

Raven Monitoring and Management Data Analyses

2018 Request for Proposals Proposals are Due Friday, March 30, 2018

Contacts for Technical Questions:

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1. INTRODUCTION

The National Fish and Wildlife Foundation is seeking a qualified contractor(s) to analyze raven monitoring and management data collected from 2013-2017.

This Request for Proposals (RFP) for the Raven Monitoring and Management Data Analyses Project (Project) describes the background; proposal information, organization, and content; scope of work; and deliverables. Failure to submit the Proposal in accordance with the procedures outlined may be cause for disqualification. If anything in the proposal is optional, it must be specifically noted as optional with a separate budget; otherwise if the proposal is selected, all actions detailed in proposal will be required to fulfill the contract. If the proposal references this RFP, the RFP needs to be included as an Appendix and a reference to that Appendix must be added wherever the RFP is mentioned.

BACKGROUND

Common Raven (*Corvus corax*; hereafter referred to as raven) surveys have been completed from 2013 through 2017 with an effort to document and monitor the extent to which nesting ravens depredate desert tortoises within high-quality and sensitive tortoise habitat in southern California (e.g., desert tortoise critical habitat units). Selected habitat areas occur in critical

habitat units (CHU) and have rotated among the years such that each important area was surveyed over at least one breeding year. An effort was made to include locations which were known (or highly suspected) to support large numbers of breeding ravens over multiple years to gain a better understanding of the extent of the depredation problem, to identify trends regarding the rate of occurrence of “offending ravens”, and to begin to document the rate of success of current removal methods of offending individuals. We now want the data analyzed to gain a clearer view of the issues contributing to the unnaturally-high densities of breeding ravens in the desert and develop an understanding of the impact breeding raven foraging habits may have on the desert tortoise in relation to localized human subsidies.

Key management questions are outlined below, and while some questions may not be feasible to answer completely, the data may elucidate trends or variables that can help land managers better understand how to manage raven populations. The data may also be able to further clarify the role of human-caused subsidies in the raven mega-population phenomenon and to begin the process of addressing achievable management actions (currently available as well as in preliminary development phases) that may offer low-cost, long-term, and effective solutions.

2. PROPOSAL INFORMATION, ORGANIZATION, AND CONTENT

All Proposals should be concise, well organized, and demonstrate the Proposer(s)’ qualifications and experience applicable to the Project.

All proposals shall contain, at a minimum, the following information:

- A. Title Page
- B. Table of Contents
- C. Cover Page
- D. Approach and Scope of Work
- E. Schedule
- F. Budget
- G. Company Overview
- H. References
- I. Project Team Staffing and Qualifications

A. *Title Page (1 page maximum)*

The following must be provided on the title page:

- Title of the project
- Name and address of proposing firms and/or individuals
- Phone/Fax of Proposer
- Primary contact person
- Email address and phone number of the primary contact person

B. *Table of Contents*

A clear identification of the materials by section and page number.

C. *Cover Page (2 pages maximum)*

The cover page should be brief (two pages maximum), and provide a short synopsis of the Proposer's approach to completing tasks and deliverables.

D. Approach and Scope of Work

Please refer to Section 3 (Scope of Work) for detailed response requirements. Proposer is encouraged to propose enhancements or procedural or technical innovations to the Scope of Work that do not materially deviate from the objectives or required content of the project.

Proposer shall:

- Demonstrate direct experience with and understanding of raven issues.
- Describe the approach to completing each task specified in the Scope of Work. The work plan shall be of such detail to demonstrate the Proposer's ability to accomplish the project objectives.
- Sequentially outline the activities that would be undertaken in completing the tasks and specify who would perform them.
- Furnish a project schedule for completing the tasks in terms of elapsed weeks from the project commencement date.
- Identify methods that the Contractor will use to ensure quality control as well as budget and schedule control for the project.
- Identify any special issues, problems or risks that are likely to be encountered in this project and how the Contractor would propose to address them.

E. Schedule

Work will be performed over a nine-month period from approximately May 2018 through January 2019, although work can be completed early. There is the possibility of renewing the contract when new monitoring and management data becomes available. Please include a detailed schedule which lists milestones and estimated completion dates of each of the tasks and sub-tasks listed in Section 16.

