

COVER PAGE

Oregon Salmon Commission (OSC)

Oregon Albacore Commission (OAC)

ADMINISTRATIVE SERVICES

Request for Proposal (RFP)

SALMON PROPOSAL NUMBER 646-2021-22

ALBACORE PROPOSAL NUMBER 972-2021-22

Date of Issue: January 3, 2022

Closing Date and Time: February 4, 2022 by 5:00pm PST

Single Point of Contact (SPC): Nancy Fitzpatrick, Executive Director
Oregon Salmon Commission & Oregon Albacore Commission

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Email: nancy@oregonsalmon.org (For questions only; not for submitting proposals)

If mailed through carrier other than USPS, please mail to:

1501 SE East Devils Lake Road #983
Lincoln City, OR 97367

Proposal requirements, format and delivery details are in Sections 3, 4, and 5.

The State of Oregon promotes equal opportunity for all individuals without regard to age, color, disability, marital status, national origin, race, religion or creed, sex or gender, sexual orientation, or veteran status.

SECTION 1: GENERAL INFORMATION

1.1 INTRODUCTION

The Oregon Salmon Commission (OSC) and the Oregon Albacore Commission (OAC) or Commissions are issuing this Request for a Proposal (RFP) for administrative services to be provided from July 1, 2022 to June 30, 2023. The Commissions will begin the contract June 1, 2022 for purposes of transition and on-boarding.

Commissions' intent for this RFP is to award separate Personal Services Contracts. Additional details on the Scope of the goods or services or both are included in the Scope of Work/Specifications section below.

Each Commission must approve all contracts, including the administrative services contract, annually.

Each Commission will award separate contracts for administrative services.

1.2 BACKGROUND

Oregon Salmon Commission (OSC)

The OSC is a state commodity commission created under ORS 576.062 and represents over 900 commercial ocean salmon trollers (producers) in the state of Oregon. The Commission is directed by a board comprised of six producers (fishermen/women), two handlers (first purchasers), and a public member who are all appointed by the Director of the Oregon Department of Agriculture (ODA). Committed to improving the industry, the Commissioners are volunteers; they have full-time jobs in Oregon's commercial fishing industries.

The OSC meets an average of four times a fiscal year (July through June). In addition to meetings of the full commission, the OSC has several committees including executive, promotion, regulatory and budget.

As an Oregon commodity commission, the OSC is authorized under Oregon Revised Statute (ORS) 576.325 to collect a mandatory assessment on Ocean Commercial Salmon landed in Oregon. The first purchasers that buy salmon from the producers deduct the assessment (1.5% of the value) from the producer, then send the assessments monthly to the OSC office.

The OSC website is www.oregonsalmon.org

Oregon Albacore Commission (OAC)

The OAC is a state commodity commission created under ORS 576.062 and represents over 350 commercial ocean albacore fishermen/women (producers) and about 65 first purchasers in the state of Oregon. The Commission is directed by a board comprised of five producers (fishermen/women), three handlers (first purchasers), and a public member who are all appointed by the Director of the Oregon Department of Agriculture. Committed to improving the industry, the Commissioners are volunteers; they have full-time jobs in Oregon's commercial fishing industries.

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The OAC meets an average of four times a fiscal year (July through June). In addition to meetings of the full commission, the OAC has several committees including executive, promotion, regulatory and budget.

As an Oregon commodity commission, the OAC is authorized under Oregon Revised Statute (ORS) 576.325 to collect a mandatory assessment on Ocean Commercial Albacore Tuna landed in Oregon. The assessment rate of 1% of the landed value is divided equally between the producers and the first purchasers who deduct .5% from the producer, then send the assessments (.5% producer, .5% first purchaser) monthly to the Commission administrator office.

Currently, the Oregon Albacore Commission receives administrative services from the Oregon Salmon Commission, which employs one person who is retiring. Both commissions have decided to seek contracted administrative services to meet future needs.

The OAC website is www.oregonalbacore.org

In addition to the mandatory assessments, commodity commissions are permitted to receive funds from other sources, such as grants for special projects.

All commodity commissions are public agencies established by the Oregon legislature. All commodity commissions comply with Oregon's public meeting and public records law, ORS chapter 192; Oregon government ethics law, ORS chapter 244; and other applicable state laws, rules and required financial reporting. All commodity commissions adopt budgets each year in a public hearing process set forth in ORS 576.416, and are subject to audit; see OAR Chapter 603, Division 42.

The Director of the Oregon Department of Agriculture (ODA) appoints all commissioners, who must meet qualifications set in ORS 576.225 and Salmon Oregon Administrative Rule (OAR) Chapter 646, Division 30 (OSC), and Albacore OAR Chapter 972, Division 30 (OAC). Oregon State University (OSU), the Oregon Department of Agriculture (ODA), and the Oregon Department of Fish & Wildlife (ODFW) are represented on the Commissions by ex-officio non-voting members, designated by the OSU Dean and the ODA and ODFW Directors, respectively. The ODA Commodity Commission Oversight Program (pursuant to ORS 576.066) reviews the Commission's annual operational plan, all contracts and other agreements, and provides resources and technical advice.

1.3 AUTHORITY AND METHOD

A Commission is authorized to enter into a contract for personal services pursuant to ORS 576.304(4) and ORS 576.306(1), consistent with OAR chapter 122, division 50 and OAR chapter 603, division 42, as applicable. All contracts are reviewed by the ODA pursuant to ORS 576.306(9) and OAR 603-042-0010(10), and, depending on the anticipated amount of the procurement, the contracts must be approved by the Oregon Department of Justice (DOJ), prior to execution.

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A commodity commission is authorized pursuant to ORS 576.306 to contract with an independent contractor for administrative services but may not contract to perform the discretionary functions of the commission. Discretionary functions do not include collecting assessments, scheduling meetings, processing payments or other administrative duties assigned by the commission.

Commodity commission contractors are independent contractors and not employees, eligible employees, public employees or employees of the state for purposes of Oregon law. A contractor may not be considered a public official, public officer, state officer or executive official for purposes of Oregon law.

1.4 SCHEDULE

The table below represents a tentative schedule of events. All times are listed in Pacific Time. All dates listed are subject to change.

