



REQUEST FOR PROPOSAL

Facilitator for Sablefish Management Strategy Evaluation Workshop

FEBRUARY 3, 2021

PACIFIC FISHERY MANAGEMENT COUNCIL

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I. INTRODUCTION

Pacific Fishery Management Council (Pacific Council or Council) is soliciting proposals from a qualified person or group to facilitate a three-day webinar-based workshop scheduled for April 27-29, 2021 to solicit stakeholder recommendations for fishery objectives, performance metrics for assessing the attainment of fishery objectives, and alternative management strategies to be evaluated via a management strategy evaluation (MSE) of Northeast (NE) Pacific sablefish (*Anoplopoma fimbria*). The contractor will attend weekly planning meetings of the Pacific Sablefish Transboundary Assessment Team (PSTAT) to assist in planning the sablefish MSE workshop, provide guidance on meeting best practices, and prepare a workshop report detailing the key recommendations resulting from the sablefish MSE workshop.

The PSTAT has established a scientific collaboration including scientists from the National Marine Fisheries Service (NMFS) Northwest Fisheries Science Center (NWFSC), the Alaska Fisheries Science Center, the Department of Fisheries and Oceans (DFO) Canada, and the Alaska Department of Fish and Game to reanalyze sablefish data on a range-wide basis and develop a spatial MSE framework and movement models for NE Pacific sablefish. The focus on this first iteration of the NE Pacific sablefish MSE is evaluating potential bias in how each region is currently providing scientific advice to managers given that each region's scientific analyses assume closed populations with the aim of ensuring unbiased scientific advice for regional management processes, i.e., informing scientists of the risks of regional business as usual.

The contract period for this is anticipated to be from February 26 to July 31, 2021.

There is no expressed or implied obligation for Pacific Council to reimburse for any expenses incurred in preparing proposals in response to this request.

The Council was established under the Magnuson-Stevens Fishery Conservation and Management Act (MSA) in 1976. It manages the exclusive economic zone off Washington, Oregon, and California; the Council manages fisheries for salmon, groundfish, coastal pelagic species (e.g., sardines/anchovies), and highly migratory species (e.g., tunas/sharks). It is also active in international fisheries management with the species that migrate through its area of jurisdiction.

The Council is made up of representatives nominated by the Governors of the States of Washington, Idaho, Oregon, and California who are knowledgeable about recreational fisheries, commercial fisheries or marine conservation; and these appointees are selected by the U.S. Secretary of Commerce (Secretary). Other voting members of the Council are made up of National Marine Fisheries Service (NMFS), state, and tribal agencies in our area of jurisdiction. Additional participants include representatives from the Department of State, U.S. Fish and Wildlife Service, U.S. Coast Guard, Pacific States Marine Fisheries Commission, and the State of Alaska.

The Council's primary goal is to develop fishery management plans (FMPs) that include management specifications and measures and to identify essential fish habitat. These plans are developed in a bottom-up process to allow for greater stakeholder involvement in the process. Our management measures are recommended to the Secretary through NMFS. These management measures are implemented through NMFS and are enforced by the National Oceanic and Atmospheric Administrative (NOAA) Office of Law Enforcement, the U.S. Coast Guard, and state enforcement agencies.

To be considered, a proposal must be received by the Council at 7700 NE Ambassador Place, Suite 101, Portland, OR 97220 by 5:00 PM on Monday, February 15, 2021. Electronic proposals will be accepted by e-mailing to patricia.crouse@noaa.gov. Submission of a proposal indicates acceptance by the respondent of the conditions contained in this Request for Proposal (RFP) unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Pacific Fishery Management Council and the contractor selected. The Pacific Council reserves the right to reject any or all proposals submitted.

Pacific Council Staff and select members of the PSTAT will evaluate all proposals submitted and reserves the right to request additional information or clarification from respondents, or to allow for corrections of errors or omissions, when it may serve the Council's best interest.

It is anticipated that selection of a contractor will be completed by February 23, 2021 and an agreement will be executed between the parties no later than February 26, 2021.

II. NATURE OF SERVICES REQUIRED

A. SCOPE OF WORK

Pacific Fishery Management Council is soliciting proposals from a qualified person or group to facilitate a three-day webinar-based workshop scheduled for April 27-29, 2021 to solicit stakeholder recommendations for fishery objectives, performance metrics for assessing the attainment of fishery objectives, and alternative management strategies to be evaluated via a management strategy evaluation (MSE) of NE Pacific sablefish (*Anoplopoma fimbria*). The contractor will attend weekly planning meetings of the Pacific Sablefish Transboundary Assessment Team (PSTAT) to assist in planning for the sablefish MSE workshop, provide guidance on meeting best practices during the planning meetings, and prepare a workshop report detailing the key recommendations resulting from the sablefish MSE workshop.

