



NFWF

## REQUEST FOR QUOTATIONS:

### Eastern Brook Trout Joint Venture Coordination and Operations

**Requesting Organization:** National Fish and Wildlife Foundation (NFWF), 1133 15<sup>th</sup> Street NW, Suite 1000, Washington, DC 20005

**Contact:** John Wright, Coordinator; 202-595-2478; [John.Wright@nfwf.org](mailto:John.Wright@nfwf.org).

**PROPOSAL DEADLINE:** February 6, 2017

#### OVERVIEW

The National Fish and Wildlife Foundation (NFWF) seeks a qualified contractor to assist the U.S. Fish and Wildlife Service and NFWF in further refining the strategic goals and priorities of the Eastern Brook Trout Joint Venture (EBTJV), a unique partnership between state and federal agencies, regional and local governments, businesses, conservation organizations, academia, scientific societies, and private citizens working toward protecting, restoring and enhancing brook trout populations and their habitats across their native range. The successful offeror will be selected through this Request for Quotations (RFQ) and NFWF invites qualified individuals or entities to submit Quotations to complete the work as outlined in this document. The contract period of performance is targeted for February 2017 – March 2018.

#### BACKGROUND

The Eastern Brook Trout Joint Venture (EBTJV) is a unique partnership between state and federal agencies, regional and local governments, businesses, conservation organizations, academia, scientific societies, and private citizens. The nation's first pilot project under the [National Fish Habitat Initiative \(www.fishhabitat.org\)](http://www.fishhabitat.org), EBTJV is a geographically focused, locally driven, and scientifically based effort to protect, restore and enhance aquatic habitat throughout the range of the eastern Brook Trout. The EBTJV functions at multiple geographic and jurisdictional scales to achieve measurable on-the-ground conservation success while securing the adoption of policies favoring aquatic habitat protection. EBTJV seeks to maximize the energies, expertise and existing partnerships throughout the eastern Brook Trout range through a collaborative, non-regulatory framework.

The EBTJV Steering Committee is a self-directed group of individuals interested in achieving the partnership's vision of *"healthy coldwater systems with fishable Brook Trout populations throughout their historic eastern geographic range."* The Committee's business includes, but is not limited to: guiding the development, implementation, monitoring, and evaluation of Brook Trout conservation strategies at rangewide, regional and local scales; promoting cooperation and coordination among partners and stakeholders that leads to enhanced protection of Brook Trout and their habitat; prioritizing EBTJV projects for funding; providing direction and input to the EBTJV workgroups; creating additional EBTJV workgroups and ad-hoc task groups as needed; supporting the partnerships and

initiatives of the EBTJV with financial and/or staff resources; participating in advocacy efforts/information campaigns to garner additional resources to meet EBTJV objectives (within agency/organization guidelines); and, reporting to partners and stakeholders on the status and accomplishments of the EBTJV Conservation Strategy Action Plan.

The EBTJV Coordinator will provide primary staff support to and perform duties and responsibilities assigned by the EBTJV Steering Committee and Executive Team.

### **SCOPE OF WORK**

The selected party will perform the following activities:

- 1) Assist with refining the EBTJV's strategic objectives and key conservation priorities using the results of the recently completed status assessment of wild Brook Trout at the catchment scale.
- 2) Collaborate with neighboring Fish Habitat Partnerships and other conservation entities to ensure that strategic conservation actions among this community are synchronized.
- 3) Solicit and rank fish habitat conservation projects that address priority wild brook trout conservation needs.
- 4) Coordinate and compile information on wild brook trout conservation activities and improvements in wild brook trout habitat condition for use in measuring progress towards conserving wild brook trout;
- 5) Promote the accomplishments being achieved in conserving wild brook trout to targeted audiences.
- 6) Convene at least one partnership meeting per year to further the goals of the partnership.

### **CRITERIA FOR COMPETITIVE APPLICATIONS**

Statements of Quotation will be evaluated on the following criteria:

- 1) **Understanding of the Scope of Work.** The Statement of Quotation must demonstrate a thorough understanding of the EBTJV's strategic objectives and conservation priorities, the role of, and collaborations with, other Fish Habitat Partnerships, soliciting and ranking fish habitat conservation projects, promoting accomplishments through multiple media, and organizing a large annual meeting with all partners.
- 2) **Technical Approach.** The proposed technical approach for fulfilling the scope of work must demonstrate familiarity and proficiency in understanding the process.
- 3) **Qualifications of Proposed Personnel.** The Statement of Quotation should describe relevant professional experience in the following areas: (a) experience dealing with Federal, state, and local governmental agencies, as well as national and local NGOs involved with research on Eastern brook trout (b) an understanding of EBTJV generally, and (c) biographies including resumes and/or vitae of key staff and their role in the proposed work.