Event	Date	Time/Location
Pre-Proposal Conference	Tuesday, January 11, 2022	2:00 PM Zoom video conferencing; the meeting link is below and will be posted on oregonalbacore.org and oregonsalmon.org
Questions / Requests for Clarification Due to SPC	Tuesday, January 18, 2022	Due by 4:00 PM to SPC via email to nancy@oregonsalmon.org
Answers to Questions / Requests for Clarification	Friday, January 21, 2022	Posted by 1:00 PM on oregonsalmon.org and oregonalbacore.org
Closing (Proposal Due) to SPC	Friday, February 4, 2022	Delivery no later than 5:00 PM
Interviews	March 1, 2022	Via Zoom video conferencing. Successful proposers will be notified of their interview time in advance by February 22.
Issuance of Notice of Intent to Award (approximate date)	No later than Friday, March 18, 2022	Phone and email to highest scoring proposer. Notice via email to all but highest scoring.

Pre-Proposal Conference Zoom Meeting Link:

<https://us02web.zoom.us/j/87429030008?pwd=TDRrOFZFbi9xREhpeGxXNkZZZ05CQT09>

Phone: 253-215-8782

Meeting ID: 874 2903 0008

Passcode: 821454

SECTION 2: SCOPE OF WORK

2.1 SCOPE OF WORK/SPECIFICATIONS

The Commissions, which are separate public entities, are seeking an administrative services contractor to carry out the daily business affairs of the Commissions. Each commission will contract for administrative services separately.

The OSC and OAC commissioners are public officials volunteering their time to the industry. Each commissioner has a full-time job in addition to their Commission duties. The producer commissioners are fishermen/women, the handler commissioners work for a processor that is a first purchaser of salmon or albacore, and the public members are interested in the positive economic development of the industries.

The administrative services contractor carries out the policies, procedures and directives previously approved by the Commissions during a public meeting. The Chairperson of each commission administers the contract between the Commission and the administrative services contractor. The administrative services contractor frequently consults with each Commission chairperson, vice chairperson, secretary/treasurer; and the ODA Commodity Commission Oversight Program manager.

On an annual basis, each Commission separately evaluates the administrative services contractor's performance. Acting separately, each Commission must approve the administrative services contract on an annual basis.

ORS 576.304 authorizes all commodity commissions to collect mandatory assessments. During OSC and OAC public meetings, the commissioners discuss and approve motions to direct funds toward promotion, education, communication, research and administrative costs.

The Commissions' administrative services needs include:

2.1.1 Office Facility & Equipment

- a. Providing the office equipment, computer and compatible software, data back-up system, phone and voicemail systems, and personnel the Commissions consider necessary;
- b. Providing office space for Commissions' records (approximately 9 bankers boxes per commission);
- c. Performing maintenance of Commissions' public records in a timely manner pursuant to OAR Chapter 166, Divisions 350, 030, and 300;
- d. As required by ORS 576.385, obtaining and filing with Commissions a fidelity bond of \$50,000. Submitting reimbursement request for the cost of this bond;
- e. Paying, and holding the Commissions harmless from, all of the contractor's normal operational expenses, including but not limited to salaries, rents, utilities, taxes and fees (such as income, employment, license or others) and other similar expenses;
- f. Maintaining compliance with all governmental (local, state, or federal) laws and rules applicable to the operation of Independent Contractor's business.

2.1.2 Bookkeeping and Financial Management

- a. Managing the Commissions' assessment programs in accordance with OSC OAR Chapter 646, Division 10 and OAC OAR Chapter 972, Division 10, which includes providing reporting forms, receiving and depositing assessments, recordkeeping, collecting late assessments, and reporting to the Commissions on delinquencies, among other duties;
- b. Receiving and depositing other funds;
- c. Preparing payment of Commissions' approved expenses for signature by commissioners;
- d. Preparing periodic quarterly reports on revenue and providing them to ODA on a timely basis;
- e. Maintaining and updating information related to salmon and albacore production to forecast the Commissions' future assessment income for budgeting and planning purposes;
- f. Assisting the chairperson and commissioners with all functions necessary to prepare annual draft budgets pursuant to ORS 576.416, advertise the budget hearings, conduct the budget hearings, and submit required adopted budget materials to ODA for authorization;
- g. Preparing financial reports, state-required year-end financial statements, other reports and related financial records pursuant to ORS 576.395;
- h. Monitoring Commissions' finances monthly and providing both written and verbal reports on monthly Commissions' finances (balance sheet, monthly check activity, monthly transactions, revenue & expenditure statement, reconciliations for a checking account, money market/savings accounts) at each Commission meeting;
- i. Alerting Commissions' leadership to critical financial occurrences, for example: revenues are less than forecasted in the annual budget or expenses in a budget category will or are being exceeded;
- j. Obtaining information on marketing trends and commodity values at request of Commissions; however, contractor must obtain approval of informational content from Commissions before its dissemination;
- k. Preparing requests to ODA for emergency fund transfer;
- l. Ensuring receipt of commissioner expense reports and preparing reimbursements and their recordkeeping;
- m. Acting in compliance with applicable laws, OARs, generally accepted accounting principles, and the OSC and OAC Policies and Procedures Manuals.

2.1.3 Communications & Meeting Planning

- a. Assisting the chairpersons with scheduling meetings;
- b. Providing legally required notices of meetings and hearings pursuant to ORS chapter 192 and ORS 576.416;
- c. Assisting committee chairpersons with preparing meeting agendas and providing notices of committee meetings;
- d. Scheduling and setting up ADA-accessible meeting rooms, and catering service;
- e. Preparing and providing copies (digital or paper depending on commissioners wants) of packets for commission and committee meetings;
- f. Taking notes and preparing draft minutes of Commissions' meetings;

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- g. Providing information to fishermen/women, buyers, agencies, industries, news media and others that is consistent with approved Commission positions; however, contractor must obtain approval of informational content from Commissions before its dissemination, as provided by OAR 603-042-0015(6);
- h. Representing Commissions at hearings or meetings on proposed legislation, rules, or issues affecting Commissions and producers/handlers at request of Commissions; however, contractor must obtain prior approval from Commissions of all positions that may be taken on behalf of Commissions;
- i. If approved in advance by Commissions, traveling to assist Commissions to fulfill its promotional, educational or research purposes. Contractor will submit request for reimbursement of allowable travel expenses in accordance with Exhibit A, the Sample Administrative Services contract, Section 3 and Section II;
- j. Updating information on the Commissions' websites in a timely manner. Contractor will maintain and update all pages on the Oregon Salmon Commission website. Contractor will maintain and update the Fishermen News, Commercial Sales, and About Us (except Meet the Fishermen) sections on the Oregon Albacore Commission website.

