

Request for Proposals

Technical Support for Fish Information Programs (Fish Info)



Issue Date: July 14, 2025

**DEADLINE FOR PROPOSALS:
August 22, 2025**

Technical Support for Fish Information Programs (Fish Info) Request for Proposals

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Section 1: PROPOSED SCHEDULE

Technical Support for Fish Information Programs

July 14, 2025.	Requests for Proposals (RFP) distributed
July 22, 2025	Deadline for written questions. Questions must be sent to rfps@psmfc.org
August 11, 2025	Answers to written questions posted on PSMFC website at www.psmfc.org/procurements/blog
August 22, 2025.	5 pm Deadline for proposal submission One (1) original single PDF file (see section 3.1) VIA EMAIL to: rfps@psmfc.org
August 29, 2025.	Select Contractor
October 1, 2025	Funding available
Desired Start Date:	October 1, 2025 – October 31, 2025.

Section 2: STATEMENT OF WORK

The Pacific States Marine Fisheries Commission (PSMFC) supports multiple collaborative fish and aquatic monitoring programs that facilitate information sharing and access among federal, tribal, state, and local partners, as well as informing progress towards regional goals such as for ESA-listed fish species and mitigation under the Northwest Power Act. The specific 4 programs and 1 project that this subcontract would support consist of Klamath Basin Fisheries Collaborative and related Klamath Basin processes, Pacific Northwest Aquatic Monitoring Partnership, Regional Mark and Processing Center, StreamNet Program, and the Fish Data Product project that supports the Northwest Power and Conservation Council's Fish and Wildlife Program Tracker.

PSMFC is seeking to subcontract with company that can provide biological expertise with emphasis on Columbia Basin and Klamath Basin fisheries life histories, monitoring techniques and data availability and provide information technology expertise to assist with data management systems development and support, web based query tools, WordPress websites, data exchange by developing scripts and using existing APIs, visualization using ESRI products (Dashboard, storymaps, experience builder, spatial layers), electronic data capture using ESRI Survey 123, and compilation of information from multiple sources to develop products. The work performed will need to adhere to PSMFC preferred tech stack and all products are to be transferred to PSMFC. The selected contractor will also need to participate in meetings with PSMFC staff as well as engaging in collaborative processes involving data stewards and biologists from tribal, Federal, State, multi-state, and non-profit organizations.

The primary areas of work include:

- Database, Support and Development: Develop and update relational databases, including database objects, schemas, and scripted procedures. Create routines to ensure that submitted data aligns with the collaborative data system for data quality assurance/quality control (QA/QC).
- Web Application and Data Exchange Support and Development: Develop and update web-based data entry forms and query tools. Develop ESRI survey 123 forms for field data capture, create scripts to download data from ESRI Cloud to local data system and to exchange with regional data systems.
- Data Visualization: Develop, maintain and update ESRI storymaps, dashboards, experience builders and other custom web-based data visualization.
- GIS Spatial Layers: Refine and develop fish and fisheries related spatial layers to support web-based tools (e.g., queries, dashboards), partner use, and other products such as meeting materials.
- Website Development and Support: Provide technical support for WordPress website, including developing new pages, addressing bugs, and recommending solutions to plug-ins that are identified as no longer aligning with security requirements.
- Technical Support: Develop user guides, technical documentation, and presentations to provide support to the target users of these web-based tools, websites, and data systems.

- Compile, Synthesize, and Produce Products: Compile information from multiple sources (web-based, static documents, personal communications) to populate preliminary versions of web-based tools that are refined and finalized per user input, to develop spatial layers, develop guidelines and strategy documents, and to produce meeting material including presentation slides. Consolidate the information in a consistent digital format, with proper metadata that includes original sources.

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. The number of hours will vary for a given year depending on funding, and the tasks will be adjusted accordingly.

2.1. FUNDED ACTIVITY (SCOPE OF WORK)

PSMFC has database management specialists, application software specialists, and biological subject matter experts who support the collaborative programs' committees/groups and maintain on-premises information technology infrastructure, databases, webtools, websites, and GIS layers in Portland, Oregon. The vendor selected will work with all 4 programs, 1 project, and related subprojects.

