

Solicitation Request

Notice to Prospective Proposers

The West Coast Governors Alliance on Ocean Health (WCGA) and Coastal States Stewardship Foundation (CSSF) invite you to submit a proposal to the West Coast Ocean Data Portal (WCODP) Action Coordination Team for the position of Data Developer. If you have questions, or should need any clarifying information, the contact for this Solicitation Request is:

Todd Hallenbeck
WCODP Project Coordinator
West Coast Governors Alliance
Todd.r.hallenbeck@westcoastoceans.org
408.482.6807

The WCGA West Coast Ocean Data Portal Action Coordination Team (WCODP ACT) is seeking a qualified Data Developer (Contractor) to inventory, assess, integrate, and develop regional data sets related to specific priority areas.

Purpose and description of required services

The West Coast Ocean Data Portal Action Coordination Team (WCODP ACT) is seeking a qualified Data Developer (Contractor) to work with West Coast Governors Alliance on Ocean Health (WCGA) partners to inventory, assess, integrate, and develop regional data sets related to specific priority areas. These priority areas are West Coast closed and restricted areas (e.g. fishery closures) in coastal and marine areas, kelp species distributions and historical extents, and littoral cells.

Background

In February 2012, the **West Coast Ocean Data Portal Action Coordination Team** was adopted as a new priority focus area of the WCGA to work on problems of regional data sharing, management, and coordination. The WCODP goal is to increase the discovery and connectivity of ocean and coastal data and people to help inform regional ocean issues identified by the WCGA. To achieve this goal the **West Coast Ocean Data Network** (Network.westcoastoceans.org) of data managers and users was formed to guide the development of the WCODP and coordinate on regional data. The first WCODP completed project was the development of a **West Coast Data Catalog**, a geospatial metadata catalog, built on ESRI Geoportal using the Catalog Service for the Web (CSW) standard to harvest and publish West Coast regional ocean and coastal metadata from state, federal, and regional partners. The WCODP then built on this infrastructure to develop a **Data Viewer**, using the Open Layers and Marine Planner platforms, to “mash up” web services representing physical, oceanographic, biological, and socioeconomic data to inform regional ocean issues identified by the WCGA. The data products created through this project must be developed in a way that is compatible with both the Catalog and the Viewer.

More information on the WCODP ACT and its technological infrastructure can be found at: <http://portal.westcoastoceans.org>.

Problem Statement

Priority data gaps related to human use, physical processes, and the biological environment hinder effective governance of the West Coast regional ocean health. A goal of the WCGA is to increase the capacity of the WCODP and West Coast Ocean Data Network to support and inform regional ocean management issues

identified by the WCGA and other regional governance bodies. Issues like marine debris impacts along the coast, coastal hazards, and renewable ocean energy planning are active West Coast Issues. Inventorying available data, assessing its quality, understanding user needs, and developing priority data sets will lead to better information on these regional ocean health priorities. In particular, data sets related to closed and restricted areas, kelp species distributions, and littoral cells are critical to informing management questions.

Services requested

One qualified “Data Developer” will be contracted to provide the services listed below. The Contractor shall provide expertise to develop regional data products that can be integrated with the WCODP as well as other state or national systems (i.e. MarineCadastre.gov). This work will include an inventory of available data, an assessment of user needs, integration of sub-regional data sets, cartographic representation of data, development of standards compliant metadata, and packaging of products and metadata into web map services and GIS data downloads.

The data themes identified as priority gaps include, but are not limited to:

- Closed and restricted areas and their seasonality in the coastal and marine environment (e.g. fishery closures),
- Kelp species seasonal extent and historic distribution,
- Littoral cell boundaries

A Project Team has been formed to help the Contractor identify relevant data sets and user communities. The Contractor will expand on the information gained from those contacts to inventory available data and survey user communities to understand needs. The Project Team will work with the West Coast Ocean Data Network to find suitable partners and infrastructure to host and publish the data products and metadata for integration with the WCODP.

In some cases, the most appropriate approach to regional data development will be to harmonize existing data sets that are being managed and published through relevant partner organizations and agencies. This is an approach the Project Team endorses and can help the Contractor identify the appropriate contacts within partner agencies.

The following activities, estimated percent effort, and associated deliverables for the Contractor are:

Activity A: The Contractor will conduct an inventory of available data. This will require contacting data providers and searching data sets in the WCODP or partners' systems to find the most current and authoritative data. The inventory deliverable shall include pertinent details of the data, including but not limited to the: Publish date, Scale, Source, Data Availability (e.g. GIS, WMS, WFS), and Metadata Standard. (10%) – Due April 2015

Activity B: The Contractor will work with one or more user communities to understand user needs for each proposed thematic data product to understand required formats, cartography, and extents. The Contractor will document these user requirements. This will be an iterative process throughout the contract. (30%) - Due May 2015

Activity C: The Contractor will integrate and develop data products based on user requirements and package data and metadata for publishing. (50%) - Due July 2015

Activity D: The Contractor will work with identified partners to integrate data products in the WCODP and Marine Cadastre. This includes facilitating data publishing and troubleshooting issues with data display, download, or harvest. (10%) - Due August 2015

Proposal Requirements and Information

Title of Position: West Coast Ocean Data Developer

Work Location: California, Oregon or Washington

Direct Questions to: Todd Hallenbeck
WCODP Program Coordinator
West Coast Governors Alliance
408.482.6807
Todd.r.hallenbeck@westcoastoceans.org

Compensation:

The Data Developer will provide services described in this RFP as an independent contractor for the maximum duration of 6 months. Compensation for the entire project, to be commensurate with experience will be up to \$27,000.

