

**GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION**

P. O. Box 9 • Odanah, WI 54861 • 715/682-6619 • FAX 715/682-9294



**• MEMBER TRIBES •**

**MICHIGAN**

Bay Mills Community  
Keweenaw Bay Community  
Lac Vieux Desert Band

**WISCONSIN**

Bad River Band  
Lac Courte Oreilles Band  
Lac du Flambeau Band

**MINNESOTA**

Fond du Lac Band  
Mille Lacs Band

**GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION**

**REQUEST FOR PROPOSAL FOR ECOSYSTEM SERVICE VALUATION  
CONTRACTOR**

**INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:**

**NAME/TITLE:** Esteban Chiriboga, Environmental Specialist

**REFERENCE #:** RFP Ecosystem Service Valuation Project

**ENTITY:** Great Lakes Indian Fish & Wildlife Commission (GLIFWC)

**ADDRESS:** 550 BABCOCK DR. RM-B-102  
MADISON, WI 53706

**PHONE:** (608) 265-5639

**EMAIL:** esteban@glifwc.org

## GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

### REQUEST FOR PROPOSAL FOR ECOSYSTEM SERVICE VALUATION CONTRACTOR

#### I. GENERAL INFORMATION

##### A. Purpose

This Request For Proposal (RFP) is to conduct a comprehensive ecosystem service valuation project in the area of the Buffalo Reef spawning reef in the vicinity of Gay Michigan.

##### B. Who May Respond

Only individuals and/or organizations with proven experience in conducting ecosystem service valuation projects.

##### C. Instructions on Proposal Submission

1. Closing Submission Date: August 24, 2018
2. Inquiries: Inquiries concerning this RFP should be directed to Esteban Chiriboga, Environmental Specialist (608) 265-5639, or, email at [esteban@glifwc.org](mailto:esteban@glifwc.org).
3. Conditions on Proposal: All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by Great Lakes Indian Fish & Wildlife Commission (GLIFWC).
4. Instructions to Prospective Contractors: Your proposal should be addressed as follows:

Entity: Great Lakes Indian Fish & Wildlife Commission  
Attention: Esteban Chiriboga, Environmental Specialist  
Address: 550 Babcock Dr. Rm. B-102, Madison, WI, 53706

It is important that the Offeror proposal be received by the closing submission date noted above. Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Offeror to ensure that the proposal is received by GLIFWC by the date and time specified above. Late proposals will not be considered.

5. Right to Reject: GLIFWC reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based on the factors described in the RFP.
6. Small and/or Minority-Owned Businesses: Efforts will be made by GLIFWC to utilize small businesses and minority-owned businesses. An Offeror qualifies as a small business firm if it meets the definition of “small business” as established by the Small Business Administration (13 CFR 121.201).

7. Notification of Award: It is expected that a decision selecting the successful contractor will be made within two weeks of the closing date for receipt of proposals. It is also expected that the contract shall be a fixed price contract.

**D. Description of Entity and Project**

GLIFWC is a federally funded agency and was determined to be exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code. GLIFWC is committed to the implementation of off-reservation treaty rights on behalf of its 11-member tribes. GLIFWC's mission is to help ensure significant, off-reservation harvests while protecting the resources for generations to come. GLIFWC's policy is set by the Board of Commissioners that consist of the Tribal Chairmen from each of the member tribes. The Voigt Intertribal Task Force and Great Lakes Fisheries Committee makes recommendations on resource management policies to the board.

On behalf of the Great Lakes Indian Fish & Wildlife Commission (GLIFWC), the selected contractor will conduct an ecosystem services valuation (ESV) for the natural assets of Buffalo Reef and potentially impacted shoreline areas in Houghton and Baraga Counties in Michigan's Upper Peninsula and in Lake Superior Management Unit MI4. The primary output of this effort will be a summary report in which the contractor identifies, quantifies, monetizes, and applies the benefits provided by natural assets in the study area. The selected contractor will combine available ecosystem services values, geographic data, and additional input, as appropriate, from GLIFWC to produce ecosystem services estimates. Findings will be presented as a range of high and low values, based on the summation of ecosystem services values identified across land cover and/or vegetation types.

