



Title: **Legislative Monitoring 2019-2024**

RFP Number: **4410.20.01**

Project Manager: **Walt Wrede**

Submittal Deadline: **June 14, 2019 by 4:00 p.m.**

Award Announcement: **June 21, 2019**

Submit Proposals to:

**Donna Schantz, Executive Director
Prince William Sound Regional Citizens' Advisory Council
3709 Spenard Road, Suite 100
Anchorage, Alaska 99503**

Number of Copies: 3

Address questions to:

**Walt Wrede: walt.wrede@pwsrcac.org
Prince William Sound Regional Citizens' Advisory Council**

Please submit all questions via e-mail to the staff person listed above. Responses will be made via e-mail. The cut-off date for submission of questions is 14 working days prior to the submission date. All questions that require clarification of the RFP will be posted to www.pwsrcac.org by seven working days prior to the submission date.

REQUEST FOR PROPOSALS

The Prince William Sound Regional Citizens' Advisory Council (PWSRCAC) is inviting proposals for legislative monitoring services for the period from July 1, 2019 through June 30, 2024. The legislative monitor submits a weekly electronic report on legislative actions falling within the PWSRCAC sphere of concern during the session; participates in each meeting of the Legislative Affairs Committee; and if directed by PWSRCAC, may analyze legislation, or prepare letters or testimony on legislative issues of concern to PWSRCAC. In addition, the legislative monitor may, if directed, testify at legislative hearings or meet with state officials to convey PWSRCAC concerns and positions, or perform related duties as assigned. Additional duties outlined in Section 1. Project.

ABOUT PWSRCAC

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

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 comprises 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 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.

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.

1. PROJECT

INTRODUCTION

As part of its mission of promoting safe terminal operations and marine transportation of Alaska North Slope crude oil, PWSRCAC monitors, comments, and advocates on state administrative issues and legislation that come before the Alaska Legislature. This function is performed by the PWSRCAC staff project manager, a Legislative Affairs Committee made up of five to seven PWSRCAC board members, and the contract legislative monitor.

The Legislative Affairs Committee meets by teleconference two-three times per month during the legislative session. It usually has one organizational meeting just before the start of the legislative session and meets periodically during the year as needed.

The number of hours worked by the legislative monitor may vary greatly depending upon the number and complexity of the issues PWSRCAC has an interest in. In general, most of the work is concentrated during the legislative session and it has averaged between two and ten hours per week. Additional work or work on special projects may take place when the legislature is not in session. PWSRCAC has budgeted approximately \$20,000 per year for basic monitoring services in recent years. Additional funds may be available for special projects or requested work above and beyond the contract amount.

GOALS & OBJECTIVES OF THE PROJECT

Monitor administrative and legislative actions falling within the PWSRCAC sphere of concern. Assist PWSRCAC in its efforts to provide information to legislatures and decision makers so as to promote the safe marine transportation of Alaska North Slope crude oil.

PROJECT DESCRIPTION AND DESIGN

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

- Track, monitor and analyze legislative issues relevant to terminal and tanker operations, especially oil spill prevention and response capabilities.
- Provide weekly written reports during the legislative session on the status of new and pending legislation in Juneau via electronic mail. Consultant shall recommend options for PWSRCAC action on legislation.
- Participate in and provide oral reports at regular teleconference meetings of PWSRCAC's Legislative Affairs Committee, and, as directed by the project manager, meetings of PWSRCAC's board or executive committees.
- Review testimony and position papers drafted by PWSRCAC on specific issues, as directed by the PWSRCAC project manager.
- Monitor development of state agency budgets, including the Administration's proposed budget, in areas relevant to terminal and tanker operations, and oil spill prevention and response capabilities.
- Attend, monitor and report on legislative committee hearings and working group meetings, as requested by the PWSRCAC project manager.

- Assist in drafting positions or sectional analysis of legislation when requested to do so by the PWSRCAC project manager
- Represent, under limited circumstances, PWSRCAC's position to legislative bodies and/or members of the executive branch when requested to do so by the PWSRCAC project manager in either Anchorage or Juneau.
- Accompany PWSRCAC representatives at meetings with legislators, their staffs, or state administration officials.

