



REQUEST FOR QUALIFICATIONS

Contract for Onboarding, Development, Maintenance, and Upgrading of the National Fish and Wildlife Foundation's Resilience Data Hub

PROPOSAL DEADLINE: MONDAY, MAY 3, 2021 by 9:00PM Eastern Time

OVERVIEW

The National Fish and Wildlife Foundation (NFWF) seeks a qualified Contractor to assist in the onboarding, development, maintenance, and upgrading of the Resilience Data Hub, two systems that support data collection for NFWF resilience programs. The Resilience Data Hub includes:

- **Metrics Database** - <https://resiliencedashboard.nfwf.org/>
A custom JavaScript web application and MySQL database that collects and stores annual metrics reported by grantees through a web interface.
- **Data Repository** - <https://resiliencedata.nfwf.org/>
A CKAN-based open-source data portal platform that has been configured for NFWF to store a variety of data generated by grantees as part of their grants.

BACKGROUND

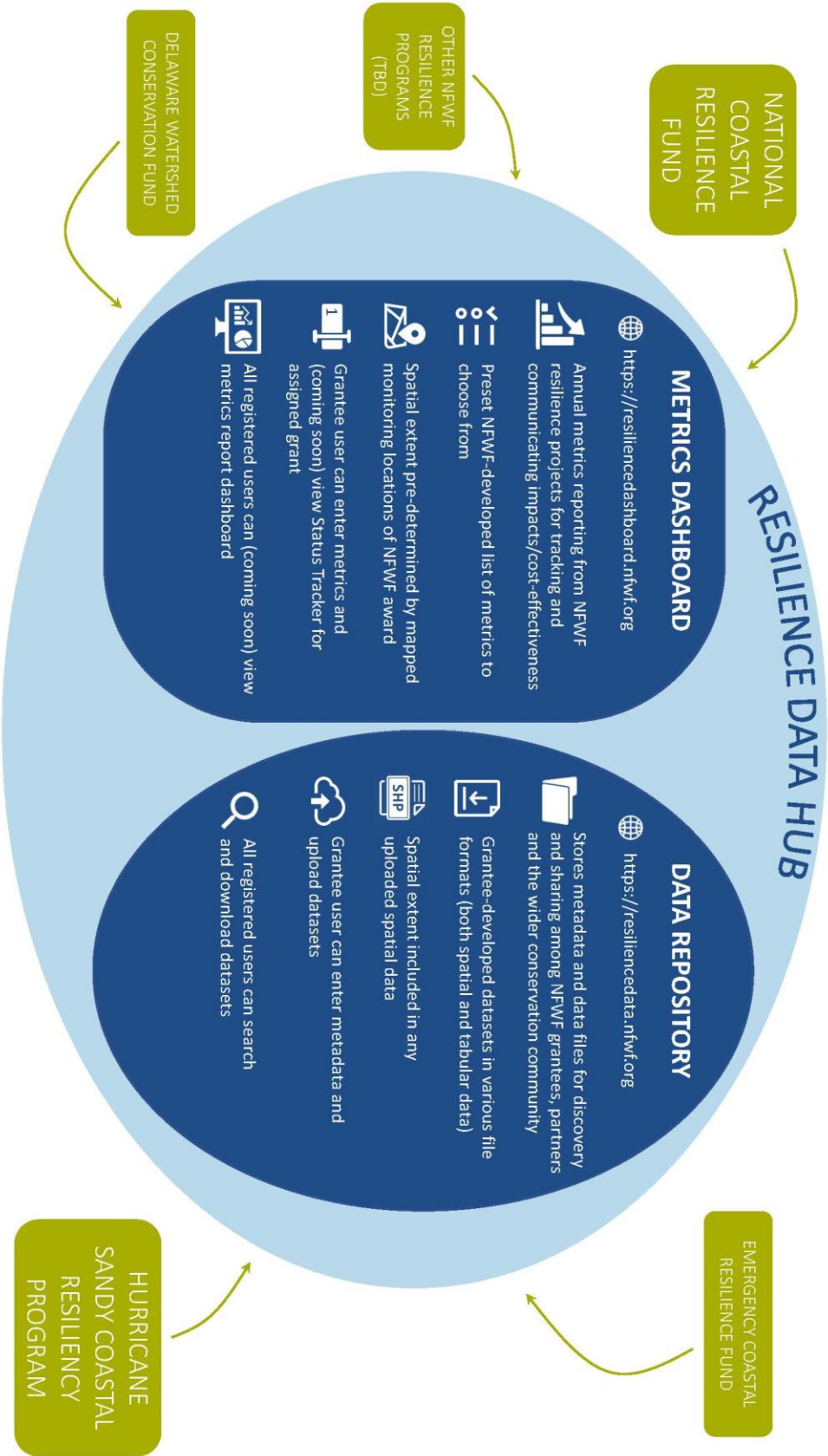
In 2016, NFWF awarded a grant for the development of a web-based metrics database and related data repository to store information on monitoring projects and ecological and socioeconomic metrics gathered through the Hurricane Sandy Coastal Resiliency Program. The metrics database currently houses metrics tied to the Hurricane Sandy Coastal Resiliency Program's monitoring grants and will be expanded to include metrics from other similar (or future) programs such as the National Coastal Resilience Fund (NCRF). The data repository hosts additional data collected by grantees as part of their monitoring projects that provide additional information or context for the data in the metrics database. This long-term monitoring data collection and metrics reporting will be used by the NFWF to assess the impacts and cost-effectiveness of funding different types of resiliency projects.

