

STATEMENT OF OBJECTIVES
Technical and Consulting Support Services
U. S. Department Of Commerce
National Oceanic and Atmospheric Administration (NOAA)
National Marine Fisheries Service
Office of Science and Technology
June 3, 2009

Overview

The Department of Commerce (DOC), National Oceanic and Atmospheric Administration (NOAA), National Marine Fisheries Service (NMFS), Office of Science and Technology (OST) and Office of International Affairs (IA) has a requirement for a range of scientific, technical, survey, management, and consulting support for critical functions to fully meet OST mission goals and statutory mandates.

Background

The Department of Commerce, National Oceanic and Atmospheric Administration (NOAA), National Marine Fisheries Service (NMFS), Office of Science and Technology is responsible for the quality assurance and integrity of scientific activity, including the quality and credibility for scientific information. The Office of Science and Technology is the primary interface between the NMFS scientific activity and NOAA, other agencies, and international organizations. It has oversight of NMFS scientific research and technology development activities, including marine biology, ecology, economic and social sciences, oceanography, management of scientific information, engineering, and other disciplines used to fulfill its mandate to conserve and manage our nation's living marine resources. The Office of International Affairs has primary responsibility for the stewardship of trans-boundary and other living marine resources and their ecosystems, through leadership and participation in domestic and international activities.

The contractor shall provide expertise, professional services, and products in support of the NMFS mandates and strategic mission. The contractor tasks shall include consulting, program planning, survey design and development, survey administration, evaluations, analyses, and reports related to NMFS' scientific, educational, regulatory, and policy making missions. The contractor shall also provide expertise and professional services with program and project management support in the NMFS Office of Science and Technology and Office of International Affairs.

Summary of Requirements

Consulting and Facilitation Services

Individuals and/or teams of consultants shall be required to support specific research projects by providing expert advice, program planning, development of project plans, development of analytical or procedural methods to be utilized in the research projects, and evaluations of project results. Additional tasks may involve leading and participating in small and large group discussions with NMFS, other federal and state agencies, international organizations and other stakeholders; facilitation of group discussions; and documentation of meetings and reports (draft and final).

Survey Services

The contractor shall provide survey services in support of the agency's mandates and mission. Tasks may include assisting with or performing all phases of the survey

process including but not limited to survey and sampling design; conducting focus groups and cognitive interviews; survey implementation; data entry, validation, and data management; analyses of quantitative and qualitative survey data; and production of reports related to the survey(s). The surveys involved include pilot, current and future surveys of recreational and commercial fishermen (including vessel owners, operators and crew), the general public and fishery stakeholders, owners/employees of processors, wholesalers, and other fishing related businesses. Methodology may include in-person, telephone, and mail surveys. Geographic locations will vary depending on the survey but may include any or all of the Atlantic coast states (Maine through Georgia).

Acquisition Management Support

The contractor shall provide support in the management of ongoing surveys and new surveys implemented for pilot studies. Tasks may include monitoring of survey performance, tracking of survey deliverables, review of survey deliverables relative to survey contract requirements, meeting coordination and note taking, and documentation of survey operations.

Program and Project Management

The contractor shall provide project coordination and project management services on various projects for the agency at its headquarters, field offices and international locations as necessary. The tasks include but are not limited to coordination of, and participation in, meetings; communications with stakeholders and others as needed; project planning and scheduling; performance monitoring and measurement; reporting and documentation associated with project/program objectives; program integration services; and project close-out services. The contractor shall also provide support with the preparation of outreach communications, meeting invitations, travel orders; arrangements for hotel rooms, meeting rooms, and other facilities needed for meetings and workshops.