



REQUEST FOR PROPOSAL

Project Management for the Upper Columbia United Tribes

The Upper Columbia United Tribes (UCUT) are seeking proposals for project management services to support administration of the Phase 2 Implementation Plan (P2IP) for salmon reintroduction in the upper Columbia.

Key Information

Contact: Lori Rothrock

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Opening date: April 2, 2024

Closing date: April 30, 2024

Project overview:

The Upper Columbia United Tribes (UCUT) are in the process of reintroducing salmon to areas located upstream of Chief Joseph, Grand Coulee, and the Spokane River dams. The Coeur d'Alene Tribe (CDAT), Confederated Tribes of the Colville Reservation (CTCR), Spokane Tribe of Indians (STI), and their consortium UCUT, are the leaders in returning anadromous fish to historically occupied habitats above these barriers. Collectively, they and their partners are implementing a 21-year plan to design, install, and test fish passage facilities and salmon reintroduction strategies. The UCUT organization and its member tribes have been working together to garner policy support for the reintroduction effort, secure funding needed for salmon reintroduction activities, conduct research, and perform cultural and educational releases of salmon to the tribes' waters.

The services requested will support implementation of the P2IP over the next 1 to 3 years with the potential of an extension agreeable by both parties. This will be accomplished through three primary tasks: 1) project management of P2IP activities; 2) pursuit of additional funding to support implementation of the P2IP; and 3) management of salmon reintroduction budgets for the UCUT organization.

Task 1: Project management of P2IP activities:

1. Project planning and initiation
 - a. Developing a comprehensive project plan including timelines, milestones, and resource requirements (incorporating ongoing activities as needed) for the P2IP salmon reintroduction project and its component parts.
 - b. Establishing and confirming clear objectives, deliverables, and success criteria for P2IP projects.
 - c. Identifying and engaging key stakeholders including project team members, UCUT member Tribes, and external partners.
2. Project execution and coordination
 - a. Managing day to day operations of multiple projects under the P2IP project umbrella including management of subcontractors.

- b. Coordinating project teams including cross-disciplinary teams.
 - c. Facilitating regular team meetings, status updates, and progress reviews.
3. Risk management and issue resolution
 - a. Proactively identifying and mitigating potential risks and challenges.
 - b. Developing and implementing contingency plans to address unforeseen issues.
 - c. Elevating and resolving project-related problems in a timely manner.
4. Stakeholder management and communication
 - a. Maintaining clear and consistent communication with team members, UCUT Tribes, and external partners.
 - b. Provide regular updates on project progress, challenges, and milestones.
5. Closure and lessons learned
 - a. Ensuring successful completion of milestones and project components.
 - b. Conducting an annual review of completed project components and documenting lessons learned and best practices.
 - c. Developing recommendations for future process improvements and organizational learning.

Task 2: Pursuit of additional funding to support implementation of the P2IP

1. Researching potential funding opportunities (competitive grants, congressional requests, etc.) that align with UCUT's salmon reintroduction goals and P2IP objectives.
2. Writing compelling grant proposals and applications.
3. Collaborating with UCUT staff and the P2IP team to gather necessary information and data for grant submissions.
4. Tracking and reporting on grant application progress.
5. Ensuring compliance with all grant requirements and deadlines.

Task 3: Management of salmon reintroduction budgets for the UCUT organization

1. Tracking and managing individual P2IP project budgets and ensuring alignment of budgets with identified scopes of work and deliverables.
2. Providing UCUT with access to accurate, up-to-date financial information.
3. P2IP financial reporting, as needed.
4. Supporting ongoing communication and engagement with the project team to address any budget-related issues or changes quickly and effectively.
5. Ensuring compliance with UCUT internal procurement policies guiding purchases, etc.

Requested services will not include the disbursement of funds, legal advice, fiscal audits, or assistance with activities not related to the P2IP.

How to apply

Responses should include:

1. The firm's legal name, address, and telephone number;
2. The principal(s) of the firm and their experience and qualifications;
3. The experience and qualifications of the staff to be assigned to the project;
4. Description of firm's prior experience, including any similar projects;

5. Description of current work activities and anticipated availability during the term of the project;
6. The proposed workplan and schedule for activities to be performed; and
7. Three references.

