

Request for Qualifications

Northeast Ocean Planning and Northeast Ocean Data Portal Support

Posted October 1, 2018

Overview

The [Northeast Regional Ocean Council](#) (NROC) invites interested individuals and organizations to submit statements of qualification to provide support for regional ocean planning activities in the Northeast US, focusing on the continued development of the Northeast Ocean Data Portal, advancement of other regional ocean planning priorities, and outreach to related stakeholders.

Responses from both independent contractors and organizations are welcomed, however, a dedicated individual is preferred. It is anticipated that the selected entity will provide support to NROC for approximately 20 hours per week for 12 months. The anticipated start date is November 12, 2018. **The deadline for submitting qualifications is October 19, 2018.**

Background

Originally founded in 2005 by the governors of the New England states, NROC provides a voluntary forum for New England states, federal partners, and regional organizations to coordinate and collaborate on regional approaches that support balanced uses and conservation of the Northeast region's ocean and coastal resources. Ocean planning has been one of three primary areas of focus for NROC since its inception. As such, NROC includes an Ocean Planning Committee that established and manages the Northeast Ocean Data Portal and supported the development of the Northeast Ocean Plan through the former Northeast Regional Planning Body.

The [Northeast Ocean Data Portal](#) (Portal) is a centralized, peer-reviewed source of data and interactive maps of the ocean ecosystem and ocean-related human activities in the Northeast US. The Portal has become a critical asset for regulators, managers, businesses, educators, and ocean stakeholders in the Northeast to support ocean management decisions, permitting, public comment, and research. The Portal needs to be maintained and updated to ensure it continues to provide best available and peer-reviewed data for these uses. The [Northeast Ocean Plan](#), completed in 2016, is an important documentation of regional ocean management priorities, including activities to enhance the data and coordination to inform management and regulatory decisions.

NROC's ocean planning activities are managed by an Ocean Planning Director on behalf of the NROC Executive Committee and NROC's Ocean Planning co-chairs. The selected contractor would be managed by the Ocean Planning Director.

Anticipated Activities

The selected contractor will provide general support to NROC's Ocean Planning Director, which is anticipated to include all of the following activities:

- Managing the development of derived data products for use in ocean management decisions, including:
 - Identifying ocean management data needs
 - Developing specifications for the appropriate regional data product to fulfill those needs
 - Engaging data providers and users, including from government and stakeholder groups, to inform and review draft data product development
 - Managing other contractors to develop draft data products
 - Posting products on the Portal's production site and developing associated communication materials for data releases
 - Regularly monitoring the Portal for overall performance and access issues
- Supporting the advancement of other regional ocean planning priorities, including those priorities articulated in the Northeast Ocean Plan and to be determined by NROC over the next year
- Engaging stakeholders from environmental organizations and from the fishing, maritime, aquaculture, energy, infrastructure, telecommunications, and recreation and tourism industries
- Managing grants and contract budgets
- Developing work plans and progress reports
- Scheduling meetings, securing venues, and producing meeting summaries
- Representing the Portal, and sometimes NROC, at meetings and events

Necessary Experience and Qualifications

To be competitive, individuals and organizations must meet the following qualifications:

- Familiarity with the specific government participants and stakeholder groups engaged in ocean planning and data development activities in the Northeast, and demonstrated experience engaging these different groups in ocean management proceedings
- Understanding of state and federal ocean management agencies, including individual mandates, regulations and permitting processes
- Proficiency with Geographic Information Systems, data product and metadata development, web mapping and data services, online mapping applications, and similar technologies
- Experience with grant writing and reporting
- Experience managing complex contract and grant budgets
- Ability to conduct regular travel within New England

Submission Requirements

Statements of qualification should include the following information in a single pdf file, not to exceed 10 pages.

1. Contact information: Primary contact person, entity name, address, phone, email, and website
2. Qualifications: Please describe your and/or your organization's mission, expertise and experience. Include information about the capacity and experience of the individual(s) and the particular characteristics that qualify you to carry out the anticipated activities with a focus on the necessary qualifications described above. Provide similar project examples, if possible.
3. Personnel: Include hourly rates and resumes for individual(s) that will support the provided services
4. References: Please provide 2-3 references who would be able to speak about your work on similar projects. We will not contact anyone without contacting you first.

Selection Criteria

Statements of qualification will be evaluated using the following criteria:

- The level and extent of previous experience with the anticipated activities and qualifications identified in this RFQ
- Capacity and flexibility to address the anticipated activities and deliver services
- Competitiveness of fee structure

Deadlines

October 19, 2018 Statements of qualification due.

Statements of qualification must be submitted electronically as an email attachment to Nick Napoli, Ocean Planning Director (nnapoli@northeastoceancouncil.org) by 3 PM EDT on Friday, October 19th. Statements must be provided as a single pdf.

November 12, 2018 Anticipated start date.