

## **Applicant Questions and Responses**

### **Request for Proposals: Fisheries Liaison and Communications Specialist for Communications Networks and Mapping Tools to Reduce Bycatch Project Updated 2/26/2021 (Original 2/19/2021)**

#### **Response to Questions Received Later - Added 2/26/2021**

**The RFP mentions both biographies of staff and resumes/vitae. Should both be included and if so, what should count towards the 8-page limit.**

A summary of “Qualifications of Proposed Personnel” should be included in the page limit. This section serves as an opportunity to briefly describe or summarize relevant team members’ experience and what tasks they will contribute to.

The full resumes/CVs can be included as an appendix, that does not count towards the page limit. If the roles of individual are sufficiently described in the narrative, then that information would not need to be repeated in the appendix.

**Should a short budget narrative be included in the technical proposal, and therefore the page limit?**

Offerors are welcome to include some budget narrative information in the technical proposal document if they prefer. The primary budget narrative should be included in the budget template itself.

## **General Scope of Work Questions**

**Please clarify what is meant by “additional subcontractors” in paragraph 1 of the project Overview (Page 1).**

The Project Team will include the Fisheries Liaison contractor. During the 12-month period being solicited here, the fisheries liaison is the only contractor expected to participate in the Project Team. NFWF may secure additional contractor(s) for later years of the project as the need arises.

## **Fisheries Liaison Questions**

**The RFP notes that the project will target a wide array of fishing communities in and around the Gulf of Mexico and Southeast U.S. Does NFWF have an idea of how many fishing communities, or the specific geographies that the consultant will be expected to target fishing communities in?**

This project seeks to partially compensate for injuries to fish, sea turtles, marine mammals, and mesophotic and deep benthic communities<sup>1</sup> caused by the *Deepwater Horizon* oil spill. In cooperation with the Project Team, the selected contractor will generate the list of potential state and federal fisheries in the Gulf of Mexico, South Atlantic, and Caribbean that impact those resources. There will then be initial engagement with representatives from those fisheries

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<sup>1</sup> Deepwater Horizon Oil Spill: Final Programmatic Damage Assessment and Restoration Plan and Final Programmatic Environmental Impact Statement. Available online: [www.gulfspillrestoration.noaa.gov/restoration-planning/gulf-plan/](http://www.gulfspillrestoration.noaa.gov/restoration-planning/gulf-plan/)

focused on outreach and informing fishery leaders, managers, and other stakeholders about the project. Subsequent interactions over the 12-month period are expected to focus on a progressively smaller universe of fisheries which show potential and interest in implementing bycatch communication networks and involve more in depth discussions about future implementation in those fisheries. Offerors should provide their considerations and assumptions on the number of fisheries and methods of engagement as part of the technical approach and budget.

**For Task 4, researching the feasibility of fisheries for future implementation of hotspot networks, does NFWF have a desired number of fisheries they would like the consultant to conduct research on?**

Research will be necessary on a subset of the fisheries that are initially engaged with the project through outreach. NFWF anticipates that in depth research to examine feasibility will be required for 4 to 5 fisheries across the 12-month period solicited here.

**Does NFWF have a preferred platform for the design systems and creation of near-real time maps?**

NFWF does not have a preferred platform for the systems. It is important to note that this Phase 1 project does not seek to implement these systems, but instead explore their feasibility, the needs of users, and prepare for potential future implementation.

**Please clarify if mapping services are solicited for the first year of the project being solicited here.**

NFWF is not soliciting for mapping services at this time. The use of example maps generated in GIS or a similar tool could be useful in helping stakeholders understanding how these networks could operate. NFWF may solicit for mapping services at a later point in this project.

**The RFP states that the selected consultant must have the ability to travel to the Gulf of Mexico regularly, if not based there already. Does NFWF have a sense for how many trips it anticipates for a remote consultant?**

NFWF anticipates that within the 12-month period solicited here, the contractor will host 2 or more initial outreach or listening sessions with fisheries stakeholders around the region, along with 1 to 2 more focused workshops. Therefore, it is possible that this role may require approximately 4 to 5 trips in the 12-month period of performance, assuming conditions related to COVID-19 allow for travel.

## **Communications Specialist Questions**

**For Task 1 in the Communications Specialist role, under Subtask 2 for the preparation of informational materials, is NFWF able to share any information regarding preferred types of informational materials or the volume of additional materials anticipated beyond initial outreach in Spring 2021?**

The types and number of materials will be determined in part by the development and refinement of the communications plan. Initial engagement will focus on outreach and informing fisher fishery leaders, managers, and other stakeholders about the project. Subsequent engagement over the 12-month period is expected to focus on a progressively smaller universe of fisheries which show potential and interest in implementing bycatch networks, and involve more in depth discussions about future implementation in those fisheries. These interactions may require materials more tailored to the individual fisheries. NFWF anticipates materials will include website content to be hosted on NFWF's website, handouts,

and other materials offeror's feel are necessary for outreach and education to a diverse audience of stakeholders.

**Is the timeframe for Task 1 several months in 2021 or longer?**

The timeline suggestions provided in the subtasks of Task 1 are for those individual subtasks. As the RFP states, the communications plan will be revised and updated as the project progresses. Additionally, it may be necessary to tailor materials to specific fisheries as the project progresses. Therefore, NFWF expects that assistance for Task 1 will be needed at some level throughout the 12-month period of performance being solicited here.

**Will a contractor only completing Task 1, Communications Specialist, be required to travel to the Gulf?**

Travel needs and frequency will be dependent on the proposed work plan and should be reflected in the proposed budget. The scope of work for Task 1 may require travel to the Gulf of Mexico or Southeastern U.S. to meet directly with interested stakeholders, but to the extent possible, offerors should minimize proposed travel through the use of telecommunications and other remote means.

**Could NFWF provide a general idea of the budget for Task 1?**

Offerors should prepare the budget based on the estimated level of effort required to complete the task.

## **Submission Questions**

**How should the RFP documents, including the technical proposal, budget, and evidence of financial stability be delivered?**

These documents should be submitted via email to [Gray.Redding@nfwf.org](mailto:Gray.Redding@nfwf.org) by the March 2 deadline. They can be submitted as separate files or a single combined file, and across one or more email messages, but all materials must be received by the deadline. For additional information on submission requirements, please refer to the RFP.

**The RFP states that the narrative should use no smaller than 11 point font, but can smaller fonts be used in other areas such organizational structure charts, tables, or captions?**

Please ensure that at least 11 point font is used for all materials.

**Please confirm the 8-page limit is *only* for the description of the work plan and summary of experience. Do items like biographies and references count as part of the 8 page limit? May we include a cover page, back page, and appendix with resumes and not count those pages towards the 8 page limit?**

The 8-page limit refers to the description of the work plan and summary of experience. Full biographies and references can be included as appendices and not counted towards the 8-page limit. Additionally, it is allowable to include items like cover pages and back pages in addition to the 8-page limit.

**Can NFWF be included as a reference?**

Yes, NFWF can be included as a reference if necessary.

**Are we limited to only two client references, or may we provide more?**

You may include more than two references.