



**REQUEST FOR PROPOSALS:**  
Managing Cooperative Fisheries Research

Proposal Submission Deadline: 9/25/2015

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**Available Funds:** \$500,000  
**Term of Contract:** 18 – 24 months  
**RFP Closing Date:** 9/25/2015, 11:59 p.m. EST  
**Point of Contact:** Dr. Christopher Moore, Executive Director  
Email: [cmoore@mafmc.org](mailto:cmoore@mafmc.org)  
Phone: (302) 526-5255

**Purpose**

The Mid-Atlantic Fishery Management Council (Council) is accepting proposals to manage a short-term (2015-2017) cooperative research program focusing on Mid-Atlantic fisheries. The Council intends to invest approximately \$500,000 in research projects that will address specific research questions related to the Council's managed fisheries in the Mid-Atlantic. The Council will consider a broad range of projects, and preference will be given to projects that have an on-the-water component.

The Council seeks to partner with an organization that would be contracted to manage this effort.

**Scope of Work**

The organization would be expected to:

1. Solicit proposals to address specific research questions identified by the Council;
2. Receive, review, and evaluate proposals in response to the solicitation;
3. Coordinate selection of proposals with the Council or its representatives, as required by the Council;
4. After identification of funded proposals, notify applicants and assist applicants in obtaining any special permits or other types of authorizations and approvals that may be required;
5. Receive completed research reports and facilitate review of those reports as required by the Council;
6. Disburse funds for selected research programs. Final funds disbursement for projects will depend on successful project completion and report review;
7. Provide periodic reports to the Council on the proposal application and review process, as well as the status of funds;
8. Track progress of projects and provide progress reports when requested; and
9. After completion of all projects, provide a written final report that details all the projects awarded, whether they were completed successfully and how much was paid for each.

### **Contractor Qualifications**

1. Record of success in managing similar programs.
2. Experience with oversight of research projects that address the conservation of natural resources.
3. Experience managing fisheries research projects, and in particular projects associated with Mid-Atlantic fisheries, is preferred.
4. Demonstrated record of successful relationships with non-traditional research partners, such as fishing businesses or organizations.
5. Potential to leverage Council funds with matching funds from other organizations.

### **Proposal Format/Qualifications**

1. **Executive Summary:** Respondents should provide a summary of their company, organization, institution and any related partners, as well as their qualifications.
2. **Qualifications:**
  - 2a. *Statement of Qualifications:* In addition to the Executive Summary, all proposals must include a statement of qualifications, which describes the experience and history of the Respondent company, organization, or institution and other team members, if applicable. The proposal should specifically indicate the Respondent's current and historical expertise in providing the services identified in this RFP.
  - 2b. *Staffing Plan and Qualifications:* Names and qualifications of the key personnel. Identify all key personnel who are to be part of the project team and provide curriculum vitae for each.
  - 2c. *References:* All proposals must include references from at least three clients of the Respondent, and preferably clients who have utilized the Respondent on matters related to the requested services. The references must include a contact person, a full address, and a phone number. In addition to the foregoing, all proposals must include a listing of public and private clients for whom the firm has provided services similar to those set forth in this RFP, with a description of the services provided.
3. **Proposed Approach and Comments on Scope of Work:** A detailed description of the process that will be used to manage this project and a schedule of tasks to be performed during the course of the project. Provide comments on the scope of work as it relates to the management of the project.
4. **Proposed Fee Structure (Budget & Rate Sheet):** All responses must include detailed information on the proposed budget for the requested services, including the basis for charges (e.g., hourly rates, fixed fee).

### **Proposal Submission**

Interested parties must submit a proposal by COB September 25, 2015. The proposal may be mailed or emailed to the Council's point of contact identified below.



**RFP Timeline**

The Council anticipates that the selection of a successful respondent and execution of contract will proceed according to the following approximate schedule:

8/25/2015 ..... Issuance of RFP  
9/25/2015 .....Deadline for proposal submission  
10/19/2015 ..... Contract Execution (or as soon thereafter as practical)  
11/2/2015 .....Commencement of Work (or as soon thereafter as practical)

**Anticipated Term of Contact**

The final contract is subject to successful negotiation of the budget and scope of services. It is expected that the contract will commence in November 2015 and last for a period of 18 – 24 months. The contract will be reviewed during its course and may be extended at the sole discretion of the Council.

**Evaluation Criteria**

Proposals will be evaluated based on prior experience, references and qualifications, understanding of work, and price. The Council may, at its discretion, request additional information from any respondents as deemed necessary to clarify or negotiate modifications to the proposal.

**Requests for Further Information**

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**Disclaimer**

1. All costs associated with the preparation and presentation of the proposal will be borne by participating vendors.
2. Proposals and their accompanying documentation will not be returned.
3. Respondents must disclose any relevant conflicts of interest and/or pending lawsuits.
4. The Council reserves the right to accept or reject any or all applications received, negotiate with all qualified applicants, cancel or modify the RFP in part or in its entirety, or change the application guidelines, when it is in its best interests