Proposals are due by 5pm on Tuesday, April 30, 2024. Submittals should be sent to Lori Rothrock, UCUT Office Manager, at 25 W Main St. Suite 434, Spokane, WA 99201 or via email at lori@ucut-nsn.org. Please state "P2IP Project Management Services Proposal" on the outside of the package and/or on the email subject line.

For questions related to the work outlined in the proposal, please contact Laura Robinson, UCUT Policy Analyst at laura@ucut-nsn.org.

Criteria for selection

Respondents will be evaluated according to the following criteria:

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| 1. Quality of the proposal | 25% |
| 2. Consultant qualifications and experience (including reference checks) | 50% |
| 3. Availability and capacity of the consultant | 25% |

The selection and finalists to be interviewed will be based on an evaluation of the written responses. The award will be made to the most qualified proposal that is deemed most advantageous to the needs of the UCUT organization and its member tribes. Unsuccessful bidders will be notified in writing as soon as possible.

This solicitation is being offered in accordance with tribal and federal requirements governing procurement of professional services. Accordingly, UCUT reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory, or inappropriate.

Reliable, responsive, responsible bidders

UCUT reserves the right to determine whether or not a bidder is responsive, reliable, qualified, and possesses the ability to complete the entire project. Those determinations will be based on:

1. The skill and experience demonstrated by the bidder in performing agreements of a similar nature.
2. The bidder's record for honesty and integrity.
3. The bidder's capacity to perform in terms of facilities, personnel and financing.
4. The bidders past performance with UCUT.

Proprietary information

There should not be any restrictions on the use of data contained in any submitted proposal; any restrictions on the use of data contained in a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to the request for proposal will not be accepted by UCUT and the submitted proposal will be considered non-responsive. Data contained in the proposal, all documentation provided therein, and innovations developed as a result of these contractual services cannot be copyrighted or patented by vendors. All data, documentation, and innovations become the property of UCUT.

UCUT reserves the right to use any ideas in the proposals regardless of whether that bid is selected. Submission of a proposal indicates acceptance by the vendor of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between UCUT and the firm selected.

Information to interested vendors

Any proposal may be withdrawn prior to the above closing date and time. Any proposals received after the time and date specified shall not be considered. No vendor may withdraw a submitted proposal after the closing date and time listed above

The vendor is also requested to list and describe any professional relationships involving UCUT or its member tribes for the past (3) years together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the requested services. In addition, the vendor shall advise UCUT of any professional relationships entered into during the period of this agreement. Vendor shall disclose information relating to conflicts or potential conflicts of interest.

No modification of submitted proposal will be permitted in any form after the closing date and time.

If your response to the technical and functional requirements and associated product demonstration is dependent upon a product offered by another vendor partner, please be advised that a single, joint response should be submitted for this RFP. Additional vendors, subcontractors and/or any assignee or transferee must be able to adhere to the same agreements (e.g., not transmitting tribal data outside of the United States) required of your company.

Covenants against kickbacks

All conditions regarding covenants against kickbacks under 48CFR 52.203-7 shall apply.

Failure to abide by the provisions of this section may, without further notice, result in the immediate termination of any contract awarded.

Reservations

UCUT reserves:

1. The right to cancel any agreement, if in its opinion there is a failure at any time to perform adequately the stipulations of the tasks, or if there is any attempt to willfully impose upon UCUT services which are, in the opinion of UCUT, of an unacceptable quality.
2. The right to accept or reject bids on each item separately or as a whole, to reject any or all bids without penalty, to waive any informalities or irregularities therein, and to contract as the best interest of UCUT may require in order to obtain the system which best meets the needs of UCUT, as expressed in this RFP.

3. The right to negotiate the modification of terms and conditions with the bidder offering the best value to UCUT, in conjunction with the award criteria contained herein, prior to the execution of a contract to ensure a satisfactory contract.
4. The right, where it may serve UCUT's best interest, to request additional information or clarifications from bidders or allow corrections of errors or omissions.
5. The right to require the awarded vendor to obtain and/or have in place proper insurance in an amount no-less than the limits of UCUT's coverage.