

**REQUEST FOR PROPOSAL (RFP)**  
**Competitive Proposal**

*The Columbia River Inter-Tribal Fish Commission*



**Professional Services: Statolith microchemistry analysis of  
Columbia River Pacific lamprey (*Entosphenus tridentatus*)**

**Contractors Invited:** All licensed Contractors

**Primary RFP Contact:** Sara K. Pennington ([rfq@critfc.org](mailto:rfq@critfc.org))

**Project Team Members:** Peter Galbreath, CRITFC; Jon Hess, CRITFC; Brian McIlraith, CRITFC; Laurie Porter, CRITFC.

**Critical Dates:**

**Proposal Submission Deadline:** April 03, 2017

**Tentative Award Selection:** 14 business days after submission deadline

**Project Initiation:** Approximately May-June 2017

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## Part I – Background and Project Description

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### **Introduction**

The Columbia River Inter-Tribal Fish Commission (CRITFC) invites you to submit a proposal for processing, identification, and analysis of approximately two hundred Pacific lamprey samples. We would like to use statolith microchemistry analysis to assist in our project. This RFP is for scientific laboratory services for providing assistance to our research team.

CRITFC is a subdivision of the tribal governments of the Warm Springs, Yakama, Umatilla, and Nez Perce tribes. Headquartered in Portland, Oregon, CRITFC has been active in managing fisheries and putting fish back in the rivers since 1977. For more information on CRITFC please visit our website at [www.critfc.org](http://www.critfc.org)

### **Background**

The objective of this RFP is to locate an individual or firm to assist the Columbia River Inter-Tribal Fish Commission with professional laboratory services necessary for our Pacific lamprey project.

Pacific lamprey are an imperiled species of anadromous fish that have high cultural importance to the four Columbia River Treaty tribes. Willamette Falls (near Oregon City, OR, USA) is one of the few places in which the four tribes have been able to continue their long traditional practices of harvesting these fish. Despite recent declines in abundance of the population of adults that return annually to the Columbia River Basin, there are relatively large numbers of adults that migrate through Willamette Falls. These adults represent high diversity of genetic and body traits and migration timing.

Evidence of minimal population structuring across the Columbia River Basin and a large geographic region that spans the Pacific Northwest of the U.S. (e.g. Spice et al. 2012, Hess et al. 2013) supports the notion that the abundance of adult Pacific lamprey at Willamette Falls may derive from the larval production of many natal streams distributed across a wide area and across multiple broodyears. Recent studies have determined a genetic basis for body size and migration timing traits (Hess et al. 2014, 2015), and led to some speculation that a variety of life history strategies may be exhibited among individuals that inhabit the Columbia River (Hess et al. 2014).

### **Project Description**

We would like to use statolith microchemistry analysis to better understand the life history and geographic origins of adults that return to Willamette Falls.

Specifically we have collected statoliths (stored as frozen heads and/or whole bodies), from a set of 150 adult Pacific lamprey that were migrating through Willamette Falls in

the summer of 2016. We also collected a set (N~50) of known origin juvenile Pacific lamprey that were outmigrating from the Snake River basin (interior Columbia River) in 2016. These adults were divided into four different groups according to sex and body length (i.e., short and long total body lengths).

#### Works cited

- Hess, J. E., N. R. Campbell, D. A. Close, M. F. Docker, and S. R. Narum. 2013. Population genomics of Pacific lamprey: adaptive variation in a highly dispersive species. *Molecular Ecology* 22:2898–2916.
- Hess, J. E., Caudill, C. C., Keefer, M. L., McIlraith, B. J., Moser, M. L. and Narum, S. R. 2014. Genes predict long distance migration and large body size in a migratory fish, Pacific lamprey. *Evolutionary Applications*, 7: 1192–1208. doi: 10.1111/eva.12203
- Hess, J. E., Campbell, N. R., Docker, M. F., Baker, C., Jackson, A., Lampman, R., McIlraith, B., Moser, M. L., Statler, D. P., Young, W. P., Wildbill, A. J. and Narum, S. R. 2015. Use of genotyping by sequencing data to develop a high-throughput and multifunctional SNP panel for conservation applications in Pacific lamprey. *Molecular Ecology Resources*, 15: 187–202. doi: 10.1111/1755-0998.12283
- Spice E. K., D. H. Goodman, S. B. Reid, and M. F. Docker. 2012. Neither philopatric nor panmictic: microsatellite and mtDNA evidence suggests lack of natal homing but limits to dispersal in Pacific Lamprey. *Molecular Ecology*, 21, 2916–2930.

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## Part II – Scope of Services

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Using this sample of 200 heads, we require preparation of the statoliths for analysis to address the following three objectives:

1. Based on trace elemental and/or stable isotopic signatures, are the natal origins different among groups of adults (and do any natal origins resemble the signature of the juveniles from the Snake River)?
2. Based on trace elemental and/or stable isotopic signatures, are the ocean distributions different among groups of adults?
3. Based on distance in statolith between the freshwater-saltwater transition (Sr spike) and the statolith base, are there discernible differences in length of time spent in the ocean among groups of adults?

In addition, any insight into the total age of each adult fish would be highly beneficial.

CRITFC would like to receive a cost estimate for per sample cost of sorting, data preparation, and analysis as specified by the services requested above. If your lab is able to provide some or all of the metrics enumerated above, we would like to know that. If your lab is able to provide other metrics or standard services at no additional cost, we would like to know that also.