Contract Duration/Completion Date

The proposed contract completion date is June 30, 2024. (Note: Funding for the project for the fiscal year beginning July 1, 2019, will be approved by the PWSRCAC board before the contract is awarded. Funding for subsequent fiscal years will be contingent upon PWSRCAC board approval of funding for that year. The contract will include a provision providing for termination if funding for a fiscal year is not approved by the board 30 days before the start of that fiscal year.)

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 project manager and point of contact with PWSRCAC. In the case of multiple monitors, one shall be designated as the lead to serve as the project manager and point of contact.

Subcontracts. Proposers may, upon prior approval by PWSRCAC, subcontract minor portions of the contract. However, the proposer must have the major elements of expertise in house and demonstrate the ability to manage the subcontractor. If subcontractors will be used for any portion of the work, they must provide the same budget information requested below.

Computer Format. Contractor's reports will be submitted by email in Microsoft Word document format. Any data or collection of information resulting from work done under the contract is the property of PWSRCAC and shall be submitted in electronic form.

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. PROPOSAL REQUIREMENTS

The submitted proposal shall include the following, including a technical description, if appropriate:

Cover Sheet

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

Table of Contents. May include a list of Tables and Figures if appropriate.

Introduction. This section shall include the RFP title and number and a brief general discussion of the scope of work as the proposer understands it.

Goals and Objectives. Describe how the proposer intends to address the specific goals and objectives of the project, as listed above.

Materials and Methods. Describe in detail the approach and methods to be used and how the proposer will accomplish the specific goals and objectives.

Management Scheme. Clearly describe the role of each key individual expected to be involved in the work. Provide names and resumes of each. This section should also include information on how the scope, time and costs of the project will be controlled.

Budget. Include information about professional fees, hourly rates, third party expenses, travel costs, and contingencies. If you propose to perform some or all of the requested services for a flat fee, please provide detail.

Consultant/Contractual Services. Indicate if, how and why a subcontractor will be used for any portion of the work.

Statement of Qualifications. Describe previous work experience related to legislative monitoring. Describe relevant accomplishments. Provide the same information for associates and subcontractors.

References. The names, contact persons, and telephone numbers of firms for which the respondent recently performed similar services. A minimum of three such references is required.

Conflict of Interest. Describe 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.

4. SUBMITTAL AND EVALUATION PROCESS

A. **Submittal.** Proposals will be addressed to:

**Donna Schantz, Executive Director
Prince William Sound Regional Citizens' Advisory Council
3709 Spenard Road, Suite 100
Anchorage, Alaska 99503**

B. **Copies of Proposal.** Proposers will submit three (3) copies of the proposal.

C. **Proposal Format.** Proposal must be contained in an envelope clearly marked to indicate that it is a "Proposal in response to RFP ____ and is to be delivered to the PWSRCAC Contracting Officer unopened." Proposals may be sent via e-mail attachment in PDF format to walt.wrede@pwsrcac.org.

D. **Deadline.** Proposals must be received by PWSRCAC by the deadline. Proposals received after the deadline will not be accepted. Additional information received after the deadline will not be considered unless it is specifically requested by PWSRCAC. However, the proposer may withdraw, modify or correct his/her/its proposal prior to the deadline.

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

1. Qualifications, experience, and accomplishments of the principal contractors and subcontractors
2. The proposed approach to achieving PWSRCAC goals and objectives
3. The proposed fee structure
4. Information provided by references.

F. **Contract Award.** The successful proposal will be the one that, in PWSRCAC's sole opinion, best meets PWSRCAC's needs as outlined in this RFP. In the event that PWSRCAC determines that no proposal completely meets all of PWSRCAC's 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 the RFP; and then negotiate directly with a contractor or contractors to refine the proposal to achieve a contract that fully satisfies PWSRCAC's needs.

G. **Professional Services Contract.** A copy of PWSRCAC's standard professional services contract form can be found at http://www.pwsrcac.org/wp-content/uploads/filebase/newsroom/rfps/professional_services_agreement.pdf or can be made available upon request.

H. **PWSRCAC Information.** The following information about PWSRCAC is available upon request:

PWSRCAC/Alyeska Contract

PWSRCAC Bylaws

PWSRCAC Observer Newsletter

PWSRCAC Brochure

PWSRCAC Annual Report