F. Budget

Budget descriptions need to be estimated clearly and broken down by tasks such as, but not limited to: data analyses, database management, project administration, equipment/supplies (total cost), and overhead (percent of labor). Data analyses, database management, and project administration efforts need to include an estimated number of hours and cost per hour. Each task will include the total cost estimates. If the budget is not clearly estimated, further evaluation of the proposal will be discontinued. Monthly financial reports must contain an estimated cost for each task that month and total hours.

G. Company Overview

Please provide the following for your company:

- Official registered name (Corporate, D.B.A., Partnership, etc.), Dun & Bradstreet Number, Primary and secondary Standard Industrial Classification (SIC) numbers, address, main telephone number, toll-free number(s), and fax number(s).
- Primary key contact name, title, address (if different from above address), direct telephone and fax number(s).
- Person authorized to contractually bind the organization for any proposal against this RFP.

H. References

Please provide three (3) references, including names and contact information, for which you have performed similar work.

I. Project Team Staffing and Qualifications

Please include biographies and relevant experience of key staff and management personnel who would be assigned to the project. Please describe coverage levels of employees who would be assigned to this project.

3. SCOPE OF WORK

- a. Database Creation And Management (recommend use of Data Basin platform but can clarify reason for another platform in proposal, if any)

A database will be created to store all collected data as well as inputting future data. The database control will be handed over at the end of the contract for the USFWS and BLM to manage. Photographs from projects need to be added and organized by CHU, year, and subject matter.

- b. Data Analyses

Data analyses will be performed to answer the management questions below. In the proposal, detail how these questions will be addressed and what statistical methods will be performed. Sample data will be provided in order for contractors to gauge how they will organize, input, and analyze data. Data will be analyzed to assess year-to-year changes in raven breeding efforts, reproductive success, and utilization of desert tortoise as a source of prey, within each study area.

- i. Analyze Nesting

1. Preferred nesting substrates for each CHU and across desert;
2. Species' preferences by CHU;
3. Nesting success by CHU, species, and proximity to subsidies;
4. Proximity to point subsidies (water, food, and nesting);
5. Correlation between location and density of offending raven nests versus subsidy type or location; and
6. Nesting territory size depending on active nests and proximity to point subsidies.

- ii. Analyze Removal Efforts
 - 1. Overall success rate of removal efforts
 - a. Determine if there is a correlation between offending raven removals and reduction in desert tortoise predation;
 - b. Number of visits resulting in a take;
 - c. Number of visits unsuccessful; and
 - d. Calculate overall time by labor by cost per successfully-removed offending raven.
 - iii. Analyze Offending Raven Effectiveness
 - 1. Develop/identify a metric for analyzing the success or effectiveness of implemented raven management strategies.
 - 2. Success rate at removing the “worst offenders” or “serial killer” ravens
 - a. Are these individuals more difficult to remove, easier, or no difference?
 - 3. Determine effectiveness of offending raven removals
 - a. What is the effect of removing offending ravens in the following years?
 - b. Does removing offending ravens decrease/increase predation pressure or active nests in the following years?
 - 4. Determine variables that play a role in repeat offenders like the time period during the season, breeding development stage, nesting substrate, proximity to point subsidies, etc.
 - 5. Identify offending raven “hot spots” over time
 - a. Determine areas that are hardest-hit in relation to desert tortoise mortality from raven predation
 - b. Are the same nest locations/territories with highest tortoise mortality used every year?
 - iv. Analyze Pellet Data
 - 1. Determine raven diets based on their pellet compositions
 - 2. Determine whether diets are affected by proximity to point subsidies
 - v. Predation Time Period
 - 1. Determine peak predation time in each CHU and across desert
 - vi. Desert Tortoise Remains
 - 1. Compile age class of carcasses in each CHU and across desert
- c. Map
- Create an interactive map for all areas surveyed that allows the user to get details by clicking on an icon. The map will contain the following information:
- Active and inactive nests (all species, except peregrine falcons and golden eagles, and delineate nesting substrate – powerline, transmission line, cliff, tree, building, etc.)
 - Offending raven nests
 - Offending raven removals

- Desert tortoise carcasses (predated and road-killed differentiated)
- Live desert tortoises
- Subsidy sites (delineate type of subsidy by food, water, or nesting/perching)
- Survey routes
- Powerlines/transmission lines (differentiate between the two) Subsidy sites (delineate type of subsidy by food, water, or nesting/perching)
- Survey routes
- Powerlines/transmission lines (differentiate between the two)
- Nesting substrates (powerlines, transmission lines, cliffs, trees, buildings, etc.)