- 4) **Contractor's Past Performance.** The Statement of Quotation should include: (a) information on the principal investigator(s)'s past performance related to the technical expertise you will be offering; (b) list recent (last 2-5 years) accomplishments, events and previous services related to the Eastern brook trout technical expertise you will be offering; (c) references including a list of three clients who have received services from your organization that is similar in nature to the proposed work; include names, postal and email addresses, and telephone numbers.
- 5) **Cost Proposal.** The cost proposal budget should be cost effective and should maximize the value for monies requested in the Offeror's budget. Proposal costs should be the minimum necessary to adequately achieve the stated scope of work. Profit/profit margin must be separately itemized in the budget. Offerors must use the attached budget template.

## **ELIGIBLE APPLICANTS**

Eligible applicants are individuals, non-profit organizations, for-profit organizations.

## **SUBMISSION REQUIREMENTS**

Interested parties should submit Statements of Quotation electronically to NFWF (John Wright: [John.Wright@nfwf.org](mailto:John.Wright@nfwf.org)) as a Word document or searchable PDF attachment (single-spaced with a minimum 11 point font) following the requirements below:

1. **Technical Proposal (5-page limit for entire Technical Proposal):**
  - **Narrative:** Concise (5-page limit) description of the work plan to include the following sections from the Criteria for Competitive Applications: Understanding of the Scope of Work, Technical Approach, Qualifications of Proposed Personnel, and the Contractor's Past Performance.
  - **Contact Information:** Primary contact person, company name, address, phone, email, website, taxpayer ID number, and DUNS number.
2. **Cost Proposal:** The Cost Proposal includes the proposal budget and budget justification. The cost proposal must be submitted using the attached [budget template](#)
3. **Evidence of Financial Stability.** The Offeror shall provide with the RFQ response, proof of financial stability in the form of financial statements, credit ratings, a line of credit, or other financial arrangements sufficient to demonstrate the Offeror's capability to meet the requirements of this RFQ.

## **SPECIAL TERMS AND CONDITIONS**

### **1. Conflicts of Interest**

Offerors must notify NFWF in writing of any apparent or actual conflicts of interest, including organizational conflicts of interest, that are known at the time of this proposal or that may arise during the life of this award, in the event an award is made. Conflicts of interest include any relationship or matter which might place the Contractor, the Contractor's employees, or the Contractor's subcontractors in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests, or otherwise. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the Offeror, the offeror's employees, or the offeror's future subcontractors in the

matter. Upon receipt of such a notice, the NFWF Contracting Officer will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the Offeror to reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies NFWF may result in the proposal not being selected for award. Any such notice shall be included with the Evidence of Financial Stability submission.

## 2. Additional Responsibility Matters

By submitting a Proposal in response to this solicitation, the Offeror warrants and represents that it is eligible for award of a Contract resulting from this solicitation and that it is not subject to any of the below circumstances:

- Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an Contract with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government; or
- Was convicted (or had an officer or agent of such corporation acting on behalf of the corporation convicted) of a felony criminal violation under any Federal or State law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government; or
- Is listed on the General Services Administration's, government-wide System for Award Management Exclusions (SAM Exclusions), in accordance with the OMB guidelines at 2 C.F.R Part 180 that implement E.O.s 12549 (3 C.F.R., 1986 Comp., p. 189) and 12689 (3 C.F.R., 1989 Comp., p. 235), "Debarment and Suspension," or intends to enter into any subaward, contract or other Contract using funds provided by NFWF with any party listed on the SAM Exclusions in accordance with Executive Orders 12549 and 12689. The SAM Exclusions can be found at <https://www.sam.gov/portal/public/SAM/>.

## QUESTIONS

Applicants should submit questions regarding this RFQ via e-mail to John Wright ([John.Wright@nfwf.org](mailto:John.Wright@nfwf.org)). NFWF will respond to all offerors at the same time and with the same answer. In order to provide equitable responses, all questions must be received by NFWF no later than January 27, 2017, 11pm EDT and will be answered via a NFWF Response to Offerors' Questions document. The Offerors' Questions document will be available for viewing on February 3, 2017 at NFWF's New England Forests and Rivers Fund website, [www.nfwf.org/newengland](http://www.nfwf.org/newengland).

## SUBMISSION DEADLINES

January 26, 2017	Request for Quotations (RFQ) released.
January 30, 2017	Deadline for Offerors' Questions to be sent to NFWF. Offerors should submit questions regarding this RFQ via email to John Wright ( <a href="mailto:John.Wright@nfwf.org">John.Wright@nfwf.org</a> ). NFWF will respond to all Offerors at the

same time and with the same answers. In order to provide equitable responses, all questions must be received by NFWF no later than 11PM EDT.

February 3, 2017

NFWF Response to Offerors' Questions document available

February 6, 2017

Deadline for responses to RFQ. Proposals must be received electronically as per the above stated Submission Requirements to John Wright ([John.Wright@nfwf.org](mailto:John.Wright@nfwf.org)) by 11PM EDT. Statements must be provided in Word format or searchable PDF.

February 13, 2017

All Offerors will be informed of their status. Notice of award will be sent to selected contractor.

February 21, 2017

Contractor's approximate start date