

Request for Proposals

**Support and Facilitation of Klamath Basin MOU Group
January 2025 to January 2028**



Issue Date:12/10/24

Schedule/Instruction/ Provision/Clauses

**DEADLINE FOR PROPOSALS:
01/10/25**

Support and Facilitation of Klamath Basin MOU Group

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Section 1: PROPOSED SCHEDULE

Support and Facilitation of Klamath Basin MOU Group 2025 to 2028

December 10, 2024	Requests for Proposals (RFP) distributed
December 24, 2024	Deadline for written questions.
January 3, 2025	Answers to written questions posted on PSMFC website at www.psmfc.org/procurements/blog
January 10, 2025	5 pm PDT Deadline for proposal submission One (1) original single PDF file (see section 3.1) VIA EMAIL to: Michael Arredondo at marredondo@psmfc.org
January 17, 2025	Select Contractor
Desired Start Date:	January 17, 2025

Section 2: STATEMENT OF WORK

DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

The selected facilitator will be responsible for assisting the [Klamath MOU](#) signatory parties, (current and future signatories), in next-step discussions aimed at providing long-term solutions to Klamath Basin ecosystem restoration challenges. The facilitator shall work with MOU stakeholders through a collaborative process to implement the MOU signed on February 14, 2024. The MOU calls on signatory parties to collaborate and cooperate on efforts in the Klamath Basin in support of their common goals.

2.1 FUNDED ACTIVITY (SCOPE OF WORK)

The agreement administered by PSMFC on behalf of the U.S. Fish and Wildlife Service covers on-going coordination activities, at a minimum through December 31, 2028. Pending funding levels and needs, the MOU Group and the selected facilitator may choose to extend facilitation activities if all parties agree. Additionally, the MOU Group, in coordination with the US Fish and Wildlife Service may select a different coordinator for future potential activities past February 1, 2026. at their discretion.

2.2 TASKS

Task 1 – Provide Neutral, third-party facilitation to advance the work of the Klamath MOU Signatory Parties (50% of time)

- Convene monthly meetings with the Klamath MOU Signatory Parties via remote technology such as Teams or Zoom. Additional remote meetings may be necessary from time-to-time based on the needs and deadlines set by the group. These meetings usually range from 1 to 2 hours.
- It may be in the interest of the MOU Signatory Parties to hold in-person meetings on a quarterly basis. In-person meetings could involve 1-to-2-day workshops/meetings. The location of these meetings would be in or near the Klamath Basin, such as Medford, OR, Ashland, OR, Klamath Falls, OR, Redding, CA, Yreka, CA, Klamath, CA.
- Work with the MOU Group to set Meeting Agendas and circulate agendas to participants at least two days prior to the meeting. Provide a written summary of each meeting including tracking key decisions and follow-up actions
- Conduct monthly regular check-in calls with the PSMFC and USFWS project managers to ensure project goals/objectives are met.
- Develop Interim and Final Reports.

Task 2 - Develop and Update MOU Signatory Parties' Annual Work Plan and Collaborative Framework (50% of time)

- The MOU Group in 2024 collectively identified approximately 20 ecosystem restoration projects as part of their deliberations. Approximately half of these projects are funded.
- For funded projects, the selected facilitator shall work with the representatives of MOU signatory parties to provide project updates and assist them in identifying and addressing any challenges with regard to implementing these projects. This includes assistance with coordination of permitting and compliance needs associated with each of these projects.

- For unfunded projects, the selected facilitator shall work with the MOU Signatory parties to identify potential funding sources and/or funding strategies to accomplish this work.
- Assist the MOU signatory parties in brainstorming and developing additional tasks, goals, and objectives in order to identify additional restoration projects, and/or other long-term solutions in the Basin. This includes:
- The potential to develop governance structures to help guide and coordinate restoration activities monitoring needs, and the analysis of science and data in order to promote strategic and collaborative ecosystem restoration in the Klamath Basin. Help develop Basin stakeholder gatherings, such as science symposia, workshops, project tours, and milestone events.

2.3 COMPENSATION

The applicant shall provide a bid for accomplishing this work, in a period not to exceed 35 hours average per month for the length of the agreement. Bids can be expressed as a lump sum or as an hourly rate.

Section 3: INSTRUCTIONS, CONDITIONS, AND NOTICES TO APPLICANTS

3.1 QUESTIONS

Questions regarding this RFP shall be submitted via email no later than December 24, 2024 to:
Michael Arredondo, Pacific State Marine Fisheries Commission
Email: marredondo@psmfc.org

3.2 AMENDMENTS TO SOLICITATIONS

If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation on offeror's proposal.

3.3 SUBMISSION OF PROPOSALS

3.3.1 Deadline for proposals is 5pm pacific time on January 10, 2025

3.3.2 Proposals must be submitted **as a single PDF via email** with "**Klamath Basin MOU Group**" - **and your last name in the subject line to:**

Michael Arredondo: marredondo@psmfc.org

3.3.3 The submitted proposal must include (as a single pdf document):

- a. The name of the solicitation;
- b. The name, address, and telephone and email of the applicant;

- c. Your bid for accomplishing these services (hourly rate);
- d. Evidence that the applicant is eligible to work as (meets the IRS tests for) a contractor;
- e. 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 4 pages);
- f. A resume (not to exceed 3 pages);
- g. Names of 4 professional references who are familiar with applicant's ability to serve in this role;
- h. Your start date availability;

3.3.4 The PSMFC reserves the right to consult with and to consider information from its own sources, including information from state and federal agencies regarding the applicant's prior performance or the status of outstanding investigations or warrants involving the applicant.