4. DELIVERABLES

The contractor will provide the following deliverables. All electronic files will be compatible with Microsoft Office (e.g., Word and Excel) and all electronic data will be compatible with ESRI ArcMap version 10 (e.g., shapefile). Database management will be turned over to the USFWS and BLM after project completion.

- **Monthly:**
 - 1 page report that contains:
 - a. Status of project - estimate of percent progress
 - b. Completed objectives
 - c. Update on data results

- **Quarterly:**
 - Meetings and expert review – The contractor should be prepared to organize meetings in webinars or webexes with USFWS, BLM, land managers, and other experts to present and discuss interim and final database and data analyses' results. Meetings will be scheduled quarterly to review and provide updates on milestones.

- **At the end of the contract:**
 - 1. A functional database that contains:
 - a. All data input from raven monitoring and removal program
 - b. An input option for future data to be added
 - c. GIS layers for all data
 - d. Photograph section separated by CHU and year
 - 2. NFWF Final Programmatic Report that contains:
 - a. Methods, results, and discussion sections of raven monitoring, removal, and management program data analyses
 - b. PDF maps of:
 - Active and inactive nests (all species, except peregrine falcons and golden eagles, and delineate nesting substrate – powerline, transmission line, cliff, tree, building, etc.)
 - Offending raven nests
 - Offending raven removals
 - Desert tortoise carcasses (predated and road-killed differentiated)
 - Live desert tortoises

- Subsidy sites (delineate type of subsidy by food, water, or nesting/perching)
 - Survey routes
 - Powerlines/transmission lines (differentiate between the two)
 - Nest sites (active nests, inactive nests, bird species, and offending raven nest sites)
3. All electronic files, GIS layers, and shapefiles mailed electronically and physically on a flashdrive to USFWS contact
 4. NFWF Final Financial Report

ATTACHMENT ONE PROPOSAL GUIDELINES

The Scope of Work described in this RFP for the raven monitoring and management program data analyses will be performed over a nine month period from approximately May 2018 to January 2019, depending on the date of the notice to proceed. Once a proposal is selected, the contract will be between the contractor and NFWF. It shall be the responsibility of the Proposer to submit the proposal and all other required items specified in this RFP at or before **5:00 p.m.** Pacific Standard Time (PST) on **Friday, March 30, 2018** via email to Anne Butterfield at Anne.Butterfield@nfwf.org and Eliza Braendel at Eliza.Braendel@nfwf.org. NFWF will not accept any proposal received after the proposal submission time and date.

Proposals should include the following information:

1. All information described in Section 2.
2. A description of how your organization plans on completing the Scope of Work described in the RFP.
3. The tax ID number for your organization.
4. The mailing address for your organization (not a P.O. Box).
5. Financial information for your organization, as described below in Attachment Two.
6. Insurance information for your organization. If selected, please be prepared to add the National Fish and Wildlife Foundation as additional insured.

ATTACHMENT TWO REQUIRED FINANCIAL DOCUMENTS

In order to consider your proposal, the Foundation requires non-Federal applicants to submit specific financial documents. **ALL FINANCIAL DOCUMENTS MUST BE NO MORE THAN 2 YEARS OLD AND FROM THE SAME YEAR.**

State/Local Government Agencies

- Certificate of Insurance. A Certificate of Insurance (COI) is a document issued by an insurance company that verifies the existence of insurance coverage. Specifically, the COI lists the effective date of the policy, the type of insurance coverage purchased, and the types and dollar amount of applicable liability. If funds are awarded, your organization must agree to obtain and maintain all appropriate insurance against liability for injury to persons or property from any and all activities undertaken by your organization and associated with the contract in any way and must have NFWF named as an additional insured on all such policies and provide NFWF with appropriate Certificates of Insurance reflecting such additions within sixty (60) days after a contract is fully executed.
- Most recent GAAP Audited Financial Statements (with Auditor's Opinion)
- A-133 Audit (if applicable – for organizations which receive more than \$500,000 in federal dollars in a given year)

