

**REQUEST FOR PROPOSAL:
COORDINATION AND MAINTENANCE TO EXPAND THE USE OF THE
EREPORTING APPLICATION FOR COMMERCIAL FISHERMEN**

(Approval is subject to the availability of funds)

The deadline for submitting proposals will be the Thursday 1:30 p.m. of the second week, after the RFP is announced and available on the DNER website (<http://www.drna.pr.gov/documentos/>). The proposal can be sent through the following ways:

- 1) by hand at Secretariat Office, in road 8838 Km 6.3, Sector El Cinco, Río Piedras, PR.
- 2) by mail to Secretariat Office, San José Industrial Park, 1375 Ave Ponce de León, SJ, PR 00926,
or
- 3) by email to dmatos@drna.pr.gov.

Proposals delivered by hand in the mail area of the Secretariat Office or using the federal, private mail delivery system or by email will be accepted no later than the date and time indicated above.

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Introduction of required service

The Puerto Rico Department of Natural and Environmental Resources (DNER), through the Commercial Fisheries Management and Research Division, is issuing this Request for Proposal (RFP) looking for qualified suppliers that have experience in commercial fisheries and electronic reporting. The goal is to provide to DNER its services to, in coordination with the coauthors of the RFP, and under the supervision of the Director of the Commercial Fisheries Research and Management Division (CFRMD) of DNER and the guidance of the Commercial Fisheries Statistics Program (PEPC by its Spanish acronym) Principal Investigator, perform the tasks needed to improve the collection (including fishermen participation recruitment), analysis and distribution of the fisheries statistics between the commercial fishers, the PEPC; The Fish and Hunting Office (OCP by its Spanish acronym), and NOAA. To this end, DNER is seeking qualified providers who work in cooperation with the Government of Puerto Rico to implement the services mentioned above.

Scope of Work of required service

DNER will receive proposals to provide the required service. Services to be provided will include, but are not necessarily limited to the following:

- To continue the coordination, actualization and management of the application eReporting with Shellcatch to collect the electronic trip ticket program for Puerto Rico, where currently are 500 users.
- To continue the process of recruitment of commercial fishermen into the use of the application eReporting.
 - Coordinate and participate in meetings.
 - Outreach.
 - Room Fees
- Coordinate a Kick-off meeting to discuss projects tasks and products, among other details.
- Report to DNER on the delivery, to NOAA, of the data and details necessary for the integration and transmission of fishing data to NOAA servers through a data API protocol. It must include the necessary details to carry out the synchronization of species codes and fishing techniques, together with zones and relevant information on the fishing activity of each licensed commercial fisherman.
- Train the administrators of DNER (for example, PEPC and the OCP) in the use of technology to collect, analyze and distribute the commercial fishery statistics of Puerto Rico.
- Determine and report on how to approach the threats and risks that affect the collection, analysis, and distribution of the commercial fishery statistics data.
- Report on maintenance and improvement of ereporting:
 - It must include the daily service of the programmer to solve any situation that arises.
 - Improve the search engine and the process of compliance certification for the commercial fishers, PEPC and the OCP, in a way that the OCP may find the information directly.
 - Improve data collection and storage of geo-positions (localizations) of the fishery.

- Organize agendas and meetings, virtual or in person, to achieve the tasks.
- Evaluate the progress of the tasks with reports and, if necessary, prepare draft proposal, as if they were to be submitted to the Federal Government.
- Attend the task related meetings.
- Deliver progress reports with the quarterly invoices to the PEPC Principal Investigator and the CFRMD Director.
- Deliver a final report to the to the PEPC Principal Investigator and the CFRMD Director in digital format, before the end of the contract.
- The DNER will not be liable in any way for accidents, losses, theft, or illegal appropriation of materials or equipment left at the DNER Facilities during the contract period or before its final delivery.
- The proposal must stipulate that the delivery of the service will be in phases useful and evaluable for DNER. The next table will be filled by the proponent with the number of weeks for delivery of each phase and submitted as part of the proposal.