2.1.4 Administrative and Time Management

- a. Preparing OSC annual Operational Plans for Commission approval, and submitting plans to ODA pursuant to OAR 603-042-0015. OAC Marketing/Promotion/Education contractor will prepare the OAC Operation Plan;
- b. Maintaining the domain names oregonsalmon.org and oregonalbacore.org;
- c. Maintaining records of Commissions and committee minutes, actions and other records pursuant to ORS chapter 192 and ORS chapter 576;
- d. Maintaining databases in a timely manner, including fishermen/women mailing lists, meeting mailing lists, and handler lists;
- e. Maintaining and updating a list of interested parties;
- f. After Commission approval, prepare contracts and similar documents in a timely manner according to procedures which include but may not be limited to:
 - i. completing templates prepared by the Oregon Department of Justice;
 - ii. writing a statement of work;
 - iii. emailing completed document to ODA for review;
 - iv. providing additional information to ODA on a timely basis when requested;
 - v. after ODA completes review, obtaining contractor and Chairperson signatures;
 - vi. providing one fully signed digital document to ODA;
 - vii. maintaining one fully signed document in OSC or OAC records;
 - viii. providing contractor with one fully signed document;
- g. When delegated by the Commissions, monitoring a contractor's work to ensure that services are performed and deliverables delivered according to the schedule in the contract;
- h. Preparing and filing administrative rules in a timely manner;
- i. Participating in training on applicable state laws, policies and other administrative training.

2.1.5 Interpersonal Skills & Regulatory Compliance Experience

- a. Establishing and maintaining communications and good working relationships with both Commissions' commissioners;
- b. Staying current on state, regional, and national matters that affect Oregon salmon and albacore fishermen/women and processors, then informing the chairpersons in a timely fashion;
- c. Informing the chairpersons in a timely manner of matters that need to be brought to the Commissions' attention for discussion and action;
- d. Informing the chairpersons in a timely manner of matters related to delayed assessments, producer and handler concerns and other subjects requiring the Commissions' immediate attention;
- e. Establishing and maintaining good communications and working relationships with the Oregon Department of Fish & Wildlife, Oregon State University, Pacific Fishery Management Council, and other organizations with interests in common with the Commissions;
- f. Establishing and maintaining good communications and working relationships and acting as liaison with other industry organizations in the state, region, and nation; however, contractor must obtain prior approval from Commissions of all positions that may be taken on behalf of Commissions;
- g. To the extent that the Commissions elect, collaborating with other commodity commissions;
- h. Establishing and maintaining good working relationships with, collaborating with, and consulting with the ODA Commodity Commission Oversight Program;
- i. Assisting ODA with recruitment of applicants for commissioner positions;
- j. Working with ODA to ensure that commissioners successfully complete mandatory trainings;
- k. Assisting ODA Commodity Commission Oversight Program with orientation of commissioners.
- l. Establishing and maintaining good communications and working relationships with all contractors supplying services and goods to the OAC and OSC.

2.2 ADDITIONAL INFORMATION RELATED TO THE WORK

2.2.1 The successful submitted proposal will be incorporated into final contracts between the Commissions and the successful Proposer, which will include the terms and conditions as set forth in the attached Sample Contract (Exhibit A).

2.2.2 The OSC/OAC current Executive Director is retiring June 30, 2022.

SECTION 3: PROCUREMENT REQUIREMENTS

3.1 MINIMUM QUALIFICATIONS

1. Available to begin providing services to Commissions July 1, 2022 through June 30, 2023. The Commissions will begin the contract June 1, 2022 for purposes of transition and on-boarding.
2. Experience in administrative work including financial reporting, arranging for meetings, writing reports or minutes, record-keeping, preparing and distributing communications, and monitoring timely and quality delivery of contracted services.

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3. Experience administering volunteer organization(s), working with board members, carrying out direction and priorities set by a board, drafting meeting agendas and other meeting materials, delivering verbal and written reports.
4. Experience in organizing meetings or in event planning.
5. Experience in budget processes, financial reporting, accounts receivable and bookkeeping processes.
6. Experience or familiarity with working with technical subjects such as bylaws, laws, government, government regulations, or research projects.
7. Excellent written and verbal communication skills including public speaking and reporting during meetings.
8. Proven success in prioritizing multiple time-sensitive tasks and meeting deadlines.
9. Ability to provide staff, office equipment, computer software compatible with Commissions' existing software (Word, Excel, Powerpoint, Wordpress), high-speed internet, secure data storage space and back-up system, file storage space, and phones with reliable voicemail system.
10. Have a driver's license and insurance, with an acceptable driver's record or an alternative means of transportation

3.2. ADDITIONAL CERTIFICATION REQUIREMENT

To submit a Proposal, Proposer must meet the Independent Contractor Certification, shown below. The certification is part of Exhibit A, Sample Contract.

(Continued on next page)

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A. CONTRACTOR IS AN INDEPENDENT CONTRACTOR

- 1. I am free from direction and control over the means and manner of providing the services, subject only to the right of the person for whom the services are provided to specify the desired results;
- 2. I am registered under ORS Chapter 58, 60, 62, 63, 65, 67, 70 or 648 to provide the services, if such registration is required.
- 3. I am responsible for obtaining other licenses or certificates necessary to provide the services.
- 4. I am customarily engaged in an independently established business because three of the following requirements are satisfied:
 - A. I maintain a business location:
 - 1) That is separate from the business or work location of the person for whom the services are provided; or
 - 2) That is in a portion of my residence, and that portion is used primarily for business.
 - B. I bear the risk of loss related to the business or the provision of services as shown by factors such as:
 - 1) Entering into a fixed-price contract;
 - 2) Being required to correct defective work;
 - 3) Warranting the services provided; or
 - 4) Negotiating indemnification agreements, or purchasing indemnification liability insurance, performance bonds or errors and omissions insurance.
 - C. I provide contracted services for two or more different persons within a 12-month period, or routinely engage in business advertising, solicitation or other marketing efforts reasonably calculated to obtain new contracts to provide similar services.
 - D. I make a significant investment in the business, through means such as:
 - 1) Purchasing tools or equipment necessary to provide the services;
 - 2) Paying for the premises or facilities where the services are provided; or
 - 3) Paying for licenses, certificates or specialized training require to provide the services.
 - E. I have the authority to hire other persons to provide or to assist in providing the services and have the authority to fire those persons.