Non-Profit Organizations / Universities

- Certificate of Insurance. A Certificate of Insurance (COI) is a document issued by an insurance company that verifies the existence of insurance coverage. Specifically, the COI lists the effective date of the policy, the type of insurance coverage purchased, and the types and dollar amount of applicable liability. If funds are awarded, your organization must agree to obtain and maintain all appropriate insurance against liability for injury to persons or property from any and all activities undertaken by your organization and associated with the contract in any way and must have NFWF named as an additional insured on all such policies and provide NFWF with appropriate COI reflecting such additions within sixty (60) days after a contract is fully executed.
- Most recent IRS Form 990 (Income Tax Return)
- Most recent GAAP Audited Financial Statements (with Auditor's Opinion)
- A-133 Audit (if applicable – for organizations which receive more than \$500,000 in federal dollars in a given year)
- Certificate of Good Standing. A Certificate of Good Standing, sometimes called a Certificate of Existence or Certificate of Authorization, is a state-issued document used to demonstrate that a corporation, limited liability company, or non-profit entity exists, is authorized to do business in the state, and has complied with all state-required formalities. More information on requesting a California Certificate of Good Standing can be found here: <http://kepler.sos.ca.gov/> For other states, please visit the Secretary of State website for the applicable state.
- Conflict of Interest Disclosure. On a separate piece of paper, state whether your organization, or any individuals or organizations associated with your organization, has an actual or potential conflict of interest with respect to NFWF, the Scope of Work, or the subject matter of your proposal and, if so, the nature and specific details of that conflict.

- Statement of Litigation. On a separate piece of paper, state any litigation (including bankruptcies) involving your organization and either a federal, state, or local government agency as parties. This includes anticipated litigation, pending litigation, or litigation completed within the past twelve months. If your organization is not involved in any litigation, please state.

Businesses

- Certificate of Insurance. A Certificate of Insurance (COI) is a document issued by an insurance company that verifies the existence of insurance coverage. Specifically, the COI lists the effective date of the policy, the type of insurance coverage purchased, and the types and dollar amount of applicable liability. If funds are awarded, your organization must agree to obtain and maintain all appropriate insurance against liability for injury to persons or property from any and all activities undertaken by your organization and associated with the contract in any way and must have NFWF named as an additional insured on all such policies and provide NFWF with appropriate COI reflecting such additions within sixty (60) days after a contract is fully executed.
- Businesses are not required to submit financial documents.
- Certificate of Good Standing. A Certificate of Good Standing, sometimes called a Certificate of Existence or Certificate of Authorization, is a state-issued document used to demonstrate that a corporation, limited liability company, or non-profit entity exists, is authorized to do business in the state, and has complied with all state-required formalities. More information on requesting a California Certificate of Good Standing can be found here: <http://kepler.sos.ca.gov/> For other states, please visit the Secretary of State website for the applicable state.
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- Statement of Litigation. On a separate piece of paper, state any litigation (including bankruptcies) involving your organization and either a federal, state, or local government agency as parties. This includes anticipated litigation, pending litigation, or litigation completed within the past twelve months. If your organization is not involved in any litigation, please state.

Individuals

- A Certificate of Insurance (COI) is a document issued by an insurance company that verifies the existence of insurance coverage. Specifically, the COI lists the effective date of the policy, the type of insurance coverage purchased, and the types and dollar amount of applicable liability. If funds are awarded, you must agree to obtain and maintain all appropriate insurance against liability for injury to persons or property from any and all activities undertaken by you and associated with the contract in any way and must have NFWF named as an additional insured on all such policies and provide NFWF with appropriate COI reflecting such additions within sixty (60) days after a contract is fully executed.
- Individuals are not required to submit financial documents.
- Conflict of Interest Disclosure. On a separate piece of paper, state whether you, or any individuals or organizations associated with you, have an actual or potential conflict of interest with respect to NFWF, the Scope of Work, or the subject matter of your proposal and, if so, the nature and specific details of that conflict.

- Statement of Litigation. On a separate piece of paper, state any litigation (including bankruptcies) involving you and either a federal, state, or local government agency as parties. This includes anticipated litigation, pending litigation, or litigation completed within the past twelve months. If you are not involved in any litigation, please state.