



## REQUEST FOR PROPOSALS

Title	<b>State Legislative Monitor</b>
LRFP Number	<b>4410.22.01</b>
Project Manager	<b>Walt Wrede</b>
Submittal Deadline	<b>May 7, 2021</b>
Award Announcement	<b>May 24, 2021</b>

Submit Proposals to:

**Walt Wrede, Director of Administration**  
**Prince William Sound Regional Citizens' Advisory Council**  
**3709 Spenard Road, Suite 100**  
**Anchorage, Alaska 99503**

or

via email at the following address:

**walt.wrede@pwsrcac.org**

To verify receipt of proposal, proposer must contact **Walt Wrede** before the submittal deadline.

### **Proposal submission requirements:**

- a. Proposals shall be submitted in electronic form in Adobe Portable Document form (PDF) (Acrobat 7.0 or later). The PDF file for the proposal itself shall be created directly from the authoring application. It is permissible but not preferred for appendices and other attachments to the proposal to be submitted in scanned PDF format.
- b. To assure consideration, proposals must be received by Prince William Sound Regional Citizens' Advisory Council (PWSRCAC) by the deadline. 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 the project manager named above. All questions that require clarification of the RFP will be responded to and posted to [www.pwsrcac.org](http://www.pwsrcac.org) by five 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. The legislative monitor's principle duties include tracking administrative and legislative actions of concern to PWSRCAC, submitting weekly, written legislative reports during the session, and participation in meetings of the Legislative Affairs Committee. If requested, the monitor may also analyze legislation, provide recommendations on strategy or action, assist with the preparation of letters, briefing sheets, or testimony, testify at legislative hearings, meet with state officials to convey PWSRCAC concerns and positions, and perform related duties as assigned.

### **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 (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**

### **INTRODUCTION**

PWSRCAC monitors, comments on, and provides education and informational materials to decision makers on state administrative actions and pertinent legislation as part of its mission to promote the safe handling, storage, and transport of North Slope crude oil at and from the Valdez Marine Terminal. This function is performed by the PWSRCAC staff, 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 rest of 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. In the past, PWSRCAC has compensated legislative monitors with a fixed fee per month for basic monitoring work during the months the legislature is in session. Additional work outside of the routine tasks covered by the fixed fee or work on special projects during the months the legislature is not in session were paid at an agreed upon hourly rate. Although this type of contractual arrangement has worked well for PWSRCAC, proposers should not feel constrained by this precedent. Alternative compensation proposals will be given careful consideration.

The ideal monitor will have demonstrated experience with oil spill prevention and response and governmental affairs in Alaska. PWSRCAC is a non-partisan organization and its success is based in large part on its ability to maintain respect and trust across the political spectrum. The successful candidate should be similarly positioned in order to represent this organization well. Although PWSRCAC is soliciting proposals for legislative monitoring services, proposals from registered lobbyists are welcome.

#### **DESCRIPTION of REQUESTED WORK**

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

1. Track, monitor, and analyse legislative issues relevant to terminal and tanker operations, especially oil spill prevention and response.
2. Provide weekly written reports during the legislative session on Administration actions or proposals and the status of relevant new or pending legislation.
3. As requested, provide advice and recommendations on legislative strategy and action plans.

4. Participate in and provide oral reports at regular teleconference meetings of PWSRCAC's Legislative Affairs Committee, and, as requested, meetings of PWSRCAC's Board of Directors or Executive Committee.
5. As requested, assist in the development of and review testimony, briefing sheets, and position papers drafted by PWSRCAC on specific issues,
6. Monitor development of state agency budgets and the legislative budget approval process in areas relevant to terminal and tanker operations, and oil spill prevention and response. This includes, but is not limited to, the SPAR Division within DEC.
7. As requested, attend, monitor and report on legislative committee and sub-committee hearings. Provide testimony at legislative hearings if requested to do so.
8. As requested, assist in drafting sectional analyses of legislation.
9. Represent, under limited circumstances, within APOC rules, PWSRCAC's position to legislative bodies and/or members of the executive branch when requested to do so by the PWSRCAC project manager or Executive Director.
10. As requested, accompany PWSRCAC representatives at meetings with legislators, their staffs, or state administration officials.
11. Organize the annual PWSRCAC legislative reception in Juneau.

#### **Schedule and Completion Date**

Award Announcement: May 24, 2021

Commencement Date: It is anticipated that the contract effective date will be July 1, 2021

Contract Term: The initial term will be for one year with renewal options

## **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 investigators, one shall be designated as the lead to serve as the project manager and point of contact.

**Subcontracts.** Proposers may 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.

**Oral Report.** The contractor may be asked to deliver an oral presentation at a council meeting.

**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 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, brief general discussion of the problem and the proposed project. Scientific and technical terms shall be clearly defined and a list of pertinent enclosures included.

**Goals and Deliverables.** Describe how the proposer intends to address the specific goals and provide the deliverables of the work requested, as listed above.

**Materials and Methods.** Describe in detail the methods to be used and how they will produce the deliverables. Cite references and provide background information where applicable and as needed.

**Project Duration and Work Schedule.** Describe the schedule in which the proposed work will be completed. Include specific milestones, work phase completion dates and the timing of progress reports. Indicate what will be achieved by the completion of each milestone or phase of work.

**Management Scheme.** Clearly describe how the work will be managed including 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 the total costs (cited in U.S. Dollars), professional fees, expenses and contingencies. In case of overhead rates or administrative fees, give percent of direct personnel cost. Provide a breakdown of hours per individual and rates per individual. If subcontractors are used, indicate the percentage of work to be performed by each subcontractor with respect to the entire proposed scope of work.

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

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

**Statement of Qualifications.** Describe, relevant to the proposed work, previous work experience, related technical accomplishments and educational background of each of the principal investigators and subcontractors if used. If multiple investigators are involved, describe the role of each individual.

**References.** The names, contact persons, and telephone numbers of firms for which the respondent recently performed services shall be included. A minimum of three such references is suggested.

**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. 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?
- 3) **Technical Approach.** Is the proposed approach to the scope of work technically feasible?
- 4) **Qualifications.** Does the principal investigator possess expertise and experience to assure successful completion of the scope of work?
- 5) **Management Scheme.** Will the proposed management scheme reasonably lead to successful development of the deliverables?
- 6) **Schedule.** Is the proposed schedule for completion of the scope of work in accordance with the requested project duration and schedule?
- 7) **Deliverables.** Are the proposed deliverables in accordance with the deliverables requested in the scope of work?
- 8) **References and Conflicts of Interest.** Does a reference check indicate proposer has the potential to successfully complete the proposed scope of work? If conflicts of interest are stated, are they sufficiently relevant to preclude an offer to perform the work for PWSRCAC?
- 9) **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 the one that, in PWSRCAC 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 professional services contract form can be provided upon request.

**D. PWSRCAC Information.** The following information about PWSRCAC is available upon request to the project manager:

PWSRCAC/Alyeska Contract

PWSRCAC Bylaws

PWSRCAC Observer Newsletter

PWSRCAC Brochure

PWSRCAC Annual Report