Phase	Number of weeks from signing the contract to delivery	Cost (\$)
1. To continue the coordination, actualization and management of eReporting application with Shellcatch to collect the electronic trip ticket program for Puerto Rico	Since the beginning to the end of the contract Contract	
2. To continue the process of recruitment of commercial fishermen into the use of the application eReporting	Since the beginning to the end of the contract Contract	
3. Coordinate a Kick-off meeting	Every 8 Weeks\$1,000	
4. Develop and prepare a work plan	The Fourth Week	
5. Request a written approval of the work plan from DNER and provide a copy of it to DNER	The Fifth Week	
6. Report to DNER on the delivery, to NOAA, of the integration and transmission of fishing data to NOAA servers.	Every 4 weeks (monthly)	
7. Train DNER in the use of technology to collect, analyze and distribute the PR commercial fishery statistics	Every 12 weeks	
8. Determine and report how to approach the threats and risks that affect the collection, analysis, and distribution of the data	Every 12 Weeks	
9. Report on maintenance and improvement of ereporting	Every 6 months	
10. Evaluate the progress of the tasks with reports and, if necessary, draft proposals	Every 12 Weekes	

11. Deliver progress reports with the quarterly invoices	Every 12 weeks	
12. Deliver a final report	Four Weeks after the end of the contact	

GENERAL INSTRUCTIONS

Eligible entities

Entities that are authorized to do business in Puerto Rico, with expertise of at least one (3) year in commercial fisheries data collection, recruitment and ereporting. Proponents must provide qualified key personnel with similar projects with proven success. The contracted work will begin April 1, 2024, and will have eight (8) months since the date of signing the contract to deliver the full service. Entities must also demonstrate that they have the resources and financial stability to provide services to the DNER.

Proposals for services with a limited scope of work on a specific area or specialty will be allowed. Entities can submit proposals for services in selected areas as indicated in the sections of introduction and scope of work of this RFP. The proponent must provide an accurate explanation for the reasons to offer only a portion of the requested services.

Orientation

An orientation meeting on this RFP to the eligible entities will be offered on Thursday at 1:30 p.m. of the second week after the RFP is announced and available on the DNER website (<http://www.drna.pr.gov/documentos/>). The orientation will be held on site at the FRL located at Road 108, km 8.8 Interior, at the end of Camino Los Vélez, Cabo Rojo Puerto Rico 00623. Only one person per entity will be able to participate from the orientation due to limited space availability and COVID-19 prevention. The RFP will be available also as per request via e-mail from dmatos@drna.pr.gov at any time after the announcement.

Deadline for inquiries

The deadline to submit questions through dmatos@drna.pr.gov will be on Thursday at 1:30 p.m. of the Third week after the RFP is announced and available on the DNER website (<http://www.drna.pr.gov/documentos/>).

Proposal submission

The deadline to submit proposals at the mail area of the DNER or through email to dmatos@drna.pr.gov on Thursday at 1:30 p.m. of the fourth week after the RFP is announced and available on the DNER website (<http://www.drna.pr.gov/documentos/>).

Proposal amendments

Amendments to the proposal document will not be accepted after the proposal has been filled.

Proposal forms

The Official Form included in this RFP must be used in its format and content unaltered, except where otherwise indicated.

Additional Instructions

- The proposal must be completed in all its parts and duly signed in blue ink pen.
- The proposal must be written on a computer and on letter-size paper (8.5 x 11), including the tables and the cover page.
- The proposal must include the following parts: executive summary, experience in providing the services, team qualifications, work plan, business references, fee schedule, and potential conflict of interest.
- The proposal content can be submitted in Spanish or English.
- Times New Roman or Arial font.
- Font size 11 or 12.
- Double space, except for tables.
- Written on only one side of the paper.
- The pages must be numbered.
- Attachments that have not been expressly requested should not be included (e.g., letters of recommendation, copies of acknowledgments, needs study forms, photos, etc.).
- The proposal must be delivered with a binder clip.
- The submitted proposals must not identify the entity or institution in any part of it, except in those part that are so requested. The attachments must be included in the manner established in the application form. The applicant will refer to itself in the content of the proposal as “entity” or “institution”, as preferred, instead of the name. You can only mention the name of the “entity” or “institution” on the cover and the attachments that require it.
- Proposals written on stamped paper or with watermarks showing the name, symbol or emblem of the entity will not be evaluated.

