



**Request for Proposals and Scope of Work:
Cost Estimates for Herring and Mackerel Portside Sampling and At-Sea Monitoring Programs**

The Mid-Atlantic Fishery Management Council is seeking proposals from fishery monitoring service providers to develop detailed cost analyses for portside and at-sea monitoring programs.

Background

The Mid-Atlantic and New England Fishery Management Councils are developing a set of fishery monitoring alternatives as part of the Industry-funded Monitoring Omnibus Amendment. The amendment would establish tools to implement future industry-funded monitoring programs for all Mid-Atlantic and New England fisheries managed by the Councils. In addition, the amendment includes specific alternatives to improve monitoring of the Atlantic herring (herring) and Atlantic mackerel (mackerel) fisheries through industry-funded monitoring programs. The options to monitor the herring and mackerel fisheries include alternatives for portside and at-sea monitoring programs (similar to groundfish at-sea monitors).

We are seeking information to provide managers and the fishing industry with a better understanding of the potential costs of portside and at-sea monitoring programs for these fisheries. Although the costs of portside and at-sea monitoring programs for the herring and mackerel fisheries are important pieces of information for decision-making, detailed cost information is not readily available. Monitoring service providers have the technical and administrative expertise to produce informed cost estimates of proposed programs. Therefore, the Mid-Atlantic Council is seeking information from monitoring service providers to assist in developing monitoring cost analyses. Detailed cost estimates may also help identify funding sources for program components.

Proposed Scope of Work

The service providers will provide feedback on, and develop cost estimates for, proposed portside monitoring for the midwater trawl fleet, as well as at-sea monitoring programs for certain limited access permits in the herring and mackerel fisheries. NOAA Fisheries will provide a detailed description of 3 program models to the service provider for review and to serve as the basis for the cost estimates:

- 1) Portside monitoring program for the midwater trawl fleet
- 2) At sea monitoring of discard occurrences including full/partial slippage events by the principal Atlantic herring and Atlantic mackerel fishery participants.
- 3) At sea monitoring of discard occurrences including full/partial slippage events as well as river herring and shad species composition for the principal Atlantic herring and Atlantic mackerel fishery participants.

The service provider will review the program description and may request that NOAA Fisheries refine the program description in order to provide sufficient detail to generate a cost estimate. Any refinements will be shared with all participants to ensure consistency in estimates.

For each program, the provider will produce an overall cost estimate for the program, a cost estimate for each major program component, and a cost estimate per fishing day (sea day) or fishing event. Cost estimates should also be provided at the individual vessel or entity level, as defined in the funding framework in the to-be-provided program description. Table 1 provides an example template for estimating both the portside and at-sea monitoring program costs. We understand that certain cost estimates may not be appropriate or practicable to estimate. For example, overhead may be tracked on an annual basis and may not scale linearly with numbers of fishing events, so estimating overhead cost at per day or per event levels could be misleading. Dollar signs (\$) indicate estimates that may be feasible or appropriate to calculate. The provider may deviate from the example template when appropriate, but it will be important to at least maintain the overall cost categories listed below across service providers in order to aggregate this information in the final report.

Table 1. Example cost estimate template for a portside sampling or at-sea monitoring program for herring and mackerel fisheries

Program component	Total Cost for 5 years	Cost per day/event	Per entity cost for 1 year
Monitor salary and per diem for travel, deployment and debriefing	\$	\$	\$
Facilities and labor for training and debriefing	\$		
Sampling Equipment	\$	\$	\$
Data processing	\$		
Costs for cancellation without notice (at-sea monitoring only)	\$	\$	\$
Provider overhead and project management costs	\$		
Other costs	\$		
Total	\$		

The cost estimates should be as detailed as possible and include a discussion of methods and key assumptions used. For example, if costs for time and labor for program management cannot be estimated, a standard overhead rate could be applied based on similar programs implemented elsewhere in order to produce cost estimates. This estimate could be divided based on expected amount of staff time spent on each component to determine cost estimates for development, outreach, and day-to-day operations. A range of potential costs in place of a single cost estimate may be provided where appropriate/necessary.

The analysis should discuss any relevant cost drivers and how they impact the cost estimate (e.g., increased travel time to remote ports would increase the daily rate for portside sampling). Specific cost drivers that may be addressed include: Number of vessels, length of trips; number of fishing events; distribution of ports; data processing and turnaround timelines; and training for samplers. Providers should note where costs could be impacted by the size of the operation or benefit from economies of scale.

Deliverable

The deliverable would be a concise document (5-10 pages including tables and figures) synthesizing the information outlined above, three weeks after receipt of the model descriptions. The Council may request a follow-up conference call with the service provider to clarify any questions regarding the deliverable following submission. The Council will send the service provider comments on the draft document and a final document will be delivered within 14 days of receipt of comments.

Timeline

May 29, 2015 – applications due.

June 5, 2015 – program descriptions provided to selected grantees

June 26, 2015 – Draft project reports due.

Award/Stipend

The Mid-Atlantic Council will provide an award/stipend for these reports, in the amount of \$3,000 per provider. Half will be payable upon submission of a draft report and half upon submission of the final report. The Council will award a maximum of 3 applicants and will only make awards to complete the project if at least 3 acceptable applications are submitted so that data can be summarized across the responses and still remain confidential at the individual respondent level.

Proposals

Proposals should be submitted via email to Jason Didden (jdidden@mafmc.org) by May 29, 2015. Please request confirmation of receipt. Proposals should consist of a maximum 1-page letter that summarizes the applicant's experience and capacity as related to developing the desired cost estimates. Any questions should be directed to Jason via email or phone at 302-526-5254.