(Section 4 does not apply if a Person files a Schedule F as part of an income tax return and the Person provides farm labor or farm services that are reportable on Schedule C of an income tax return.)

Contractor Signature: _____

Date _____

SECTION 4: SUBMISSION REQUIREMENTS

4.1. MINIMUM SUBMISSION REQUIREMENTS

4.1.1. Proposal Submissions

As used in this RFP, "Proposal" refers to the complete package of required materials submitted to the SPC, including Attachments A – F as described below. "Proposal for Services" refers to Attachment B only.

To be considered for evaluation, the Proposal must contain each of the following elements (further detailed in Proposal Requirements section below):

- a. Executive Summary of Proposed Services (Label as Attachment A)
- b. Proposal for Services (Label as Attachment B)
- c. Proposed Timeline for Provision of Services (Label as Attachment C)
- d. Proposer Information and Certification Sheet (Exhibit D of RFP, label as Attachment D)
- e. Cost Proposal stated as a base fixed fee for administrative services and separately showing any costs for materials. (Label as Attachment E). Place your Cost Proposal in a

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sealed envelope marked with Proposer Name and RFP number. (*The OSC and OAC will reimburse invoices at cost-only, without mark-up, for commission meeting rooms and related catering for meetings; commission business-related travel, mileage, postage; and the required bond.). (Submit in separate envelope, labeled with RFP title, number and Proposer's name. Do not include Cost Proposal anywhere in the other attachments.)

- f. Key Persons and Resumes (Label as Attachment E)

4.1.2. Proposal Format and Quantity

Proposer shall send its Proposal to the Single Point of Contact (SPC) listed on the first page by the Closing Date and Time. The Proposal, including all attachments, must be in a sealed package with the Proposer's name and the RFP Title and Number clearly visible on the outside of the package. Inside the package, the Cost Proposal needs to be in a separate sealed envelope, labeled with the RFP Title, Number, and the Proposer's name.

Proposal should follow the format and reference the sections listed in the Proposal Requirements section. Responses to each section and subsection should be labeled to indicate the item being addressed.

Proposal shall be submitted to the SPC in two (2) formats:

- A. One (1) printed copies of Attachments A – D and F on 8 ½" x 11" paper, and one (1) printed copy of Cost Proposal (Attachment E) in a separate sealed envelope labeled with Proposer Name and RFP title and number; and
- B. One (1) electronic copy of Attachments A – D and F on a USB Drive, with a separate file for the Cost Proposal (Attachment E). Proposer's electronic copy must be formatted using Adobe Acrobat (pdf), Microsoft Word (docx), or Microsoft Excel (xlsx). The total combined size of Attachments A – F should be compressed so it does not exceed 10 megabytes.

No emailed Proposals will be accepted.

The Proposal for Services (Attachment B) should follow the format and reference the sections listed in Section 4.2.2. Responses to each section and subsection should be labeled with the corresponding number to indicate the item being addressed.

The Proposer Information and Certification Sheet (Attachment D) must bear the Proposer's authorized representative's Signature. Failure of the authorized representative to sign the Proposal may subject the Proposal to be rejected by the Commission.

4.2. PROPOSAL REQUIREMENTS

Proposal must address each of the items listed in this section and all other requirements set forth in this RFP. Proposer shall describe the Goods to be provided or the Services to be performed or both. A Proposal that merely offers to provide the goods or services as stated in this RFP may be considered non-Responsive to this RFP and will not be considered further.

Proposal should not include materials not essential to the utility and clarity of the Proposal. Proposal should be straightforward and address the requests of the RFP. Proposal containing excess material not addressing the RFP requirements may receive a lower evaluation score if specific information addressing RFP requirements is difficult to locate.

4.2.1. Executive Summary (label as Attachment A)

Provide a brief overview of your Proposal.

4.2.2. Proposal for Services (label as Attachment B)

4.2.2.1. Evaluation Item 1 – Office Facility and Equipment

Describe your office facility, equipment and those who will provide administrative services:

- I. Office location and equipment including types of software;
- II. Phone and voicemail system;
- III. Internet speed;
- IV. Electronic storage system and capacity;
- V. Electronic back-up system;
- VI. Storage capacity for paper records of both a confidential and public nature;
- VII. Personnel support structure, if any;
- VIII. Identify portions of the required administrative services that you may want to subcontract, if any.

4.2.2.2. Evaluation Item 2 – Bookkeeping and Financial Management

Identifying all computer software you have used, describe your experience preparing, presenting verbal and written reports on, as well as maintaining records of:

- I. Accounts payable and receivable, identifying who will handle which;
- II. Monthly financial reports;
- III. Bank reconciliations;
- IV. Annual financial reports;
- V. Preparing for and responding to audits;
- VI. Administering grant funds and reporting;
- VII. Provide an example of analyzing several years of annual financial reports and identifying a fiscal trend that called for a decision by the client -- either increasing revenue or modifying spending. Be specific about how you identified the trend, who you reported it to, and what type of changes you recommended.

4.2.2.3. Evaluation Item 3 – Communications and Meeting Planning

Describe your experience in:

- I. Writing and preparing reports, minutes, correspondence, newsletters: identify all computer software you have used and describe your skill level with each;
- II. Verbal communication as it relates to public speaking, presenting reports, managing meetings or assisting someone who is managing a meeting;
- III. Organizing meetings and events;
- IV. Maintaining and updating websites in a timely manner;
- V. Establishing and maintaining communication with board members, industry, government agencies, elected officials, and stakeholders.

