

**Oregon Salmon Commission  
Request for Proposal  
West Coast Salmon – Genetic Stock Identification (WCS-GSI) Project  
Project Coordinator**

The Oregon Salmon Commission (OSC) is soliciting responses to its request for a proposal (RFP) to provide Coordination Services for the West Coast Salmon Genetic Stock Identification (WCS-GSI) Collaboration from August 2011 through June 30, 2012.

OSC's intent for this RFP is to award a Personal Services Contract.

**I. OSC Background**

The OSC is a commodity commission created in 1985 under ORS 576 and representing 1,000 producers in the state of Oregon. The OSC is funded by fisher dollars and is administered by a board comprised of six fishers, two handlers, and a public member. State law authorizes the commission to fund commodity promotion and marketing (not branded), education, and research activities related to the commodity.

As an Oregon Commodity Commission, the OSC collects an assessment from salmon producers. Commodity Commissions are state agencies and the Oregon Department of Agriculture (ODA) conducts oversight of the commissions. All contracts are reviewed by the ODA and, depending on the amount of the contract, the Oregon Department of Justice (DOJ). Commodity Commissions are audited and budgets are established each year in a public hearing process. Commodity Commissions follow Oregon's public meeting and record laws.

**Industry Background**

The Oregon Salmon industry is comprised of approximately 1,000 producers and 85 handlers. The primary purpose of the commission is to support the salmon fishing industry through communication, education, research, and promotion.

**II. Nature of Services Required**

**Overall Project Goal:** Secure the services of an individual who will perform the duties of Coordinator for the West Coast Salmon Genetic Stock Identification (WCS-GSI) Collaboration.

**General Information About the Project:** The WCS-GSI is an interdisciplinary partnership between the salmon troll industry and university, federal, state and tribal agency scientists and managers. Independent projects in California, Oregon (Project CROOS) and Washington (CRUISE) united in 2007 to develop strategies to achieve common goals and objectives.

The concept for this project emerged in 2005 during discussions with Oregon's Congressional delegation in developing approaches to address the Klamath salmon disaster.

Project Goals and Objectives:

- Prevent coast-wide fishing closures and enhance economic benefits to the salmon fishery and fishery-dependent coastal communities
- Improve salmon management by avoiding harvest of weak salmon stocks, thereby enhancing economic benefits to the salmon fishery and fishery-dependent coastal communities
- Identify, in "real time", movement and location of individual salmon stocks in relation to oceanographic conditions

- Improve ecosystem-based fisheries management by applying ecological, economic, and environmental information to management decisions
- Link management of freshwater, estuarine, and coastal salmon ecosystems, and maintain salmon fisheries while conserving salmon stocks
- Create an interactive, “real time”, and “market driven” website to enable fishery managers, scientists, fishermen, consumers, marketers, educators, and the public to effectively use project data and findings
- Use advanced technology to collect and share data, and to support innovative market development through use of bar codes/digital technologies

**Organization:**

Leadership for the collaboration is provided by the Oregon Salmon Commission, California Salmon Council, and the Washington Trollers Association.

Partnership: National Marine Fisheries Service Northwest and Southwest Fisheries Science Centers and regional offices, California Department of Fish and Game, University of California, Santa Cruz, Oregon State University, Oregon Department of Fish and Wildlife, Oregon Sea Grant, Community Seafood Initiative, Washington Department of Fish and Wildlife, Idaho Department of Fish and Wildlife, and Columbia River Inter-Tribal Fish and Northwest Indian Fisheries Commissions.

The Coordinator provides reports to the OSC Executive Director and the Collaboration management team.

**The maximum amount that will be awarded to the successful proposer is \$35,000.00. This amount includes any reimbursement for supplies and travel.**

**III. Proposed Statement of Work**

**Outline of work period:**

August 2011 through June 30, 2012

Work involved will average about 20 hours per week (half time).

**The duties of the WCS-GSI Coordinator include:**

A. Meetings Coordination

1. Plan meetings (WCS-GSI Advisory team, committees and small-group meetings/conference calls, all-hands meetings)
2. Develop meeting agendas
3. Write meeting minutes and distribute to groups

B. Communication

1. Act as point-person between central oversight committee, subcommittees, funding agencies and other interested parties
2. Through communication and emails keep groups moving forward and on target to meet benchmarks/responsibilities
3. Maintain WCS-GSI Collaboration list-serve email list
4. Communicate project results internally and externally
5. Participate in development of methods to disseminate results (i.e. participate on website committee)
  - a. Submit WCS-GSI materials for posting on website (as-needed basis)
  - b. Coordinate with 5-7 others on reviewing the WCS-GSI website

### C. Report Writing and Coordination

1. Maintain existing major WCS-GSI documents by providing changes as directed by the WCS-GSI Collaboration (Strategic Plan, Data Sharing and Use Code of Conduct Agreement, standardized data collection and sampling protocols)
2. Assemble status updates and reports, including activity reports to Pacific Fishery Management Council (2-3 times a year), WCS-GSI Collaboration (quarterly), progress reports to funding agencies (2 times a year), and WCS-GSI 2-page project description (quarterly) that summarize work-to date:
  - a. Coordinate who will write the 7-10 sections
  - b. Collect written sections from principal investigators (7-10)
  - c. Write sections as necessary
  - d. Maintain/update these reports and print as needed
3. Disseminate status updates and reports to the Collaboration, funding agencies, and other as determined by the Collaboration

### D. Grant Writing and Coordination

1. Identify suitable grants
  - a. Coordinate writing of grants
  - b. Write sections as necessary
  - c. Submit grant applications
2. Grant coordination, provide assistance as requested by Principal Investigators
3. Assemble year-end reports
4. Assist with tracking budgets

## **IV. How to Respond to this RFP**

- A. Please include in your written proposal your qualifications and experience including the related dates of experience as it pertains to all categories listed in Section III, A through D.
- B. Please provide at least two references and contact information for these references.
- C. Prepare and mail the proposal according to the requirements for submission listed in Section V.