While much of the Resilience Data Hub system has been built, NFWF is seeking additional support for continued onboarding, development, maintenance, and upgrading – as well as finalizing some original functionality. This support will allow for increased usability of the Resilience Data Hub for the original Hurricane Sandy Coastal Resiliency Program use, as well as other NFWF programs that collect resilience data. Current active programs with resilience projects that could be incorporated include (but are not limited to):

- Hurricane Sandy Coastal Resiliency Program
- National Coastal Resilience Fund
- Emergency Coastal Resilience Fund
- Delaware Watershed Conservation Fund



NFWF



SCOPE OF WORK

The selected party will perform the following activities for programs under various NFWF's resilience programs.

1. Onboarding Backlog of Grantees.

- The Hurricane Sandy Coastal Resiliency Program monitoring grantees have been provided user credentials for the Resilience Data Hub. Additional onboarding may be needed to assist Hurricane Sandy monitoring grantees in uploading data.
- While the National Coastal Resilience Fund (NCRF) 2018 and 2019 projects also have been added to the Resilience Data Hub, many of the project grantees have not yet begun uploading data. The selected Contractor will work with approximately 40 NCRF grantees to provide training or assistance for using the Resilience Data Hub.
- Additional resilience projects with monitoring data (e.g. Emergency Coastal Resilience Fund and National Coastal Resilience Fund 2020 projects) may need to be onboarded to the Resilience Data Hub.

2. Ongoing Onboarding and Technical Assistance for Grantees.

- As additional projects with monitoring are awarded through active annual grant programs (NCRF, Delaware Watershed Conservation Fund, etc.), grantees will need their projects set up in the Resilience Data Hub, as well as training and onboarding for data upload and usage.
- The selected Contractor is expected to assist with continued onboarding until NFWF staff are trained in administrative management of the Resilience Data Hub.

3. Training for NFWF Staff.

- Currently, a limited amount of NFWF staff have received training on how to add projects, metrics, users, etc. to the systems in the Resilience Data Hub. Additional NFWF staff need training to maximize efficiency of project and grantee usage.
- Additional materials are needed to outline Standard Operating Procedures, trouble shooting, and documentation in the case of staff transition.

4. Development of User Dashboard in the Metrics Database. The full functionality of the Metrics Database is not complete and requires:

- Development of an administrator module in the existing web interface that allows non-technical users to add and edit programs, grants, locations, metrics and users without requiring direct SQL database changes
 - Create and edit programs (id, name, description)
 - Create and edit grants (name, start and end dates)
 - Create and edit locations (name, lat, long)
 - Create and edit metrics (metric class, name, units, statistics)
 - Attach existing grants to program
 - Attach existing users to grants (including permissions by role)
 - Attach existing metrics to grants
 - Attach existing locations to grants
- Development of a reporting dashboard that supports the exploration and visualization of metrics across programs and reporting years
 - Review the grantee-reported metrics already collected in the Metrics Database website.

- Conduct a workshop with NFWF to understand goals, priorities and reporting needs from these metrics.
- Propose designs for dashboard.
- Develop dashboard using existing Angular web application interface (or propose alternative, e.g. ArcGIS Online or Tableau Public, if preferred).

5. Maintenance of Metrics Database and Data Repository.

- Implementation of updates and patches from the CKAN open-source project and MySQL database to ensure system stays current.

6. Upgrades.

- Work with NFWF staff to determine where improvements need to be made to the existing systems as needed.

This list above outlines the general scope of work to be addressed under this RFQ; however, it is subject to change in response to additional similar task orders as needed.

The period of performance will be one year from the date of the award to the selected Contractor with an option to extend for an additional year, to be exercised at NFWF's discretion.

