



REQUEST FOR PROPOSALS

Title	<i>Youth Involvement – Fall & Winter 2018/2019</i>
LRFP Number	353.19.01
Project Manager	Lisa Matlock
Submittal Deadline	May 7, 2018
Award Announcement	Final announcement by July 1, 2018

Submit Proposals to:

Lisa Matlock, Outreach Coordinator
Prince William Sound Regional Citizens' Advisory Council
3709 Spenard Road, Suite 100
Anchorage, AK 99503

or

via email at the following address:
lisa.matlock@pwsrcac.org

To verify receipt of proposal, proposer should contact [Lisa Matlock](#) after proposal is sent, before the submittal deadline.

Proposal submission requirements:

- a. Proposals shall be submitted in electronic form in Portable Document form (PDF) (Acrobat 7.0 or later) or an MS Word document that the PWSRCAC staff will convert into a PDF, so the original content is not changed.
- b. To assure consideration, proposals must be received by Prince William Sound Regional Citizens' Advisory Council (PWSRCAC) by midnight on the deadline date. Proposals received after the deadline may be considered but only if they can be accommodated by PWSRCAC's review process. Additional information provided after the deadline may also be considered but only if such information can be accommodated by the review process.

Inquiries regarding this request for proposals shall be directed to Lisa Matlock via email.

REQUEST FOR PROPOSALS

The Prince William Sound Regional Citizens' Advisory Council (PWSRCAC) is inviting proposals for facilitating learning experiences with Exxon Valdez oil spill region youth. Youth in this case can include students from K-12 formal education, homeschool students, informal education programs, and either formal or informal college-level education. In the past, the PWSRCAC has also sponsored projects for teachers that benefit area youth.

Projects should result in better understanding of such topics as: citizens' oversight, environmental impacts of the operation of the Alyeska Pipeline Service Company oil terminal in Valdez and the oil tankers that call there, oil spill prevention and response planning and operation, and/or other topics related to the [Council's mission](#).

Past Projects: Past and ongoing projects have included: youth stewardship expeditions into the marine environment via sea kayak and other vessels, youth monitoring for aquatic invasive species, public oil spill science discovery labs, oil spill science and technology outreach, travel funding for marine stewardship programs, oil spill education website development, K-12 oil spill curriculum writing and testing, travel funding for youth presenting oil spill projects at

conferences, oral history projects related to the Exxon Valdez oil spill, and other marine stewardship programs for students with an oil spill connection. More information about past projects can be viewed at the [PWSRCAC website](#).

Deliverables: The final work product of this effort includes activities and/or lessons provided to area youth, documented by a final report about the project, information about the number and ages of youth served, and other tangible deliverable(s), as appropriate. The PWSRCAC logo will be provided to the contractor for expected use in publicizing this educational partnership. The PWSRCAC will provide a reporting template to each funded project partner upon request, or by no later than June 1, 2018.

Examples of past projects' deliverables include: activities with youth, photos and videos showing the events of the project, photo displays that can be used in outreach, curriculum for use in classrooms, presentations at Council board meetings or science night, presentations at area conferences, news articles for print and social media, and educational kits for loan to schools.

Deliverable(s) often include effective ways for the Council to share the efforts of the project with the public. Deliverable(s) that include use of the Council's Alaska Oil Spill Curriculum, testing of lessons for inclusion in this curriculum, and/or include Council staff and/or volunteers in project activities may increase likelihood of project funding. If similar projects are sponsored over multiple years, deliverables should vary and/or expand on past deliverables. Please contact [Lisa Matlock](#) or [Amanda Johnson](#) for more information and ideas about varying project deliverables if your project(s) have been supported in the past.

ABOUT PWSRCAC

MISSION STATEMENT: Citizens promoting the environmentally safe operation of the Alyeska terminal and associated tankers.

The Prince William Sound Regional Citizens' Advisory Council (PWSRCAC) was formed following the Exxon Valdez oil spill to advise Alyeska Pipeline Service Company and the public on issues related to oil spill prevention and response and mitigating the environmental impacts of terminal and tanker operations. PWSRCAC also advises oil shippers, regulatory agencies and elected officials on these issues.