A successful vendor will have experience and expertise in:

- GitHub, GitHub Actions, WordPress (OceanWP, Elementor), React, Node.js, JavaScript, PHP, Microsoft SQL Server, SaSS, SSRS, ESRI ArcGIS Platform (Survey123, Experience Builder, ArcGIS Pro, Dashboards), AWS, Microsoft Windows Server, Linux, Apache, Microsoft Visual Studio, Swagger, and Postman.
- Experienced in Agile and Scrum methodologies using tools such as Jira, Confluence, and Trello.
- Established relationships with Tribes located in the Pacific Northwest, especially those located in the Columbia River Basin and Klamath Basin.
- Experience working with Federal and state agencies in the Pacific Northwest, and established relationship with the Northwest Power and Conservation Council.
- Experienced in written communication to develop committee/team documents and presentations, website content, newsletters, data and tool documentations and collaborative annual reports.
- Strong biological and fisheries background, demonstrated ability with interpreting scientific articles and management reports to extract relevant content, knowledge of data availability and sources, and knowledge of fish and fisheries monitoring methods and tagging technology.
- Experience summarizing biological information for written documents (e.g. newsletters, committee products) and presentations slides for a diversity of audiences including technical experts, policy/decision-makers, and the public.

2.2. TASKS

The primary work tasks include:

Database, Support and Development (estimated at 25%, about 1080 hours):

- Refine, expand and update relational databases for salmon and steelhead data products and metadata warehouse and for a salmon and steelhead regulation database, including database objects, schemas, and scripted procedures. Create routines to ensure that submitted data aligns with the collaborative data system for data quality assurance/quality control (QA/QC).
- Test, validate, and troubleshoot new data processes.
- Update technical documentation.
- Provide support related to validation errors to data stewards who are submitting standardized data to our program's collaborative databases.

Web Application and Data Exchange Support and Development (estimated at 25%, about 1080 hours):

- Develop and update web-based data entry forms and query tools for the salmon and steelhead databases.
- Develop ESRI survey 123 forms for field data capture to be used by field fisheries biologists, create scripts to download data from ESRI Cloud to local data system and to exchange with regional data systems.
- Use existing program APIs to submit and pull data for related tasks and provide technical support to a subset of partners utilizing these APIs.
- Provide recommendations for refining existing program API to better support existing and new products.
- Work closely with PSMFC staff and partners to develop use cases to inform development and updates to web-based data tools.
- Provide technical support to PSMFC staff maintaining and modifying existing applications, including maintaining and updating technical documentation.

Data Visualization (estimated at 12%, about 520 hours):

- Develop, maintain and update ESRI storymaps, dashboards, experience builders and other custom web-based data visualization for these programs and for a subset of data providing/consuming partners.
- Develop graphics including icons and data graphics for web-based tools and websites.

GIS Spatial Layers (estimated at 20%, about 865 hours):

- Compile information from multiple sources to develop new fish and fisheries related spatial layers to support web-based tools (e.g., queries, dashboards) for existing program tools and for partners' needs and other products such as meeting materials.
- Refine existing fish and fisheries related spatial layers per new information provided from partners and published materials.

Website Development and Support (estimated at 1%, about, 40 hours):

- Provide technical support for WordPress website, including developing new pages, addressing bugs, and recommending solutions to plug-ins that are identified as no longer aligning with security requirements.

Compile, Synthesize, and Produce Products (estimated at 16%, about 700 hours):

- Summarize and communicate data needs, identify best available data from all available sources, assess cost-efficient manner to obtain data, to inform specific data tools and data products.
- Compile information from multiple sources (web-based, static documents, personal communications) to populate preliminary versions of web-based tools that are refined and finalized per user input, and to develop spatial layers. Consolidate the information in a consisting digital format, with proper metadata that includes original sources.
- Compile information and draft new and/or revise existing guidelines and strategy documents, capturing input from meetings with partners to inform product development, and produce meeting material including presentation slides for communicating product status and content.