REQUIRED EXPERTISE AND PROPOSED STAFF

When submitting the budget, please identify the individuals who will work on this project and their previous experience working with NFWF. NFWF reserves the right to approve or request changes to any staffing selections that are made after this contract is awarded. To assist the NFWF in the onboarding, development, maintenance, and upgrading of the Resilience Data Hub, this RFQ is seeking a team of professionals with the following qualifications:

- Web application development using NodeJS, Angular, D3, MySQL
- Deployments with docker containers and AWS cloud
- Operations and maintenance of CKAN open data portal software
- Flexibility and enthusiasm while dealing with feedback, edits, and potential re-working of system design
- Experience in training and communicating administrative processes to users unfamiliar with web development and data software
- Variety in staffing levels within the Contractor team and competitive/cost-effective budgeting

CRITERIA FOR COMPETITIVE APPLICATIONS

Proposals will be evaluated and scored on the following criteria. Offerors should organize their Proposal Narrative based on these sections:

1. **Understanding of the Scope of Work.** The Scope of Work must demonstrate an understanding of the goals of the activities involved. This section should include a description of how you will communicate with NFWF and program stakeholders and report on progress, results, and deliverables. Weight: 10%
2. **Technical Approach.** The proposed technical approach for conducting the Scope of Work should clearly describe the proposed methods necessary to completing Resilience Data Hub development and administering ongoing assistance to transition management to NFWF staff. The section must demonstrate that those methods are robust and appropriate for conducting the onboarding,



development, maintenance, and upgrading and address any areas of complexity or uncertainty associated with the scope. Weight: 20%

3. **Qualifications of Proposed Personnel.** This section should clearly describe which tasks each member of the team will conduct and how their training and experience provide the requisite experience to do so successfully. Weight: 20%
4. **Contractor's Past Performance.** The proposal should include information on the primary investigator(s)'s past performance experience in development of web-based databases and data repositories. List recent (last 2-5 years) accomplishments and previous services related to the technical expertise offered. If subcontractors are to be used, information should be provided that demonstrates their past performance as well. Describe how that past performance is applicable to this evaluation.
Weight: 20%
5. **Budget.** The proposed budget should itemize work in sufficient detail to enable reviewers to evaluate the appropriateness of the entire funding request. You must use attached Contractor Budget Template. You may add columns to the template for additional tasks if needed but should not make any other changes. If applicable, please include the proposed budget for equipment purchase in the proposal separate from the Contractor Budget Template. Weight: 30%

ELIGIBLE OFFERORS & CONFLICT OF INTEREST STATEMENT

Eligible applicants include institutions of higher education, other nonprofits, commercial organizations, international organizations, and local, state, and Indian tribal governments.

By submitting a proposal in response to this solicitation, the offeror warrants and represents that it does not currently have any apparent or actual conflict of interest, as described herein. In the event an offeror currently has, will have during the life of the contemplated contract, or becomes aware of an apparent or actual conflict of interest, in the event an award is made, the offeror must notify NFWF in writing in the Statement of Quotations, or in subsequent correspondence (if the issue becomes known after the submission of the Statement of Quotations) of such apparent or actual conflicts of interest, including organizational conflicts of interest. 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.

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 instructions can be found here: <https://www.sam.gov/SAM/>

SUBMISSION REQUIREMENTS

Proposals must be submitted under the same cover at the same time, in three distinctly labeled and separate documents: 1) Technical Proposal, 2) Budget, and 3) Evidence of Financial Stability. Interested parties should submit proposals electronically to NFWF (**Amanda Bassow**, amanda.bassow@nfwf.org) using the requirements below:

1. Technical Proposal

- Format: Proposals must be provided in Word format or searchable PDF with a font size no smaller than 11 pt.
- Contact information: Primary contact person, company name, address, phone, email, website, DUNS number, and EIN/Taxpayer ID#.
- Narrative: Concise (5-page limit) description of the work plan and a summary of the applicant's expertise and experience, organized by the Criteria for Competitive Applications.
- Biographies: Resumes and/or Vitae of key staff and their role in the proposed work area.
- References: List three clients who have received services from the applicant that is similar in nature to the proposed work; include names, phone numbers, and email address.

2. **Budget:** The budget proposal must be submitted using the following [NFWF budget template](#).

3. **Evidence of Financial Stability:** The applicant shall provide proof of financial stability in the form of financial statements, credit ratings, a line of credit, or other financial arrangements sufficient to demonstrate the applicant's capability to meet the requirements of this solicitation.

SELECTION PROCEDURE

A panel of NFWF staff will review the proposals. The panel will assess each proposal according to the project description and evaluation criteria provided in this RFQ. Offerors may be asked to modify objectives, work plans, or budgets prior to final approval of the award. Only one award will be made for this project. Specific funding amounts will be negotiated with the Foundation and additional funding will be considered annually based upon the expressed needs of the programs. If multiple institutions are involved, they should be handled through subcontracts.



SUBMISSION DEADLINES

- May 3, 2021** Deadline for receipt by NFWF of proposals.
Proposals must be sent electronically as an email attachment to
Amanda Bassow (amanda.bassow@nfwf.org) by **9:00 PM [EST] on
May 3, 2021.**
Proposals must be provided in Word format or searchable PDF.
- May 2021** Contract award to selected Offeror