**E. Delivery Schedule**

Will be defined on the final contract

**F. Services and Output**

The selected contractor will provide the following services:

1. Identify a range of ecosystem services provided by each of these natural assets.
2. Calculate baseline dollar values for ecosystem services and natural assets provided by natural land covers in two counties in Michigan's Upper Peninsula as well as Lake Superior MI-4. Using the benefit transfer method, this analysis will focus on spawning reefs, lakeshore values, and other ecosystem services likely to be impacted by mine tailings across all relevant land cover types.
3. The selected contractor will produce a report for technical and agency staff, which will include:
  - a. Executive Summary
  - b. Review of ecosystem services definitions, methods, and assumptions
  - c. Maps and geographic analysis of the study area (acres by land cover)
  - d. Detailed ecosystem services values used in the analysis with full bibliographic references

e. Site-specific estimates of ecosystem services contribution to the local economy by service and land cover.

f. Spatial data (Shapefiles, Geodatabase, etc.) and attribute tables.

**G. Price**

The Offeror’s proposed price should be submitted separately. Specifically, the proposed price should include a not-to exceed total fee.

**H. Payment**

Full payment will be made when GLIFWC has determined that the total work effort has been satisfactorily completed. Should GLIFWC reject a report, GLIFWC’s authorized representative will notify the selected contractor in writing of such rejection giving the reason(s). The right to reject a report shall extend throughout the term of this contract and for ninety (90) days after the Offeror submits the final invoice for payment. Progress payments will be allowed to the extent that GLIFWC can determine satisfactory progress is being made.

Upon delivery of the final report, and with the approval and acceptance by GLIFWC, the Offeror may submit a bill for the balance due on the contract for the audit.

**II. PROPOSAL EVALUATION**

**A. Submission of Proposals**

All proposals shall include one copy of the: Offeror’s and staff qualifications and pricing information (in a separate sealed envelope). These documents will become part of the Contract.

**B. Nonresponsive Proposals**

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received in a timely manner in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with the Government Auditing Standards of the U.S. Comptroller General.

**C. Proposal Evaluation**

Evaluation of each proposal will be scored on the following six factors. In compliance with 2 CFR Part 200.319 – Competition, no geographic preferences will be given in the evaluation of this proposal, since the section states, “The non-Federal entity must conduct procurements in a manner that **prohibits the use of statutorily or administratively imposed state or local geographical preference in the evaluation of bids or proposals**, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference.”

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| 1. Prior audit experience:   | Point Range |
| a. Prior experience working with Tribal Organizations/Tribal Governments | 0– 15       |

- b. Prior experience working on similar projects funded by GLIFWC 0 – 20

GLIFWC will contact prior audited organizations to verify the experience provided by the Offeror.

- 2. Organization, size, and structure of Offeror’s firm (consider size in relation to audits to be performed):

- a. Adequate size of the firm 0 – 2
- b. Proper independence 0 – 2
- c. No conflict of interest 0 – 2
- d. Results of peer review 0 – 2
- e. Minority-owned/small business/women’s business enterprise 0 – 2

- 3. Qualifications of staff to be assigned to the audits to be performed. This will be determined from resumes submitted. Include education, position in firm, and years and types of experience.

- a. Prior experience of the individual audit team members 0 – 15
- b. Overall supervision to be exercised 0 – 5

- 4. Price 0 – 20

Maximum Points 85

**D. Review Process**

In compliance with Uniform Guidance 2 CFR Part 200.319 – Competition, GLIFWC has conducted this procurement in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference.

GLIFWC may, at its discretion, request presentations by or meetings with any or all Offerors to clarify or negotiate modifications to the Offeror’s proposals. However, GLIFWC reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the Offeror can propose.

GLIFWC contemplates award of the contract to the responsible Offeror with the highest total points.