4.2.2.4. Evaluation Item 4 – Time Management

- I. Describe your time commitments and requirements to other clients. Include both current and any you anticipate adding during June 2022 through July 1, 2023;
- II. Describe the type of time management skills you have used to manage all

- responsibilities well;
- III. Explain how you adjust your work-flow when a client has an unanticipated need that requires immediate attention;
- IV. Provide an example of your experience delivering projects within specified deadlines;
- V. Explain your experience and provide an example of completing tasks with minimal oversight.

4.2.2.5. Evaluation Item 5 – Interpersonal Skills & Regulatory Compliance Experience

- I. Describe your experience working with a variety of people, including:
 - a. Boards of directors as a whole and volunteer board members;
 - b. The public;
 - c. Researchers;
 - d. Government staff and elected officials;
 - e. Members of an organization or business that you provide administrative services to;
 - i. and
- II. Give an example of previous experience complying with rules, regulations, bylaws, policies and/or procedures.

SECTION 5: ADDITIONAL REQUIREMENTS

5.1. PROPOSED TIMELINE FOR PROVISION OF SERVICES (LABEL AS ATTACHMENT C)

Describe how you plan to meet the deadlines related to the Commissions’ administrative services work. Address any conflicts your current work may present vis-a-vis the Commissions’ major work elements.

To assist Proposers, the following table highlights the major activities of the Commissions’ administrative services work elements. It does so with estimated dates for major work elements. *The following table DOES NOT present a complete calendar of work for the Commissions’ administrative services contractor.*

Major Work Elements	Date	Notes
Regular meetings of each of the full Commissions	Periodically between September and May (typically no meetings during the commercial salmon and albacore season months) With each Commission, determine at least four dates for meetings with no more than one in-person meeting	Schedule meeting location and catering, draft agenda with chairperson, provide public notice, prepare and make copies of meeting packets to email which include financial reports and other materials, take notes, prepare draft minutes and follow-up on meeting actions and requests.

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<p><u>Assessment Process</u> Prior to the dates listed, update assessment forms if necessary and provide to first purchasers. Contact ODFW and Pacific States Marine Fisheries Commission if there are changes to the form.</p> <p>Receiving assessments involves record-keeping and bank deposits.</p>	<p>For the OSC receive (April through December) assessment checks – the commission’s source of operational revenue</p> <p>For the OAC receive (June through November) assessment checks – the commission’s source of operational revenue</p> <p>(See bottom of this chart for the monthly average of the number of checks received and checks written for the OSC and the OAC.)</p>	<p>Receive buyers’ reports from ODFW. Reconcile this list and assessments with amounts paid by first-purchasers. Contact buyers with any discrepancies.</p> <p>Utilize collection procedures as necessary.</p>
<p>Income Reports – ODA Census Reports – form provided by ODA and submitted via email</p>	<p>Approximately January 15, April 15, July 15 and October 15.</p>	<p>Report total monthly assessments and other funds received for the quarter. Email Excel form to ODA. This report is required even when revenue is zero.</p>
<p>Budget Preparation & Adoption Process – ODA provided template</p>	<p>Work occurs sporadically from February through late May. The mandatory public hearing notice requires publication a specific number of days before the budget hearing.</p>	<p>Process includes drafting a budget, holding a budget committee meeting, notification, public hearing, adoption of budget, notarizing budget affidavit, submitting required documents to ODA for authorization.</p>
<p>Year-end Financial Statement and other state-required financial and online risk reports</p>	<p>This work takes place approximately July 1 through July 18 and continues sporadically through September.</p>	<p>State of Oregon requirement. Some forms provided by ODA about three weeks before due date.</p>
<p>Assist ODA with process of recruiting candidates for commissioner.</p>	<p>Periodically January through March</p>	<p>Verify which commissioner positions expire June 30 of that year. Outreach to producers and handlers who qualify to apply.</p>
<p>Add newly appointed commissioner(s) to commission records.</p>	<p>June</p>	<p>ODA provides a copy of commissioner appointment letter(s) and application(s).</p>
<p>With ODA, provide an hour-long orientation to commissioners.</p>	<p>Prior to or during first Commission meeting of the new fiscal year or virtually</p>	<p>Orientation covers commission budgeting, selection process for research and promotional projects. Also covers Oregon public records and meeting law, Oregon ethics law.</p>

Assist newly appointed and reappointed commissioners to ensure successful completion of mandatory Workday Learning - Oregon training.	Approximately August - September	Governor requires all commissioners and public employees to complete training on specific state policies.
Monthly Transactions Five-Year Average	Oregon Salmon Commission # Checks Deposited # Checks Written	Oregon Albacore Commission # Checks Deposited # Checks Written
July	22 7	8 5
August	26 7	30 6
September	22 8	36 4
October	17 7	35 6
November	11 8	17 8
December	7 8	13 3
January	4 6	11 4
February	1 13	3 5
March	1 15	2 5
April	2 13	1 10
May	10 8	1 7
June	18 6	1 3

5.2 PROPOSER INFORMATION AND CERTIFICATION SHEET (LABEL AS ATTACHMENT D)

Complete the Proposer Information and Certification Sheet, attached to this RFP as Exhibit D. Label your completed Proposer Information and Certification Sheet as Attachment D. As provided in the Proposer Information and Certification Sheet, Proposers must certify that their Proposal constitutes a firm offer for 180 days following Closing of this RFP.

5.3. COST PROPOSAL (LABEL AS ATTACHMENT E)

In a separate sealed envelope labeled with the Proposer’s name and the RFP title and number, provide one hard copy of the proposed cost bid expressed as a base fixed fee for administrative services. The fixed fee should not exceed the funds that the Commissions (OSC \$25,000) (OAC \$20,000) have budgeted as a maximum fixed cost. Do not include reimbursable items as part of the base fixed fee. The OSC and OAC will reimburse invoices for the cost only for meeting rooms and catering for OSC and OAC meetings, travel, mileage, and postage related to Commissions’ business and the required bond.

5.4. REFERENCES

Provide three (3) references from current or former relevant volunteer or professional organizations for similar work within the last 10 years. Proposer shall submit reference names and contact information. References must be able to verify the quality of previous, related Work. Commissions will make three attempts to contact each of the references provided by the Proposer. If these attempts are unsuccessful, the Proposer will receive a score of zero for that reference.