3.3.5 Preference will be given to proposals including a coordinator residing and/or working within the geographic range of the partnership.

3.3.6 Preference will be given to proposals including a coordinator residing and/or working within the geographic range of the partnership.

3.3.7 Preference will be given to proposals including a sole contractor. Team proposals will be considered if the majority of effort is conducted by one individual.

3.3.8 Applicants are responsible for submitting proposals to reach PSMFC by 5:00 p.m., local time, on January 10, 2025

3.3.9 Late proposals: Any application received at the PSMFC office designated in the solicitation after the exact time specified for receipt to offers is "late" and will not be considered.

3.4 OFFER EXPIRATION DATE

3.4.1 Proposals in response to this solicitation will be valid for 30 days following the time specified for solicitation of offers (unless a different period is proposed by the offeror).

3.5 RESTRICTIONS ON DISCLOSURE AND USE OF INFORMATION

3.5.1 Offerors that include in their proposals data that they do not want disclosed to the public for any purposes, or used by the PSMFC except for evaluation purposes, shall mark the title page with the following legend: "This proposal includes data that shall not be disclosed outside the PSMFC and shall not be duplicated, used, or disclosed—in whole or in part—for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of – or in connection with – the submission of this data,

the PSMFC shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the PSMFC's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [insert numbers or other identification of sheets]"; and Mark each sheet of data it wishes to restrict with the following legend: "Use of disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal".

3.6 CONTRACT AWARD

- 3.6.1 The PSMFC intends to award a contract or contracts resulting from this solicitation to the responsible offeror(s) whose proposal(s) represent the best value after evaluating in accordance with the factors and sub-factors in the solicitation.
- 3.6.2 The PSMFC may reject any or all of the proposals if such action is in the PSMFC's interest.
- 3.6.3 The PSMFC may waive informalities and minor irregularities in proposals received.
- 3.6.4 The PSMFC intends to evaluate proposals and award a contract without discussions with offerors. Therefore, the offeror's initial proposal should contain the offeror's best terms from a cost or price and technical standpoint. The PSMFC reserves the right to conduct discussions if the Program Manager later determines them to be necessary. If the Program Manager determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Program Manager may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.
- 3.6.5 The PSMFC reserves the right to make an award on any item for a quantity less than a quantity offered, at the unit cost or price offered, unless the offer specifies otherwise in the proposal.
- 3.6.6 The PSMFC reserves the right to make multiple awards if, after considering the additional administrative cost, it is in the PSMFC's best interest to do so.
- 3.6.7 Exchanges with offerors after receipt of a proposal do not constitute a rejection or counteroffer by the PSMFC.
- 3.6.8 The PSMFC may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items or subline items. Unbalanced prices exist when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the Program Manager determines that the lack of balances poses an unacceptable risk to PSMFC.
- 3.6.9 If a cost realism analysis is performed, cost realism may be considered by the source selection authority in evaluating performance or schedule risk.

- 3.6.10 A written award or acceptance of a proposal mailed or otherwise furnished to the successful offeror within the time specified in the proposal shall result in a binding contract without further action by either party.
- 3.6.11 The PSMFC may disclose the following information in post award debriefings to other offerors:
 - 3.6.12 The overall evaluated cost of price and technical rating of the successful offeror;
 - 3.6.13 The overall ranking of all offerors, when any ranking was developed by the agency during source selection; and
 - 3.6.14 A summary of the rationale for award.

3.7 PROPOSAL EVALUATION CRITERIA

- 3.7.1 Applicants will be evaluated based on the demonstration of the following knowledge, skills and abilities in the application.
 - a. Past work experience with at least three or more of the MOU signatory parties
 - b. Ability to facilitate and lead diverse teams to develop priorities, conduct strategic planning, and complete work planning exercises.
 - c. Demonstrated knowledge of relevant federal and state regulatory and permitting processes.
 - d. Skill in oral communications in order to foster open communication and constructive dialogue among participants.
 - e. Skill in written communication in order to develop key work products, documents, presentations, government reports, grant writing and summaries.
 - f. Knowledge of Klamath Basin natural resource issues, relevant federal and state policies impacting Klamath Basin resources and stakeholders and familiarity with the positions on these issues of the MOU signatory parties.
 - g. Skill in project management to effectively identify strategies, timelines, and tactics necessary to reach project milestones and goals.
- 3.7.2 The following criteria will be used for ranking applications; criteria weighing defined in parenthesis.
 - h. Experience in working with MOU Signatory Parties on collaborative conservation in the Klamath Basin (50 points)
 - i. Qualifications and demonstrated ability to carry out the Scope of Work (30 points)

j. Value (15 points)

k. References (5 points)

3.7.3. All applications will be evaluated and scored individually in accordance with the above evaluation criteria by a selection of representatives of XXX. Both Federal and non-Federal employees may be used in this process. There will be between three and four reviewers depending on the number of proposals received. Each reviewer will independently score each proposal. Reviewers will then discuss each application's scores as a group. References will be checked for those applicants with the highest scores. Results of the reference checks will be factored into the scores and the applicant with the best overall combined score from the above process will be selected.

3.8 PROPOSAL SELECTION PROCEDURE

3.8.1 All proposals will be evaluated and scored individually in accordance with the above evaluation criteria. Both Federal and non-Federal employees may be used in this process. There will be between three and five reviewers depending on the number of proposals received. Each reviewer will independently score each proposal. Reviewers will then meet and score each criterion as a group. The proposal with the best overall combined score from the above evaluation criteria section (3.7.1.) will be awarded the contract.