- Check documents carefully before submitting them officially, as amendments to the proposal document will not be accepted, nor will it replace or add pages in the proposal, once submitted.

Procedure after filling proposals

Each proposal will be evaluated according to the criteria established by the DNER for the selection of professional services. DNER reserves the right to reject or deny applications that do not meet the requirements that appear in this RFP, in the information package documents that will be available on the DNER's web page, or with the applicable provisions of law, state rules and federal regulations. The DNER reserves the right to substitute or modify the concept of the RFP in equal conditions. In addition, DNER can use approved proposals as models of projects or effective practices.

The suppliers whose proposals are approved will have to grant a contract of professional services with the DNER, and make sure he or she obtains the required documents for a contract.

Evaluation Criteria

The first step within the evaluation procedure will be the initial screening were DNER will assess if the proposals comply with all three main things:

1. If the proposal complies with the purpose of the services required.
2. If the proposal has all sections of the form completed, including the attachments, as required.
3. If the entity shows evidence that it has experience of 3 years or more providing the services requested in this RFP.

A panel of reviewers will be gathered and to reach uniformity in the assessment of the proposals, they will be trained on the evaluation rubric that will be utilized to score all proposals. Each proposal will be scored by the reviewers whose scores will be averaged to calculate an overall proposal score. Proposals whose score is 80 or more will be recommended for approval and will be required to negotiate according to the criteria that the DNER identifies that must be reviewed. Proposals whose score is 79 or less will be denied.

The criteria of evaluation of the proposal are as follows:

- Executive summary (5 points)
- Experience in providing the services (25 points)
- Team qualifications (25 points)
- Work plan (25 points)
- Business references (5 points)
- Fee Schedule (15 points)
- Potential conflicts of interest (will be evaluated in the initial screening)

Proposals receiving an overall proposal score deeming them fundable may be requested to participate in an interview to address any clarifying questions raised during the proposal scoring process.

The DNER may approve more than one proposal if deemed necessary. DNER reserves the right to negotiate or establish the costs of these services prior to signing the contract. All corporate or entity legal documents required must be available prior to the signing of the contract.

Executive Summary (5 points)

- Provide a profile of your organization, including mission and vision statements.

Experience and strategy in providing the services (25 points)

- Describe the experiences of the company and its personnel in providing services like the services set forth above.
- Please indicate whether you have experience working with the DNER or with public entities, and years of experience performing like services.
- Evidence of the applicant having offered similar services in the past. Ability to provide the required professional services as evidenced by past performance in terms of client contact, satisfaction, and responsiveness.
- Provide specific examples of the services or tasks previously provided by the entity as considered in this RFP.
- Provide a detailed description on how the entity will address each of the services or tasks proposed to develop.

Team qualifications (25 points)

- Attach resumes of personnel (or/and sub-contractors, if any) who will be providing the services. Please identify any specific credentials or certifications relevant to these services that are held by your company or its employees.
- Please also discuss any commitments you make to staff continuity, including your staff turnover experience in the last three years.

Work plan (25 points)

- Provide a description of the plan or approach, the role of each staff member (or sub-contractors, if any) expected to perform the services, and the proposed time frames for completion of the services.

Business references (5 points)

- Provide a list of three (3) verifiable client references.
- The three (3) professional references should be able to substantiate the quality of service provided.
- Provide a description of the services provided.

Potential conflicts of interest (will be evaluated in the initial screening, prior the appliance of the rubric)

- Disclose any known facts that would or might create a conflict of interest with DNER if you were awarded a contract for the services. Conflict of interest will include any expressions or behaviors the applicant has made in the past against DNER or that has adversely affected its image.