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Commissions may also check to determine if references provided support Proposer's ability to comply with the requirements of this RFP. Commissions may use references to obtain additional information, or verify any information needed. Commissions may contact any reference (submitted or not) to verify Proposer's qualifications.

5.5. KEY PERSON(S) AND THEIR RESUME(S)

Specify key person(s) to be assigned to this project (if applicable), and include a current resume (not to exceed 2 pages each) for each individual who demonstrates qualifications and experience for the Work described.

SECTION 6: RFP SOLICITATION PROCESS

6.1. PUBLIC NOTICE

Notification of the availability of this RFP was mailed to the entities on the Oregon Agriculture Commodity Commission (OACC) RFP Mailing List and Oregon Buys (state procurement website) and advertised in appropriate periodicals, as well as the Commissions' mailing lists.

Modifications, if any, to this RFP will be made through posting on the commissions' websites. Prospective Proposers are solely responsible for checking with the Single Point of Contact prior to the RFP Closing Date to determine whether any Addenda have been issued. Addenda are incorporated into the RFP by this reference.

6.2. PRE-PROPOSAL CONFERENCE

A pre-Proposal conference will be held at the date and time listed in the Schedule. Prospective Proposers' participation in this conference is highly encouraged but not mandatory.

The purpose of the pre-Proposal conference is to:

- I. Provide additional description of the project;
- II. Explain the RFP process; and
- III. Answer any questions Proposers may have related to the project or the process.

Statements made at the pre-Proposal conference are not binding upon Commissions. Proposers may be asked to submit questions in Writing.

Interested parties may participate in the Preproposal Conference through a Zoom video conference to be held **Tuesday, January 11, 2022 at 2:00 PM**. The link is posted on page 4 and will be posted on oregonsalmon.org and oregonalbacore.org

6.3. QUESTIONS / REQUESTS FOR CLARIFICATIONS

All inquiries, whether relating to the RFP process, administration, deadline or method of award, or to the intent or technical aspects of the RFP, or relating to the potential Contract terms and conditions, or both, must:

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- I. Be delivered to the SPC via email
- II. Reference the RFP Title and Number
- III. Identify Proposer's name, phone, and email information
- IV. Refer to the specific area of the RFP being questioned (i.e. page, section and paragraph number) or Contract term or condition, as applicable; and
- V. Be received by the due date and time for Questions/Requests for Clarification identified in the Schedule

6.4. PROPOSAL DELIVERY

Proposer is solely responsible for ensuring its Proposal is received by the SPC before Closing.

Commissions are not responsible for any delays in mail or by common carriers or by transmission errors or delays, or for any mis-delivery for any reason. A Proposal submitted by any means not authorized below will be rejected:

A Proposal must be submitted through the mail or via parcel carrier, and must be clearly labeled and submitted in a sealed envelope, package or box. The outside of the sealed submission must clearly identify the Proposer's name and the RFP title and number. It must be sent to the attention of the SPC at the address listed on the Cover Page.

6.5. PROPOSAL DUE

A Proposal (including all required submittal items) must be received by the SPC on or before Closing. All Proposal modifications or withdrawals must be received prior to Closing.

6.6. PROPOSAL REJECTION

Commissions may reject a Proposal for any of the following reasons:

- I. Proposer fails to substantially comply with all prescribed RFP procedures and requirements, including but not limited to the requirement that Proposer's authorized representative sign the Proposal.
- II. Proposer makes any contact regarding this RFP with State representatives such as but not limited to Commissions' employees, Commissions' contractors, Commissioners or officials other than the SPC or those the SPC authorizes, or inappropriate contact with the SPC.
- III. Proposer attempts to influence a member of the Evaluation Committee or a Commissioner.
- IV. Proposal is conditioned on Commissions' acceptance of any other terms and conditions or rights to negotiate any alternative terms and conditions that are not reasonably related to those expressly authorized for negotiation in the RFP or Addenda.

6.7. EVALUATION PROCESS

6.7.1. Responsiveness determination

A Proposal will be reviewed to determine if it meets all RFP requirements. If an aspect of the Proposal is unclear, the SPC may request clarification from Proposer. If the SPC finds

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the Proposal does not meet any one or more requirements of the RFP, including but not limited to compliance with requirement for submission by Closing, the Proposal may be rejected; however, either Commission may waive mistakes in its sole discretion.

6.7.2. Evaluation Criteria

Each Proposal that the Commissions find meets RFP requirements will be independently evaluated by members of an Evaluation Committee. Evaluation Committee members may change. Evaluators will assign a score for each evaluation criterion listed below in this section up to the maximum points available in the Point and Score Calculation section.

SPC may request further clarification to assist the Evaluation Committee in gaining additional understanding of a Proposal. A response to a clarification request must be to clarify or explain portions of the already submitted Proposal and may not contain new information not included in the original Proposal.

The Commissions reserve the right to investigate references and past performance of any Proposer with respect to the Proposer's (a) successful performance of similar projects; (b) compliance with specifications and contractual obligations; (c) completion or delivery of a project on schedule; and (d) lawful payment of suppliers, subcontractors, and workers. The Commissions reserve the right to postpone the award in order to complete its investigation.

(Continued on next page.)

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Proposals considered responsive and complete will be evaluated by the Committee using a point scale on the evaluation criteria listed below:

Maximum Possible Points	Qualifications-Based Evaluation Criteria
5	Evaluation Item 1 – Office Facility and Equipment
30	Evaluation Item 2 – Bookkeeping and Financial Management
20	Evaluation Item 3 – Communications & Meeting Planning
15	Evaluation Item 4 – Time Management
20	Evaluation Item 5 – Interpersonal Skills & Regulatory Compliance Experience
90	SUBTOTAL of Qualifications-Based Evaluation Score
<u>15</u>	Cost Proposal Score Added
105	SUBTOTAL of Qualifications-Based Evaluation Score and Cost Proposal Score
35	Top scoring Proposals will be invited to interview. The interview score will be added to the SUBTOTAL of the Qualifications-Based Evaluation Score and Cost Proposal Score.
<u>5</u>	References scored for Proposals invited to interview.
145	TOTAL POSSIBLE POINTS