Working closely with a team of Council and agency personnel from the PSTAT, National Marine Fisheries Service, the Department of Fisheries and Oceans Canada, the North Pacific Fishery Management Council and the Pacific Fishery Management Council, the contractor will participate in meetings, discussions, and work tasks necessary to facilitate stakeholder engagement in an April 2021 workshop.

Workshop Preparation

1. Assist the PSTAT in finalizing the draft workshop process agenda (Attachment A).
2. Aid in the preparation of materials to be disseminated prior to the workshop so that participants are prepared in advance for the contributions they will be asked to make during the workshop.
3. Assist the PSTAT in developing break-out group focus questions for participants attending the workshop. Break-out group topics include:
 - Introduction to Management Strategy Evaluation and Stakeholder Engagement
 - Introduction to Northeast Pacific Sablefish Operating Model (OM)

- Identifying MSE objectives
- Identifying MSE performance objectives
- Review of current regional sablefish management strategies
- Understand proposed MSE management strategies (two-year time horizon) and discuss future management strategies research (long-term)

Objectives and Activities for each topic are provided in more detail in the draft agenda (Attachment A).

4. Advise the Council/PSTAT on selecting live feedback tools and utilize the tools at the workshop to effectively engage participants.
5. Advise the PSTAT on assigning participants to break-out groups at the workshop.
 - a. Participants would be fishery stakeholders, scientists, managers, and Non-Governmental Organization staff from each region (United States West Coast, British Columbia and Alaska).
 - b. Expected number of participants is unknown but may be 50 individuals, although additional attendees will be permitted to observe the workshop.
6. Facilitate the “share and discuss” portions of the workshop.
7. Provide a summary of discussions, identify and lead activities for the Wrap-up and Next steps at the conclusion of the workshop (see Attachment 1).
8. Provide a final workshop report that captures stakeholder recommendations by May 28, 2021, in coordination with Pacific Council staff and the PSTAT.
9. Present workshop results to the Pacific Council, North Pacific Fishery Management Council (NPFMC) and Department of Fisheries and Oceans (DFO), as requested. *(currently expected to be conducted in a virtual environment).*

The Contractor tasks and work products must meet the critical deadlines required by the Council and other participating agencies to assure achievement of a successful MSE process. Specific direction, critical deadlines, or other intermediate deadlines will be covered in the regular confirmation of work plans. All report preparation and proofreading shall be the responsibility of the contractor.

III. MINIMUM QUALIFICATIONS

The workshop facilitator should be transdisciplinary and understand both the higher-level vision for the workshop and technical details of groundfish research and stock assessment. The following experience is desirable:

- Professional facilitation training.
- Experience with groundfish stock assessment.

- Experience effectively communicating with scientists, agency staff, stakeholders and the general public; and the ability to write for a variety of audiences, intentionally crafting reports and messaging for intended audiences.
- Experience engaging and working with groups of people with diverse perspectives and expertise.
- Ability to meet deadlines and follow up consistently with contract managers and partners for all required meetings, deliverables, and expected deadlines.
- Knowledge of fishery management by the Council, DFO, or NPFMC. (e.g., institutions and agencies, planning processes.)

IV. PROPOSALS

A. REQUEST FOR PROPOSAL TIMELINE

- February 3, 2021 Request for Proposals distributed and posted at: www.pcouncil.org.
- February 15, 2021 5 PM deadline for receipt of proposals.
- February 23, 2021 Selection of Contractor

B. INSTRUCTIONS, CONDITIONS AND NOTICES TO PROPOSERS

To be considered, the firm’s proposal must be received by 5:00 PM, Monday, February 15, 2021:

- 1) The Proposal is to include the following:
 - a. Title Page showing the request for proposal subject; the contractor’s name, address, email address and telephone number, and the date of the proposal.
 - b. Table of Contents if document is over five pages.
 - c. Signed Transmittal letter briefly confirming understanding of the work to be done, commitment to perform the work within the deadline, a statement why the contractor is the best qualified to perform the contract.
 - d. Detailed proposal following the order set forth in Section IV. C. of this RFP.
 - e. Detailed pricing structure as set forth in Section IV. D. of this RFP.
- 2) Hard copy proposals should be submitted in a sealed envelope marked “Sablefish MSE RFP.” If submitting hard copies, the document should be easily unbound for scanning and copying. Electronic submissions may be submitted as a file attached to an email message and sent to patricia.crouse@noaa.gov with the following inserted in the “subject” line of the e-mail “Sablefish MSE RFP”.
- 3) The completed package should be sent to the following:

Patricia Crouse
 Pacific Fishery Management Council
 7700 NE Ambassador Place, Suite 101
 Portland, OR 97220
 Email: patricia.crouse@noaa.gov

C. TECHNICAL PROPOSAL

1. *General Requirements*

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the contractor seeking to facilitate the Sablefish MSE workshop. As such, the substance of a proposal will carry more weight than the form or manner of presentation. The proposal should demonstrate the qualifications of the individual and that of any additional staff to assist with this contract. It should also specify an approach that will meet the RFP requirements.