Proposal ID: FDP5-_____

**REQUEST FOR PROPOSAL **
TO THE PR DEPARTMENT OF NATURAL AND ENVIRONMENTAL RESOURCES:

**COORDINATION AND MAINTENANCE TO EXPAND THE USE OF THE
EREPORTING APPLICATION FOR COMMERCIAL FISHERMEN **

Applicant Information	
Name of the person submitting the proposal:	
Entity name:	
Contact Information:	
• Postal Address:	_____
• Physical Address:	_____
• Phone number:	_____
• Fax:	_____
• E-mail address:	_____
Authorize Personnel:	
Name: _____	Position: _____
Signature: _____	Date: _____

Proposal Table of Contents

Attachment A: General Certification

GENERAL CERTIFICATION

1. I understand that this proposal is only a request to compete for federal funds and that it is not a commitment or obligation of the PR Department of Natural and Environmental Resources (DNER) to grant the funds requested.
2. I understand that the approval of this proposal is not an authorization from the PR DNER to begin

REQUIREMENTS	Page number
I. Cover sheet	
II. Executive summary (5 points)	
III. Experience in providing the services (25 points)	
IV. Team qualifications (25 points)	
V. Work plan (25 points)	
VI. Business references (5 points)	
VII. Fee schedule (15 points)	
VIII. Potential Conflict of Interest	
IX. Attachments	
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Attachment C. Information about Incorporators	
Attachment D. Basic Information for Contracting Processes	

offering services under it.

3. I understand that any false information provided herein will result in the rejection of my proposal and / or termination of my participation in the Program, even if this fact is discovered after the date of approval of my proposal, or when the contract is signed.

4. I guarantee that there is no conflict of interest between my person, or members of my corporation or entity, and the PR DNER or its employees.
5. I understand that as a proponent I will assume all the costs of preparing the application.
6. I understand and agree that failure to submit the required documents in the period indicated, the PR DNER may suspend the process of signing contract and reallocate the funds, as applicable.
7. I understand and accept that the approval of proposals, the allocation of funds for the PRDNER/NOAA Cooperative Statistics Program and the implementation of projects under this process is subject to the authority, oversight and scrutiny of the National Oceanic and Atmospheric Administration as the federal grantor agency of these funds that were approved and assigned to the PR DNER for the development of the programs included in this request for proposals.

I certify that all information provided here is correct and that I am the proponent, or the person authorized to represent him/her.

Name: _____ Position: _____

Signature: _____ Date: _____

Attachment B: Certification of no plagiarism

NON-PLAGIARISM CERTIFICATION

The signature and delivery of this document certifies that the person who signs understands and ensures that:

- A. The proposal presented is an original work of the entity or agent presenting the proposal.
- B. In the event plagiarism is discovered, the PR Department of Natural and Environmental Resources (DNER) has the right at its discretion to remove the request or proposals and not be considered for evaluation or approval for such cause.
- C. Plagiarism of the work of another person or entity may result in prosecution by the aggrieved person or entity or in a complaint against the PR DNER or other agency.

Entity Name: _____

Name: _____ Position: _____

Signature: _____ Date: _____

Attachment C: Information about incorporators

INFORMATION ABOUT INCORPORATORS
(This attachment applies to all legal entities)

Information on the incorporators, members of the Board of Directors and Officers of private corporations with or without profit, companies and other types of private legal entities authorized to do business in Puerto Rico that request federal funds.

(1) Name of the Corporation / entity: _____

(2) Type of entity: ____ corporation ____ company ____ other type of entity.

(3) ____ for profit ____ non-profit

(4) If it is a corporation: Date of incorporation: _____.

(4a.) Designated office: physical address, mailing address, telephone number, fax, email

(4b.) Resident Agent of the corporation: Full name, residential physical address, postal address, telephone number, fax, email

(4c.) Incorporators:

Full name, residential physical address, postal address, telephone number, fax, email

(4d.) Current members of the Board of Directors:

Full name, title, residential physical address, postal address, telephone number, fax, email

- (4e.) Current officers:
Full name, title, residential physical address, postal address, telephone number, fax, email

- (5) Societies or other type of legal entity

- (5a.) Designated office: physical address, mailing address, telephone number, fax, email

- (5b.) Information about partners and owners:
Full name, title, residential physical address, postal address, telephone number, fax, email

Attachment D: Basic information for contracting processes

BASIC INFORMATION FOR CONTRACTING PROCESSES

Employer Social Security	
Full name (including middle name and both surnames) of the person authorized to sign the contract	
Marital Status	
Position	
Place of residence	

NOTE: In addition to this document please include a corporate resolution certifying who is the person authorized to sign on behalf of this corporation/entity.