EVALUATOR USE THIS COLUMN WHEN 35 POINTS IS MAXIMUM SCORE	EVALUATOR USE THIS COLUMN WHEN 30 POINTS IS MAXIMUM SCORE	EVALUATOR USE THIS COLUMN WHEN 20 POINTS IS MAXIMUM SCORE	EVALUATOR USE THIS COLUMN WHEN 15 POINTS IS MAXIMUM SCORE	EVALUATOR USE THIS COLUMN WHEN 5 POINTS IS MAXIMUM SCORE	EXPLANATION
35	30	20	15	5	OUTSTANDING - Response meets all the requirements and has demonstrated in a clear and concise manner a thorough knowledge and understanding of the subject matter and project. The Proposer provides insight into its expertise, knowledge, and understanding of the subject matter.
34 - 21	29 - 19	19 - 12	14 - 9	4 - 3	VERY GOOD – Response provides useful information, while showing experience and knowledge within the category. Response demonstrates above average knowledge and ability with no apparent deficiencies noted.
20 - 8	18 - 7	11 - 5	8 - 4	2	ADEQUATE – Response meets all requirements in an adequate manner. Response demonstrates an ability to comply with guidelines, parameters, and requirements with no additional information put forth by the Proposer.
7 - 1	6 - 1	4 - 1	3 - 1	1	FAIR – Proposer meets minimum requirements, but does not demonstrate sufficient knowledge of the subject matter.
0	0	0	0	0	RESPONSE OF NO VALUE – An unacceptable response that does not meet the requirements set forth in the RFP. Proposer has not demonstrated knowledge of the subject matter.

6.7.2.1. Evaluation Item 1 - Office Facility & Equipment - 5 pts. maximum

- a. Is Proposer's computer software compatible with the software used by the Commission?
- b. Is the phone, voicemail system, and the internet speed at Proposer's office adequate for OSC/OAC needs?
- c. For both electronic and paper records, will the Proposer's storage system and capacity meet the Commissions' needs?
- d. Does the proposer's office meet the Commissions' needs?
- e. What, if any, personnel support structure does the Proposer have? How well will the Proposer's personnel structure meet the Commission's needs?

6.7.2.2. Evaluation Item 2 – Bookkeeping & Financial Management - 30 pts. maximum

- a. What software does Proposer use for bookkeeping and financial management; how many years' experience do they have in:
 - I. Preparing accounts payable and receivable;
 - II. Preparing monthly financial reports (balance sheet, accounts payable, monthly transactions, revenue & expenditure statement, reconciling a checking account), and presenting a verbal summary of those reports;
 - III. Reconciling bank statements;
 - IV. Preparing annual financial reports and completing report forms as provided by others;
 - V. Preparing for and responding to an independent audit;
 - VI. Administering grants funds and preparing reports;
 - VII. Score the Proposer's example of analyzing several years of annual financial reports and identifying a fiscal trend that called for a decision by the client -- either increasing revenue or modifying spending. Proposers should be specific about how they identified the trend, whose attention they brought it to, and what type of changes they recommended.

6.7.2.3. Evaluation Item 3 - Communications & Meeting Planning - 20 pts. Maximum

- a. How well does Proposer's preferred method of communicating with clients, both individuals and boards, fit the Commission's needs? Does the Proposer's example of how well they have established and maintained communication with board members, industry, government agencies, elected officials, and stakeholders fit the Commission's needs?
- b. Score the Proposal's information about their ability to write and prepare reports, minutes, correspondence, newsletters. Does the computer software used and skill level with each software work well for the Commission?
- c. Does the Proposal's description of their comfort level and experience with public speaking, presenting verbal and written reports, managing meetings, or assisting someone who is managing a meeting suit the Commission's needs?
- d. How well does the Proposal explain their skills and experience for

organizing meetings of boards and meetings for larger groups?

6.7.2.4. Evaluation Item 4 – Time Management - 15 pts. Maximum

- a. How well does Proposal respond to the table showing the Commission’s major administrative work elements on pages 13-15 and their ability to balance competing priorities and multiple deadlines on work for other clients?
- b. How well does Proposal demonstrate adjusting work flow when a client has an unanticipated need that requires immediate attention?
- c. How well does Proposal communicate their ability to perform well in delivering projects within specified deadlines?
- d. Does Proposal assure evaluator that Proposer has performed well in completing tasks with minimal oversight?

6.7.2.5. Evaluation Item 5 – Interpersonal Skills & Regulatory Compliance - 20 pts. maximum

- a. How well does Proposal illustrate the ability to address a client’s specified needs while also going above and beyond requirements to provide value-added assistance?
- b. Does Proposer’s experience indicate they work with a wide variety of personality types?
- c. How well has Proposer worked with boards? Review examples of the type of boards Proposer worked with in the last five (5) years. Consider the largest number of board members and the smallest number of board members Proposer worked with. Were the boards non-profit, corporate, association, governmental, etc.?
- d. Does Proposal illustrate previous professional experience complying with rules, regulations, bylaws, policies and/or procedures?

Proposers may be invited to participate in Proposer interviews. Interviews may be in person at a location determined by Commissions; however, Commissions may elect to conduct interviews via teleconference or virtual conferencing.

6.7.3. COST EVALUATION

Following scoring and ranking of Proposals, based on the qualifications-based criteria, the cost proposals will be scored as follows:

- a. Proposer with the lowest price proposal will receive 15 points.
- b. Proposer with the second lowest price proposal will receive 10 points.
- c. Proposer with the third lowest price proposal will receive 5 points.
- d. All other Proposers will receive 0 points.

6.8. POINT AND SCORE CALCULATIONS

Scores are the points assigned by each evaluator.

The maximum points possible for each evaluation item are listed in the table below.

The SPC will average all scores for each evaluation criterion.

Cost points are calculated as stated in the Cost Evaluation section.