The proposal should be prepared simply and economically, providing a straightforward, concise description of the contractor's capacities to satisfy the requirements of this RFP. While additional data may be presented, the following subjects, items numbered 2 through 3 must be included.

2. *Qualifications and Experience*

Contractor should include details of other similar workshops they facilitated, experience with groundfish stock assessments and other criteria as outlined in the minimum qualifications section.

3. *Independence*

Provide an affirmative statement that the contractor is independent of Pacific Fishery Management Council and provide a list and describe the applicant's professional relationships involving Pacific Fishery Management Council for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to facilitating the Sablefish MSE Workshop. In addition, the successful applicant shall give Pacific Fishery Management Council's Executive Director written notice of any professional relationships, which may constitute a conflict of interest, entered during the period of this contract. This disclosure shall include a description of actions that the Proposer has taken or proposes to take, after consultation with the Pacific Council Executive Director, to avoid, mitigate, or neutralize the actual or potential conflict.

4. *Exceptions/Deviations*

State any exceptions or deviations from the requirements stated in this RFP. If you wish to present alternative approaches to meet the Council's work requirements, these should be thoroughly explained.

D. DETAILED PRICING STRUCTURE

1. *Total All-Inclusive Maximum Price*

All pricing information relative to facilitating the meeting as described in this RFP. The total all-inclusive maximum price amount is to contain all direct and indirect costs including all out-of-pocket expenses. Pacific Fishery Management Council will not be responsible for expenses incurred in preparing and submitting this RFP response. Such costs should not be included in the proposal.

2. *Schedule of Professional Fees and Expenses*

Include a schedule detailing rates by contractor and any support staff; the hours anticipated by each; and the extended amounts, to support the total all-inclusive maximum price.

3. *Out-of-Pocket Expenses*

All estimated out-of-pocket expense to be reimbursed should be presented. All expense reimbursements shall be included in and support the total all-inclusive maximum price submitted by the firm. The Contractor is not responsible for printing and distribution of multiple copies of the documents produced or associated publishing costs.

4. *Reimbursable Expenses (outside of contract)*

The costs of any live feedback tools will be outside of the contracted price and will be fully reimbursed if paid by the contractor. Travel costs associated with any in person presentations will be reimbursed following the guidelines of the Council (Attachment C).

5. *Manner of Payment*

Progress payments may be requested on the basis of hours of work completed during the course of this engagement and out-of-pocket expenses incurred, in accordance with the firm's dollar cost bid proposal. Interim billing shall cover a period of not less than one calendar month.

V. EVALUATION PROCEDURES

A. REVIEW OF PROPOSALS

The full committee will convene to review and discuss the proposals. Each contractor's expertise will be evaluated prior to reviewing the all-inclusive maximum price. The contractor with the best price who meets the technical merit will be offered the contract.

Pacific Fishery Management Council reserves the right to retain all proposals submitted and use any idea(s) in a proposal regardless of whether that proposal is selected.

B. EVALUATION CRITERIA

Proposals will be evaluated using three (3) sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and reviewed for both technical qualifications and price. The following represent the principal selection criteria, which will be considered during the evaluation process.

1. Mandatory Elements

- a. The contractor is not excluded from Federal Procurement on Non-procurement Programs in accordance with E.O.'s 12549 and 12689, "Debarment and Suspension."
- b. The contractor has no conflict of interest with regard to any of the work performed by the firm for Pacific Fishery Management Council.
- c. The contractor adheres to the instructions in this RFP on preparing and submitting the proposal.

2. *Technical Quality*

a. Expertise and Experience

- i. The contractors experience and performance on comparable events.

3. *Price*

a. Methodology of Pricing Structure.

b. Competitiveness of pricing comparable to other respondents.

c. Reasonableness of pricing comparable to the current marketplace.

d. Inclusion of all required pricing components.

VI. NOTES TO ATTACHMENTS

Attachment A

- Draft workshop agenda

Attachment B

- Pacific Fishery Management Council General Provisions

Attachment C

- Pacific Fishery Management Council Travel Rules