasks as directed.
- 1.2. Upgrade software or utilities as needed and approved.

- 1.3. Respond to and troubleshoot system outages.
- 1.4. Make modifications to existing databases when user needs are identified or when requested by state and federal stakeholders, ranging from simple changes to lookup lists to major updates.
- 1.5. Oversee testing and deployments of updates.
- 1.6. Documentation of schema changes or automated processes.
- 1.7. User management.
- 2. Database Development (SQL Server and Oracle)**
  - 2.1. When new data storage needs arise, work with PSMFC staff to design new databases.
  - 2.2. Create new database infrastructure as needed including tables, schemas, ETLs for making calculations and data modifications, etc.
  - 2.3. Test and troubleshoot new data processes.
- 3. API and Web Services**
  - 3.1. Maintain and develop Rest API and SOAP web services.
  - 3.2. Manage user access to APIs or web services.
  - 3.3. Monitor and maintain data import services from state and federal agencies; troubleshoot issues as they arise.
  - 3.4. Monitor and maintain web services to send data to state and federal agencies; troubleshoot issues as they arise.
  - 3.5. Work with PSMFC and state or federal agencies as needed to set up new data transfers.
- 4. Web applications**
  - 4.1. Maintain and develop .NET Core and Vue Web applications used for data entry, queries, and reports.
  - 4.2. Maintain and develop Oracle APEX applications.
  - 4.3. Administer user roles and access.
- 5. User Support**
  - 5.1. Respond to technical support questions from PSMFC, state and federal agencies, and other contractors relating to web applications and web services.
  - 5.2. Monitor Problem Reports and Questions sent by users through web portal and respond as needed.
  - 5.3. Provide back-up help desk type support for end users including fishermen, commercial fish dealers, agency staff and others; may include answering questions, creating new accounts, or providing demos of tools.
  - 5.4. Update or create user guides and documentation as needed.

## **Other Expectations**

- 6. Client Relationship and Support**
  - 6.1. PSMFC expects to work with the contractors in a close and dynamic relationship; open and frequent communication is expected to detail the specific work requirements of the vendor.

- 6.2. Meet typically at least once a week with PSMFC staff to discuss new issues, address questions, set timelines for work, and prioritize tasks.
- 6.3. Participate in meetings with other agency staff or stakeholders to discuss projects as needed
- 6.4. Educate PSMFC staff about all data structures and tools as requested.

## 7. Data Confidentiality and Security

- 7.1. Ensure that all data access via database, web applications or web services is provided only to authorized users.
- 7.2. Per federal fisheries requirements, a confidentiality agreement must be signed by the contractor to ensure complete confidentiality of all data. No copies of confidential data will be retained by the contractor without the written consent of PSMFC.

## 8. Ownership

- 8.1. All applications, databases, and other tools developed within the scope of the contract will be owned by PSMFC. The vendor may adapt products for use in other projects or to sell to other clients, but PSMFC will have the right to all tools and associated code such that they may adapt and further develop the product independently.
- 8.2. All data collected will be owned by PSMFC or the agencies PSMFC represents.

## Anticipated Project Funding

Funding for this work is generally allocated on an annual basis. As such, the initial contract will be for one year, but it may be extended for up to five years.

The contractor is expected to bill work based on time and materials.

## Proposal Requirements and Scoring

### Proposal Requirements

Proposals should detail each of the three areas described below:

- **Experience**
  - **Business experience:** Explain the qualifications of the company and its specialized experience and technical competence that qualify it to perform the tasks described in the scope of work. Include experience and knowledge of Alaska and/or West Coast fisheries. Priority will be given to vendors that have worked with commercial fisheries data in the past two years.

- **Personnel:** Include the qualifications and experience of the primary personnel who will be involved in supporting the contract.
  - **References:** Provide a list of three clients and contact information for whom similar services have been provided. If you have references from work with fisheries data, please include these.
  - **Subcontractors:** A list of all, if any, third parties and/or subcontractors that vendor intends to use or may use in connection with meeting the scope of work.
- **Cost Proposal**
    - **Rate proposal**
      - Vendor must submit a budget that includes the hourly rates and expected work assignments for all staff to meet the described scope of work.
      - Include in the cost proposal the rates of work for each task in the scope of work
      - Include rate proposals for 5 years (either specific rate or intended measure of inflation).
    - **Example pricing.** Describe your approach and provide a specific cost estimate including personnel and rates for a hypothetical example:
      - A federal partner has requested we submit data to them through an API. The data comes from an existing database that is populated with data entered in a .NET vue web app.
      - Existing data fields required comes from a database with 3 primary data tables of 10 fields each and 6 associated look-up tables. Their API requires that we send all data fields, using look up values rather than indexes. Minimal changes are needed for any data formats; however, we must use a new species code list different from the one used for data collection.
      - Three new fields are required by the federal partner that must be added to the web data entry forms.

## Scoring

- **Experience** (70 percent)
- **Cost** (30 percent)