TOTAL POINTS POSSIBLE:	145
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POINTS POSSIBLE – of Qualification-Based Evaluation Score		90
6.7.2.1.	Evaluation Item 1- Office Facility & Equipment	5
6.7.2.2.	Evaluation item 2 – Bookkeeping & Financial Management	30
6.7.2.3.	Evaluation Item 3 – Communications & Meeting Planning	20
6.7.2.4.	Evaluation Item 4 – Time Management	15
6.7.2.5.	Evaluation Item 5 – Interpersonal Skills & Regulatory Compliance Experience	20

6.7.3.	COST POINTS POSSIBLE	15
	Top Scoring Proposals will be invited to interview	35
5.4	References	5

6.9. RANKING OF PROPOSERS

The SPC will average the scores for each Proposal (calculated by totaling the points awarded by each Evaluation Committee member and dividing by the number of members).

If Commissions receive only one Proposal, Commissions may dispense with the evaluation process and intent to award protest period and proceed with Contract award, as Commissions deem in its best interest.

7. AWARD

7.1. AWARD NOTIFICATION PROCESS

7.1.1. Award

Commissions, if awarding a Contract, shall award a Contract to the highest-ranking Proposer(s) based upon the scoring methodology and process described in Section 6.

7.1.2. Intent to Award Notice

Commissions will notify all Proposers in Writing that Commissions intend to award Contract(s) to the selected Proposer(s) subject to successful negotiation of any negotiable provisions, if any.

Notwithstanding the foregoing, the Commissions reserve the right at its sole discretion and without any liability: (1) to amend this RFP, among other reasons, to revise the scope of work or to extend the resulting Contract; (2) to extend the deadline for proposal submission; (3) to determine whether a proposal does or does not substantially comply with the requirements of this RFP; (4) to waive any minor irregularity, informality, or nonconformance with this RFP's requirements; (5) to request references from other public agencies or private businesses regarding the Proposer's previous contract performance; and (6) at any time prior to contract execution (including after announcement of the tentative award): (a) to reject any proposal that fails to substantially comply with all prescribed RFP procedures and requirements; and (b) to reject all proposals received and cancel this RFP upon a finding by Commissions that there is good cause and that such cancellation would be in the best interest of the Commissions.

7.2. APPARENT SUCCESSFUL PROPOSER SUBMISSION REQUIREMENTS

Proposers who are selected for Contract award(s) under this RFP will be required to submit additional information and comply with the following:

7.2.1. Insurance

Prior to award, Proposers shall secure and demonstrate to Commissions proof of insurance as required in the Sample Contract (Exhibit A), if any.

7.2.2. Taxpayer Identification Number

The apparent successful Proposer shall provide its Taxpayer Identification Number (TIN) and backup withholding status on a completed W-9 form when requested by Commissions or when the backup withholding status or any other relevant information of Proposer has changed since the last submitted W-9 form, if any.

7.2.3. Business Registry

If selected for award, Proposer shall be duly authorized by the State of Oregon to transact business in the State of Oregon before executing the Contracts. Information about these requirements may be found at <http://sos.oregon.gov/business/pages/register.aspx>

7.2.4 Independent Contractor Certification

When submitting a Proposal, the Proposer must certify that they are an Independent Contractor.

8. ADDITIONAL INFORMATION

8.1. GOVERNING LAWS AND REGULATIONS

This RFP is governed by the laws of the State of Oregon. Venue for any administrative or judicial action relating to this RFP, evaluation and award is the Circuit Court of Marion County for the State of Oregon; provided, however, if a proceeding must be brought in a federal forum, then it must be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this Section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, to or from any Claim or from the jurisdiction of any court.

8.2. OWNERSHIP/PERMISSION TO USE MATERIALS

All Proposals are public record and are subject to public inspection after Commissions issue the Notice of the Intent to Award. Application of the Oregon Public Records Law will determine whether any information is actually exempt from disclosure.

All Proposals submitted in response to this RFP become the Property of Commissions. By submitting a Proposal in response to this RFP, Proposer grants the State a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display, prepare derivative works of and transmit the Proposal solely for the purpose of evaluating the Proposal, negotiating an Agreement, if awarded to Proposer, or as otherwise needed to administer the RFP process, and to fulfill obligations under Oregon Public Records Law (ORS 192.410 through 192.505). Proposals, including supporting materials, will not be returned to Proposer.

8.3. CANCELLATION OF RFP; REJECTION OF PROPOSAL; NO DAMAGES.

Commissions may reject any or all Proposals in-whole or in-part, or may cancel this RFP at any time when the rejection or cancellation is in the best interest of the State, as determined by Commissions. Neither the State nor Commissions is liable to any Proposer for any loss or expense caused by or resulting from the delay, suspension, or cancellation of the RFP, award, or rejection of any Proposal.

8.4. COST OF SUBMITTING A PROPOSAL

Proposer shall pay all the costs in submitting its Proposal, including, but not limited to, the costs to prepare and submit the Proposal, costs of samples and other supporting materials, costs to participate in demonstrations, or costs associated with protests.

8.5. SAMPLE CONTRACT STANDARD TERMS AND CONDITIONS (EXHIBIT A)

The successful submitted proposal will be incorporated into the final contracts between the Commissions and the awarded proposer, which will include the terms and conditions as set forth in the attached Sample Contract (Exhibit A), which is incorporated here into this RFP by this reference. The statement of work may be modified.

- 8.6. **OSC AND OAC BUDGETS FOR 2017-22 – (EXHIBIT B, INCORPORATED INTO THIS RFP BY THIS REFERENCE)**
- 8.7. **OSC AND OAC ADMINISTRATIVE RULES ON ASSESSMENTS – (EXHIBIT C, INCORPORATED INTO THIS RFP BY THIS REFERENCE)**
- 8.8. **PROPOSER INFORMATION AND CERTIFICATION SHEET– (EXHIBIT D, INCORPORATED INTO THIS RFP BY THIS REFERENCE)**
- 8.9. **LINKS**

Websites: www.oregonsalmon.org
www.oregonalbacore.org

Oregon Administrative Rules Website:

https://sos.oregon.gov/archives/pages/default.aspx?utm_source=SOS&utm_medium=egov_redirect&utm_campaign=http%3A//arcweb.sos.state.or.us

Oregon Revised Statutes Chapter 576 Website:

https://www.oregonlegislature.gov/bills_laws/ors/ors576.html

Oregon Public Records and Meetings Manual: https://www.doj.state.or.us/wp-content/uploads/2019/07/public_records_and_meetings_manual.pdf

ODA Commodity Commission Program Website: www.oda.direct/commissions