Yurok Tribe
Request for Qualifications (RFQ)
Yurok Tribe Fisheries Department

Bid Release Date: February 26, 2020
Bid Closing Date: March 20, 2020
Bid Contact Person: Keith Parker – Fisheries Biologist II
Harvest Management Division, Yurok Fisheries Dept.
Email: Keith Parker <KParker@Yuroktribe.nsn.us>

Background:

The Harvest Management Division (HMD) of the YTFP is responsible for managing and monitoring the Yurok Tribal fishery on the lowest 44 miles of the Klamath River. Harvest management activities include collection of effort and catch per effort data to estimate the harvest, as well as collecting various biological data such as fish length and weight, scale samples, mark information, and coded-wire tags. The Tribal harvest information, along with data from other fisheries and spawning escapement areas, is used for various management purposes, including development of a cohort reconstruction model for Klamath Basin fall Chinook salmon, projection of abundance, assessment of harvest rates, managing ocean fisheries via the Klamath Ocean Harvest Model, and etc. This information is used to assess the status of the stock, analyze factors that affect abundance, and assist with the harvest management of Klamath-Trinity Basin fall chinook along the west coast.

The Tribe has compiled harvest information using DBase for nearly 30 years, however our version of the DBase software has become somewhat obsolete and is no longer compatible with our computers and tribal network. Currently, we have numerous database tables and coded programs (dozens) that have been developed to conduct analysis and reports necessary to manage our fishery. This Request for Qualifications (RFQ) is to solicit proposals for a contractor with database management expertise to assess our current data management situation, make recommendations regarding what software we should consider transitioning to, development of database tables, and converting (or re-writing) the numerous programs we’ve developed into the new SQL friendly software that we decide to transition to.

Information technology is diverse and changing rapidly; it is the goal of the Harvest Management Division to seek the most up-to-date advice before selecting a system or developing
an application. The selected bidder will demonstrate a successful relevant track record of database design, development, strategy, implementation, systems integration, analysis, program coding, and maintenance. The contractor will work closely with tribal staff familiar our data and current data management system as part of this contract. Staff will also work with the consultant to prioritize tasks, especially in regard to the conversion or development of coded programs for data analysis. Occasional work at Requa CA will be required.

The HMD database applications, all forms and database code have been custom developed in-house and refined over a period of years. The configuration is currently fully operational and in active use, utilizing software package dBase 5.x (an early popular database management system for CP/M and MS-DOS) and Microsoft Excel spreadsheets. Total archived data ‘size on disk’ (non-compressed) is 0.053 terabytes representing approximately 37,000 files. Typical annual fishery data storage additions do not exceed one gigabyte.

**Project Deliverables:**

1) Assess our current data management system and make recommendations regarding the system we should move to. This will involve working closely with Tribal staff that are located at our Requa Office.
2) Develop tables for our new data management system.
3) Convert or re-code existing programs that are used to manage our fishery.
4) Develop other analysis, including statistical reports, graphs, and tables that may be requested for data presentation.
5) Assist with implementation of the new data management system.
6) Provide assistance as necessary over for two years post data management system implementation.
7) Develop QA/QC procedures for routine analyses.
8) Develop routine maintenance procedures and scheduled backups for the datamanagement system.
9) Train Tribal staff in the use of the new data management system.

**Technical Requirements:**

Workstation Requirements:

OS: Windows Server 2019 or later (other server options would be considered)

Web Server Requirements:

Operating System: Windows 2010 or later

SQL Server Requirement:

- Operating System: Windows 2019 Server or Later
- Database Server Software: SQL Server 2008/2012 or Later
- Reporting Server: SQL Reporting Services
TERO

The Yurok Tribe has adopted a Tribal Employment Rights Ordinance (TERO) and as such any person or firm contracting with the Yurok Tribe is required to follow the terms and conditions identified by the ordinance, including applicable fees, forms, and hiring practices. The resulting contract from this RFQ will be subject to a 1% TERO fee. For your referral, a copy of the Yurok Tribe’s TERO ordinance can be found at the following location: http://www.yuroktribe.org/departments/TERO/.

Indian Preference

Indian preference in employment means that if a qualified Native American (Indian) is available, that person will be given preference over a qualified non-Indian in any phase of employment. Indian preference in Contract Award and equal employment opportunities shall apply. All firms requesting Indian preference shall submit their request for Indian preference along with their bid (Contractor/Business certification - Attachment 1).

Evaluation Factors for Award

Criteria:

Any award to be made pursuant to this RFQ will be based upon the proposal, with appropriate consideration given to experience, expertise and cost. Cost will be based upon an hourly rate and a contract with a “not to exceed amount” will be developed. operational, technical, cost, and management requirements. Evaluation of offers will be based upon the Vendor’s responsiveness to the RFP and the total price quoted for all items covered by the RFP. A one-hundred-point scale will be used to grade each proposal on six factors.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Vendor or Vendors:

1. Description of the bidder’s ability to conduct this type of work.

   Max of 20 points

2. Description of the bidder’s experience with data base management design, development, and implementation, including a description of database software the bidder has expertise with. Include a description of the bidders experience experience using “DBase”, and if any experience, what versions of DBase were used, and experience using the software “R”.

   Max of 25 Points

3. Description of the bidders experience writing program code to conduct analysis using data from multiple tables and presenting results (graphically, tabular, and in text).

   Max of 25 Points
4. The Bidder’s experience with conducting similar data base management and data analysis type projects.

   **Max of 20 Points**

5. Hourly rate.

   **Max of 10 Points**

Overall Score: Out of 100 points
Response Submittal

Submittals will be accepted via mail at:

    Yurok Tribe
    190 Klamath Blvd
    PO Box 1027
    Klamath, CA 95548
    C/O Diane Bowers
    Attn: Database RFQ

Or through email delivery to: DBowers@Yuroktribe.nsn.us

No later than: 5:00 p.m., March 20, 2020