## **V. Proposal Format and Submission Requirements**

The OSC reserves the right to reject any proposal received that does not follow the prescribed format and submission requirements. Proposals must be complete in answering all the proposal requirements. Incomplete proposals will not be considered and cannot be supplemented by submissions delivered after the closing time and date of the Request for Proposal. Take special care in responding to this RFP, as the successful submitted proposal will be incorporated into the final contract between the OSC and the awarded contractor.

**Interested vendors must submit a written proposal as outlined in Section IV. A. that addresses their ability to perform all elements listed in Section III, A through D. In addition, the proposal must be delivered in the following formats.**

- A. Two hard copies of a written proposal for the entire scope of the RFP, and**
- B. One electronic copy in Word format**
- C. Each copy of the proposal must include a cover letter with an original signature.**

Proposals **must be received** at the OSC's office by the date and time noted below. Postmarks on that day will not be considered. No oral, telephone, or facsimile proposals will be accepted. Late proposals and/or modifications received after the stated deadline will not be considered.

**Please submit proposals no later than 4:00 pm on Monday, July 8, 2011 to:**

Nancy Fitzpatrick  
Oregon Salmon Commission  
P.O. Box 983  
Lincoln City, OR 97367

**VI. RFP Timeline**

*Estimated completion dates*

- A. RFP released ..... June 10, 2011
- B. Proposals are due by ..... (4:00 p.m.) July 8, 2011
- C. Review of proposals and interviews by ..... July 15, 2011
- D. Notification of contract award ..... July 18, 2011
- E. Protests must be submitted by Noon ..... July 22, 2011
- F. Contract formulation begins ..... July 25, 2011
- G. Work begins upon final approval of contract ..... August 1, 2011

**VII. Evaluation of Proposals**

Proposals will be evaluated by selected OSC commission members and WCS-GSI collaborators. The following process will be used:

- A. Proposals will be reviewed by the OSC’s Executive Director and the ODA Commodity Commission Oversight Program manager for compliance with format and submission requirements, as established in this RFP. Incomplete proposals will be rejected.
- B. Proposals considered complete will be evaluated by selected OSC commission members, selected WCS-GSI members and the ODA Commodity Commission Oversight Program manager, as necessary, using a percentage scale based on the evaluation criteria listed below:

- 25% Experience Coordinating Meetings
- 20% Effective Communication Skills
- 25% Experience Writing and Coordinating Reports
- 20% Experience Writing and Coordinating Grants that Receive Funding
- 10% References

- C. Finalists may be scheduled for an interview with selected OSC commission members and WCS-GSI selected members. The Committee will then recommend a contractor to the OSC for final selection based on the criteria listed in VII. B.
- D. The proposer who receives the second highest score for this RFP may submit a written protest in response to the Oregon Salmon Commission’s announcement of the tentative award by the date and time noted above to the address for the proposals in this RFP. Any protest received will be addressed by the OSC select commission members and the ODA Commodity Commission Oversight Program manager within five working days of receipt. Protests of technical or contractual requirements shall include reason for protest, supported by documented factual information, and proposed changes to requirement.

### **VIII. Terms and Conditions for RFP for Personal Service Contract**

The OSC reserves the right at its sole discretion and without any liability: (1) to amend this RFP for possibilities such as to revise the scope of work or to extend the resulting contract; (2) to extend the deadline for proposal submission; (3) to determine whether a proposal does or does not substantially comply with the requirements of this RFP; (4) to waive any minor irregularity, informality, or nonconformance with this RFP; (5) to request references from other public agencies or private businesses regarding the vendor's previous contract performance; and (6) at any time prior to contract execution (including after announcement of the tentative award): (a) to reject any proposal that fails to substantially comply with all prescribed RFP procedures and requirements; and (b) to reject all proposals received and cancel this RFP upon a finding by OSC that there is good cause, and that such cancellation would be in the public interest to do so.

All vendors who submit a response to this RFP understand and agree that the OSC is not obligated to award a contract to any vendor and further, has absolutely no financial obligation to any vendor. In addition, each vendor understands and agrees that the OSC shall, under no circumstances, be responsible for any costs and expenses incurred in submitting a response to this RFP; each vendor who responds to this RFP does so solely at the vendor's cost and expense. Submitted proposals are subject to the Oregon Public Records Law.

The OSC reserves the right to investigate references and past performance of any vendor with respect to the vendor's: successful performance of similar projects; compliance with specifications and contractual obligations; completion or delivery of a project on schedule, and; lawful payment of suppliers, subcontractors, and workers. The OSC may postpone the award or execution of the contract after the announcement of the apparent successful vendor in order to complete its investigation. The OSC reserves its right to reject any or all proposals at any time prior to execution of a contract.