The Data Developer will report to the Project Team, comprised of members of the WCODP ACT and BOEM staff, with regard to fulfillment of the Contract duties and work task scheduling. The WCODP Project Coordinator will, in consultation with

members of the WCODP, have the authority to terminate the contract with the Contractor in the event of unsatisfactory performance or nonperformance of the Contractor's duties.

The Data Developer shall be an independent contractor and shall not in any way be considered an employee or agent of any governmental agency. No fringe benefits are provided. As an independent contractor the Data Developer will be responsible for direct payment of Federal, State, or local taxes and will provide their own equipment such as a computers, software, phone lines, etc. necessary to complete the required tasks.

Selection Criteria

The skills required include strong GIS data creation, integration, and publishing. Also required are strong communication and organizational skills and knowledge of coastal and marine ecosystems. The Project Team will consider a team approach that utilizes multiple individuals to satisfy proposal requirements. Only proposals that meet the minimum qualifications listed below will be considered.

MINIMUM QUALIFICATIONS (listed in order of importance):

- Advanced degree in natural science, computer science, or related discipline, and/or 7-10 years professional experience.
- Extensive experience creating, documenting, and publishing GIS data.
- Demonstrated knowledge and experience integrating and modeling geospatial data.
- Expertise creating and publishing standards based metadata.
- Demonstrated experience conducting outreach, facilitation, and managing diverse user communities.
- Demonstrated experience working with ocean and coastal data and formats.

Submission of Proposal

PROPOSAL REQUIREMENTS:

- A. To ensure an objective and fair review of all proposals, a complete proposal submission will consist of the following four (4) components:

1. Transmittal Letter - Covering highlights, unique qualifications, and intended approach for this project. The letter should include all key contact information including mailing address, email address(es) and phone number(s). Length: Four (4) pages maximum
2. Professional Background – Provide a summary of all professional and/or project experience, including succinct biographical information in the form of a resume or CV, for each member. Length: Three (3) pages maximum/person
3. List of References – Provide a list of references for your work, including contact name, address, telephone number, nature of work, and length of engagement. Length: Two (2) page maximum
4. Detailed Budget – Provide a proposed budget, including hourly rate, expected travel, and other costs. Length: Two (2) page maximum

B. Proposals must provide straightforward and concise descriptions of the proposer's ability to satisfy the requirements of this RFP. The proposal must be complete and accurate. Omissions, inaccuracies or misstatements may be cause for rejection of a proposal.

C. **Proposals received by February 6, 2015** will receive full consideration. Late submittals will be considered at the Project Team's discretion.

D. **Email submission of the proposals is preferred.** Please send your submission to todd.r.hallenbeck@westcoastoceans.org.

Proposal Evaluation:

After it is determined that the minimum qualifications have been met, a panel of reviewers from the West Coast Ocean Data Portal ACT will evaluate and rank the proposals based upon the quality of proposal (20%), strength of experience (40%), and the demonstrated capacity for completion of the project (40%). We plan to begin contract negotiations by the end of February, with a start date in March or early April. Notification to all respondents to the RFP will be sent by the end of March.

Anticipated time line: Proposal Review: Feb. 13
Contract negotiations: Feb 16-27
Work Commences: Mar. 1

- A. Proposals must be submitted for the performance of all the services described herein. Any deviation from the work specifications will not be considered and will cause a proposal to be rejected.
- B. A proposal may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind.
- C. Costs incurred for developing proposals and in anticipation of award of the agreement are entirely the responsibilities of the proposer.
- D. A proposer may modify a proposal after its submission by withdrawing their original proposal and resubmitting a new proposal prior to the proposal submission deadline. Proposal modifications offered in any other manner, oral or written, will not be considered.
- E. A proposer may withdraw their proposal by submitting a written withdrawal request signed by the proposer. A proposer may thereafter submit a new proposal prior to the proposal submission deadline. Proposals may not be withdrawn without cause subsequent to proposal submission deadline.
- F. The awarding agency may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum to all parties who received a proposal package.
- G. The WCODP ACT reserves the right to reject all proposals.
- H. The WCODP ACT will not accept alternate contract language from a prospective contractor. A proposal with such language will be considered a counter proposal and will be rejected.
- I. No oral understanding or agreement shall be binding on either party.