

## **Statement of Work**

### **Scope**

The Fisheries Sampling Branch of the Fisheries and Ecosystems Monitoring and Analysis Division of the Northeast Fisheries Science Center, National Oceanic and Atmospheric Administration (NOAA), National Marine Fisheries Service (NMFS) has a requirement to perform biological analysis and assessment of commercial sea sampling data collected during commercial fishing trips.

### **Requirements**

The contractor shall perform duties on-site at the Northeast Fisheries Science Center (NEFSC), Woods Hole, Massachusetts using computers and equipment supplied by the Fisheries Sampling Branch. These activities are wide ranging from checking in incidental take tissue samples or whole animals, photograph organization, observer training, participating in data quality evaluations of observers and performing the tasks of a data editor.

### **Specific Tasks**

Contractor shall assist with monthly data audits/tests.

Contractor shall assist with pre- and post-load data checks, including the development of new checks.

Contractor shall conduct research on nature of database errors and make recommendations for corrections.

Contractor shall perform database queries designed to identify individual error projects.

Contractor shall perform as project lead as requested with other contracted staff on specific error related projects.

Contractor shall assist data processing staff as needed with associated tasks, including occasional informal data requests.

Contractor shall update original data logs to ensure consistency and accuracy of data.

Contractor shall assist with database migration projects and any associated research.

Keeps data processing lead, area leads and quality lead informed of important and controversial data, data quality and compliance issues.

Contractor shall assist with manual changes by reviewing and commenting on changes as they relate to observer protocols.

Contractor shall assist in the tracking of certification of newly trained observers.

Contractor shall review boarding reports sent in by observers, following up for additional

information as needed and track completion prior to making available to Observer Program staff.

Contractor shall assist in the tracking of priority trips, late trip submissions and training trips and notify appropriate Observer Program staff of pending issues as needed.

Contractor shall track observer certifications and contact information in SQL database tables.

Contractor shall document changes to observer protocols as they arise.

Contractor shall assist in the training of newly hired Data Editors.

Contractor shall assist with other data quality projects and data editing, when requested.

Contractor shall provide observers with guidance for data quality improvement when necessary by providing feedback.

### **Acceptance**

Fisheries Sampling Branch staff will monitor contractor performance and provide feedback to the Contracting Officer's Technical Representative (COTR).

### **Responsibilities**

The Government (DOC, NOAA, NMFS, NEFSC) will provide appropriate computer equipment and software, office space and utilities necessary to accomplish the described tasks. The contractor receives specific instructions regarding work methods, equipment, procedures, and expected results. Once routine procedures have been established and verified by Fisheries Sampling Branch staff, the contractor is expected to perform the procedures without supervision, unless problems are encountered. Work is reviewed in progress and upon completion for accuracy, as well as thoroughness and conformance with established procedures and instructions.

### **Qualifications**

The minimum educational requirements include a B.S. degree in Marine Biology, Fisheries Biology / Management, or a related field. Biological research experience at the college or professional level is desired. The contractor is expected to have an interest in fisheries science, fisheries management, and a general knowledge of marine mammal, sea turtle, and sea bird identification and sampling procedures. Other protected species experience is desired (marine mammal, sea turtle, or sea bird research, educational experience, husbandry, etc). Strong SQL experience preferred. Experience with networked systems and ARCVIEW is desirable but not required. Previous experience as a fisheries observer is highly desirable. Ability to go to sea and perform duties of a fishery observer is required and involves flexible work / sleep schedules, ability to lift a minimum of 50 pounds repeatedly, and the ability to work well with fishing community members.

Some travel may be required.