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## Part V – Proposal Preparation and Submittal

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For the purpose of this RFP, each Contractor will submit a proposal package to the CRITFC that includes the following components:

### **Cover letter**

### **Summary of proposal**

### **Proposed method of task completion**

Describe the method and approach the Contractor proposes in order to complete the tasks as noted in the Project Description and outlined in the Scope of Services sections.

### **Qualifications and experience**

#### ***Firm summary***

The Contractor will provide general information regarding their particular firm. This should include information about the company size, location, contracting experience within the region, areas of expertise and types of services, staff capabilities and training, and experience with statolith microchemistry analysis.

#### ***Project team***

Identify all of the individuals responsible for managing the project and completing specific project tasks. The Contractor should also include the lines of communication and decision-making hierarchy, as well as any subsidiary consultants.

#### ***Firm qualifications and experience***

The proposal will list the qualifications and relevant project development experience of the Contractor and each team member in relationship to completing projects of similar nature. Contractor must demonstrate experience in Pacific lamprey projects. In addition, the Contractor is required to provide clear expectations of what the Contractor may need the CRITFC to furnish, such as, information, expertise, equipment, etc., in order to ensure a successful project.

Please identify and describe a minimum of three analysis projects that are similar to the proposed, which have been successfully completed within the past five years. Specifically, describe the following:

- Project management style used that lead to the successful, collaborative project completion.
- Staff resources and demonstrated competencies in fishery science laboratory analysis.

**Project schedule-fee proposal**

The total maximum price is to contain all direct and indirect costs including all out-of-pocket expenses required to deliver the entire design solution. All costs must be listed separately, clearly identified, and un-bundled.

Note: Contractor will agree that Contractor is an independent vendor with respect to CRITFC and Contractor shall not be entitled to any fringe benefits (health, life or accident insurance benefits, paid vacation, or any other employee benefit); Federal Social Security; Worker's Compensation; or Unemployment Insurance benefits. Contractor is responsible for paying any tax due as a result of this RFP.

**Firm References**

At least three references should be provided, including client contact names similar project types, cost and scope completed, addresses, phone numbers, and email addresses.

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## Part IV – Additional Proposal Information

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### **Closing Date for Submissions**

The closing date for submissions will be on 04/03/2017 at 5:00 p.m., local time (PT). Proposals received after the specified time will not be considered. Contractors must submit a digital copy (via email) of their proposal to Sara K. Pennington at [rfq@critfc.org](mailto:rfq@critfc.org)

### **Necessary Information**

Proposals must contain all information requested in the RFP. The CRITFC will not consider additional information submitted after the closing date and may reject incomplete proposals.

### **Cost of Proposals**

The CRITFC shall not be liable for any expenses incurred by Contractors in either preparing or submitting proposals, evaluation/selection, or contract negotiation process, if any.

### **Request for Clarification**

Contractors may submit requests for clarification via email by 03/17/2017 at 5:00 p.m., local time (PT). The CRITFC will not consider any requests submitted after the time period specified above. Questions regarding the RFP or request for clarification shall be sent, via email, to [rfq@critfc.org](mailto:rfq@critfc.org)

### **Confidential Information**

By submitting a proposal, the Contractor agrees to keep confidential all information provided in connection with the RFP.

### **Requests for Further Clarification of Proposals**

The CRITFC may request additional clarification from Contractors on any portion of the proposal.

### **Cancellation of RFP**

The CRITFC may cancel this RFP at any time upon finding that it is in the CRITFC's best interest to do so.

### **Rejection of Proposals**

The CRITFC may reject a particular proposal or all proposals upon finding that it is in the CRITFC's best interest to do so.

### **Award and Contract**

We will notify all Contractors, whether they are disqualified, rejected, or unsuccessful although responsive. All final specifications shall be negotiated and finalized by purchase order or contract. This RFP gives rise to no contractual obligations, implied or otherwise.

**Protest of Tentative Award Selection**

An email notification of tentative award to the Contractor whose proposal is deemed to be most advantageous and of best value towards meeting the project objectives will be sent. A separate 'no award' email will be sent to all other Contractors that submitted a proposal in response to this RFP. A Contractor who claims to have been adversely affected by the selection of a competing Contractor shall have seven (7) calendar days after receiving the notice of selection to submit a protest, via email, to [rfq@critfc.org](mailto:rfq@critfc.org)

**References**

The CRITFC reserves the right to investigate the references and past performance of any Contractor with respect to its successful performance of similar services, compliance with RFP and contractual obligations, and its lawful payment of suppliers, sub-Contractors, and employees. The CRITFC reserves the right to reject any proposal at any time prior to the execution of any resulting contract. Please submit DUNS numbers for your company to facilitate our credential evaluation.

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## Part V – Evaluation and Selection Criteria

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Proposals will be evaluated through a criteria-based selection process conducted by a review team. The following selection criteria will be used to evaluate the content of the written proposals based on a weighted scoring method totaling 100 points:

***I. Adequacy of Technical Proposal: 35 points***

- a. Proposal content & applicability of approach; addressing/completing tasks.

***II. Project Management: 30 points***

- a. Previous experience the project manager has had in this type of work.
- b. Company resources and specific expertise.
- c. Project management organization and plan.

***III. Personnel Qualifications: 30 points***

- a. Technical experience and the relative effort proposed by principal project staff towards demonstrating knowledge related to the project performance.
- b. Educational qualifications related to the project performance.
- c. Experience in similar lamprey analysis projects.

***IV. Cost: 5 points***

- a. Cost to perform requested services.

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## **Tribal Preference**

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To the greatest extent feasible, preference shall be given to Indians, Indian Organizations, or Indian owned economic enterprises in the award of all contracts and subcontracts.

**Indian Preference Act of 1934 (Title 25, USC, Section 47)**