PWSRCAC's membership is comprised of communities affected by the Exxon Valdez oil spill and interest groups with a stake in safe oil transportation in the region. [PWSRCAC's 18 member organizations](#) are communities and boroughs impacted by the 1989 Exxon Valdez Oil Spill, as well as Alaska Native, commercial fishing, aquaculture, recreation, tourism and environmental representatives.

PWSRCAC was chartered as a non-profit corporation by the State of Alaska on December 26, 1989. PWSRCAC is funded under a contract with Alyeska, and is certified as the alternative voluntary advisory group for Prince William Sound under the Oil Pollution Act of 1990 (OPA90).

Please note: All of PWSRCAC's products and the products resulting from contracts are considered public information. Proposals and work plans may be distributed throughout the organization for review and comment. Proprietary information should not be submitted in any proposal. PWSRCAC will not knowingly reveal the contents of a proposal that is not subsequently accepted for contract; however, PWSRCAC accepts no liability should such contents inadvertently be revealed to third parties.

1. PROJECT PURPOSE AND BACKGROUND

INTRODUCTION

The PWSRCAC wishes to involve Exxon Valdez region youth in learning about the environmentally safe operation of the Alyeska terminal and associated tankers. Work with area

youth is vital to fight complacency that can arise if each generation of citizens are not continually made aware of the need for ongoing oil spill prevention and appropriate response.

GOALS and DELIVERABLES

Education projects for area youth should clearly relate to topics reflected in the Council's mission. Objectives and deliverables of project proposals should be clear, specific, and measurable. All projects require a final report and deliverables. Deliverables will vary based on the educational project's plan. Deliverable(s) should include the number of youth or teachers the project is estimated to reach, though the committee will not sacrifice quantity over quality when considering proposals.

Budget Information: Average proposal funding amounts vary. While most projects are limited to no more than \$5,000, the Information and Education Committee may consider funding projects at a higher level if they meet the Council's needs and provide an outstanding opportunity to connect the region's youth to the Council's mission. The Council will evenly split funding available for each fiscal year's Youth Involvement projects between two RFPs annually.

DESCRIPTION of REQUESTED WORK

Scope of Work. The scope of work shall include, but is not limited to, answers to the following questions:

- a. Does the proposal have the proper geographic focus? (Exxon Valdez oil spill region which includes: Prince William Sound, Kachemak Bay, Resurrection Bay, lower Cook Inlet, Kodiak Island)
- b. Does the proposal relate to the Council's mission? (*Citizens promoting the environmentally safe operation of the Alyeska terminal and associated tankers.*)
- c. How does the project provide tangible benefits to youth in the region?
- d. Does the proposal include funding from other organization(s)? Detail how other organizations are contributing to the project in the budget section.
- e. Does the proposal describe methods to be used and activities to be offered to fulfill the stated objectives?

Citizens promoting environmentally safe operation of the Alyeska terminal and associated tankers

- f. What tangible work products will be provided to PWSRCAC (such as videos, photo displays, exhibits, articles, etc.)?
- g. How will the project acknowledge PWSRCAC support?

SCHEDULE AND COMPLETION DATE

Award Announcement: Final announcement by July 1, 2018

Final deliverables, report, and invoice due: **June 30, 2019**

NOTE: This final deliverables, report, and invoice date is required. Summer projects that need an August 31, 2019 final reporting date will have to be proposed in the Spring & Summer 2019 RFP, which will open November, 2018.

2. GENERAL REQUIREMENTS

PWSRCAC Costs. PWSRCAC is not liable for any costs incurred by the proposer during the proposal preparation.

Single Point of Contact. The contractor will designate one person as the primary investigator and point of contact with PWSRCAC. In the case of multiple investigators, one shall be designated as the lead to serve as the administrative primary investigator and point of contact.

Legal Requirements and Insurance. If chosen as a vendor, any contractor must comply with the terms and conditions that accompanies the purchase order that will be issued to them. The Vendor shall maintain policies of workers' compensation and liability insurance. The Vendor shall have their insurance broker send directly to PWSRCAC a certificate of insurance showing these coverages. PWSRCAC may require additional insurance depending on the activities of the project. Please contact [Lisa Matlock](#) if you have any questions.