Technical Support (estimated at 1%, about 42 hours):

- Develop user guides, technical documentation, and presentations to provide support to the target users of these web-based tools, websites, and data systems.
- Develop meeting material for PSMFC staff to use when presentation and updating partners on status of these data systems and products.
- Participate in technical and professional groups to communicate data needs, update on status of located data, identify new data sources, and present new products for user/expert review and input.

Other Expectations include:

Client Relationship and Support

- PSMFC and the 4 program/1 project partners expect 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.
- Meet routinely with PSMFC staff and partners to discuss new issues, address questions, set timelines for work, and prioritize tasks. Use JIRA, Confluence and Trello for project task tracking.

- Participate in meetings with other agency staff or stakeholders to discuss projects as needed.
- Educate PSMFC staff about all systems, tools and products as requested.

Technology Stack

- All applications, databases, and other tools and products developed within the scope of the contract will be developed, updated and maintained using the PSMFC preferred technology stack (e.g., WordPress, Elementor, GIT, ESRI ArcGIS, JavaScript React, node.js, Microsoft SQL Server, Microsoft Windows Server, Linux, Apache, Microsoft Visual Studio, Swagger, and Postman).

Ownership

- All applications, databases, and other tools and products developed within the scope of the contract will be owned by the 4 programs, the 1 project and PSMFC. The vendor may adapt products for use in other projects or to sell to other clients, but the programs and PSMFC will have the right to all tools and associated code such that they may adapt and further develop the product independently.
- All data collected will be owned by the programs and PSMFC or the agencies PSMFC represents.

Anticipated Project Funding

The anticipated duration of the work under this RFP is five years.

- Funding for this work is generally allocated annually.
- Depending on the funding source for a specific Program and related projects, contracts are usually written and executed during October and November of each year, though exceptions do occur.
- The contractor is expected to bill work based on time and materials.

2.3. COMPENSATION

The number of hours will vary for a given year depending on funding, and the tasks will be adjusted accordingly.

For this RFP the applicant shall provide a bid for accomplishing this work, estimated at 4,327 hours spread over a 12-month period. The tasks for this initial 12-month period includes:

- the hourly rates and expected work assignments for all staff to meet the described scope of work tasks.
- estimated number of hours of work for each task in the scope of work.

- rate quotes for 5 years. Please quote specific rates that will be charged for each year of the contract.

Section 3: INSTRUCTIONS, CONDITIONS, AND NOTICES TO APPLICANTS

3.1. QUESTIONS

Questions regarding this RFP shall be submitted via email no later than July 28, 2025 to:

Pacific State Marine Fisheries Commission

Email: rfps@psmfc.org

3.2. AMENDMENTS TO SOLICITATIONS

3.2.1. 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 August 22, 2025.

3.3.2. Proposals must be submitted as a single PDF via email with the abbreviated RFP Project Title- **Fish Info** - and your last name in the subject line to: rfps@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). Include rate quotes for 5 years (either specific rate or intended measure of inflation).
- 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 per personnel) that describes the qualifications and experience of the personnel who will be primarily involved in supporting the contract.
- g. Names of 3 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 August 22, 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 discussion 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 exists 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 the 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 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:

3.6.11.1. The overall evaluated cost of price and technical rating of the successful offeror;

3.6.11.2. The overall ranking of all offerors, when any ranking was developed by the agency during source selection; and

3.6.11.3. A summary of the rationale for award.

3.7. PROPOSAL EVALUATION CRITERIA

3.7.1. Applicants will be evaluated based on the demonstration of their knowledge, skills and abilities in the application that aligns with the tasks and technology stack described in section 2.1 and 2.2.

3.7.2. The following criteria will be used for ranking applications; criteria weighing defined in parenthesis.

- Experience and ability to carry out the Scope of Work (30 points)
- Qualifications (30 points)
- Value (25 points)
- References (15 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 PSMFC. 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.