Final Report. The contractor shall submit a final report by **not later than June 30, 2018** for summer projects. The final written report shall be completed using the PWSRCAC reporting form and must include at least an executive summary, photos or videos of the project's events,

the number and ages of youth and/or educators served, and be of a professional quality suitable for release. Photos or video must be provided separately in high resolution form, not simply within the reporting document itself. Any photos or video produced by or displaying the faces of program participants must be covered by a contractor-provided photo release that allows PWSRCAC use in its non-commercial written and digital communications.

Oral Report. The contractor and/or activity participants may be asked to deliver an oral presentation at a Council meeting or event upon completion of the work.

Final Payment. A portion of the total payment to the contractor will be withheld until all requirements are met. No interest will be paid on any withheld payments.

3. REQUIRED PROPOSAL CONTENTS

Any submitted proposal shall include the following as appropriate to the requirements of the scope of work:

Cover Sheet

- Name, address, telephone number and fax number of proposer.
- RFP Title and Number
- Name of Principal Consultant(s)
- Cost of Proposal

Introduction. This section shall include the RFP title and number, brief general explanation of the proposed project.

Goals and Deliverables. Describe how the proposer intends to address specific goals and provide the deliverables of the education project.

Materials and Methods. Describe the methods to be used and how they will produce the deliverables.

Project Duration and Work Schedule. Describe the schedule in which the proposed work will be completed.

Budget. Include information about the total costs, professional fees, expenses and contingencies. In case of overhead rates or administrative fees, give percent of direct personnel cost. Contributions by proposer and other project partners should also be shown.

Logistics and On-Site Visits. Describe logistics and schedules for all travel in conjunction with the proposed work.

Statement of Qualifications. Provide a one-page resume for each principal investigator.

Conflict of Interest. Disclose all financial, business or personal ties contractor has to Alyeska Pipeline Service Company or members of the Alyeska consortium, excluding normal commercial purchases of petroleum products, for purposes of transparency.

Contracting Requirements: Identify the name and title of the person with contracting and signing authority for the organization. Please also provide the proper mailing address for this individual. A purchase order contract cannot be signed without this information.

4. EVALUATION PROCESS

A. Evaluation Criteria. Proposals will be evaluated based on, but not limited to, the following:

1) Proposal Format. Does the proposal follow the requested format?

- 2) **Proposed Scope of Work.** Does the proposal clearly address the requested scope of work and answer the questions as described in that section of this RFP?
- 3) **Qualifications.** Does the principal investigator possess expertise and experience to assure successful completion of the scope of work?
- 4) **Schedule.** Is the proposed schedule for completion of the scope of work in accordance with the requested project duration and schedule?
- 5) **Deliverables.** Are the proposed deliverables in accordance with deliverables requested in the scope of work?
- 6) **References and Conflicts of Interest.** If conflicts of interest are stated, are they sufficiently relevant to preclude an offer to perform the work for PWSRCAC?
- 7) **Budget and Cost Justification.** Is the budget reasonable and adequate for the work proposed? Does the budget provide good value for the funds requested?

B. Contract Award. The successful proposal will be one that, in PWSRCAC's sole opinion, best meets the needs as outlined in this RFP. In the event that PWSRCAC determines that no proposal completely meets all of the needs as outlined in the RFP, PWSRCAC shall have the option not to accept any proposal or enter into any contract whatsoever. In the alternative, PWSRCAC may select the proposal or proposals that, in its sole view, most nearly conform to its needs as outlined in this RFP; and then negotiate directly with that contractor to refine the proposal to achieve a contract that fully satisfies PWSRCAC needs.

C. Professional Services Contract. A copy of PWSRCAC's standard purchase order form can be made available upon request.

D. PWSRCAC Information. The following information about PWSRCAC is available upon request to the Council's Youth Involvement project manager:

[PWSRCAC/Alyeska Contract](#)

[PWSRCAC Bylaws](#)

[PWSRCAC Observer Newsletter](#)

[PWSRCAC Annual Report](#)