

Atlantic States Marine Fisheries Commission

2020 Request for Proposals (RFP)

Regional Pilot Projects in Support of Sustainable Aquaculture

Funding Opportunity Description

Summary

The Atlantic States Marine Fisheries Commission (ASMFC), in cooperation with and funding from, the NOAA Fisheries Office of Aquaculture, will be issuing approximately **\$625,000** in grants to fund marine aquaculture pilot projects focusing on sustainable aquatic farming techniques and regional business practices to grow U.S. domestic seafood.

Background

More than 90% of seafood consumed in the U.S. is imported and, of that amount, more than half of imported seafood is from overseas aquaculture. The U.S. ranks only 15th in aquaculture job production despite possessing the largest exclusive economic zone in the world.

To address the major lost opportunity for job creation in coastal communities and to encourage the development of a domestic seafood supply, the three interstate marine fisheries commissions, with funding from NOAA fisheries, are seeking proposals to conduct regional pilot programs for partnerships between the seafood industry and community partners. The goal of the pilot programs is to develop, validate, and deploy economically and environmentally sustainable aquatic farming techniques and regional business practices to grow U.S. domestic seafood production. To maximize the impact of the pilot grants, priority consideration will be given to promising but less commercially developed technologies, such as those targeting shellfish, seaweed, and other relative newcomers to the domestic aquaculture industry.

Scope of Work

The geographic scope of the proposed projects is the U.S. East Coast states from Maine to Florida. The primary location of the proposed projects must be in the marine/estuarine environment.

Examples of the types of pilot projects being sought through the RFP follow:

- Research and development related to the production and distribution of shellfish seed stock.
- Finfish, shellfish (other than oyster*), and seaweed farming systems, especially for those species new to aquaculture in the region or that use novel production systems.
- Identification and development of Aquaculture Development Zones with pre-planning and pre-permitting for a range of aquaculture activities.
- Resolution of issues (e.g., enforcement, water quality, public trust concerns or impacts) related to open water finfish farming in state waters.
- Business incubators
- Regional market and economic impact studies

*Note: Proposals for oyster projects were already requested in a separate RFP (2019 Request Regional Oyster Aquaculture Research Consortia)

ASMFC will be issuing \$625,000 in grants to qualified projects. Individual proposals should not exceed \$200,000 or be less than \$50,000. It is anticipated that approximately 4-6 projects will be funded.

Eligible Applicants

Researchers at U.S. academic institutions, research laboratories, for-profit companies/firms, nonprofits, and state agencies are all eligible. Proposals from foreign entities are not eligible. Proposals involving multiple investigators are welcome. U.S. federal government agencies, including Regional Fishery Management Councils, are not eligible to receive funding through this solicitation.

Application and Submission Information

Content and Form of Application

Proposal format must be in at least **12-point font**. Brevity will assist reviewers and program staff in dealing effectively with proposals. Tables and visual materials, including charts, graphs, maps, photographs and other pictorial presentations are included in the **3-page limit**. Data management plans and/or access agreements, as well as budgets and justifications, project summary, and previous/current and pending support sections do not count towards the page limit. Appendices may include information such as resumes and/or letters of endorsement.

Additional informational material will be disregarded.

Proposals must include the following information in the format outlined below.

a. Project summary (1-page limit):

1. Organization title
2. Principal Investigator(s)
3. Address, telephone number, and email address of Principal Investigator(s)
4. Project title
5. Project objectives for the project period
6. Summary of work to be performed within the project period
7. Budget Information
 - Total funds requested from ASMFC
 - Cost sharing to be provided to the project, if any (not required). Specify whether contributions are cash or in kind
 - Total project cost

b. Project description (3 page limit): Each project must be completely and accurately described. The main body of the proposal should be a clear statement of the work to be undertaken and should include: specific objectives and performance measures for the period of the proposed work and the expected significance; relation to longer-term goals of the project; and relation to other work planned, anticipated, or underway.

c. Project Budget: The proposal must include a detailed narrative for each category providing an explanation and/or process for how the funds will be used. Describe and justify the budget

for each organization or agency requesting funding in the proposal using the mandatory budget categories listed below.

- **Personnel (including Fringe Benefits):** Include the salary detail for all employees assigned to the project. Explain the duties for each individual identified by name and position. State the time commitments such as hours and percent of time for each position. List the total charges for each person. Provide details on all fringe benefits in correlation to the employee's hourly wage and the number of hours to be worked in association with the proposed project. Identify what types of fringe benefits are being covered. Describe the total charges for each person listed along with an explanation of how the charges were calculated.
- **Travel:** Costs include lodging, airfare, per diem, ground transportation and other directly-related expenses incurred while traveling for the purpose of the proposed project. Include each traveler's name, dates of travel, purpose of travel, destination, and itemized costs to include lodging, airfare, per diem, ground transportation, etc. Identify why the requested travel is directly relevant to the successful completion of the project. If there are any actual trip details that remain unknown, please explain the basis for the proposed travel charges.
- **Contractual:** Include all expenditures associated with contractually-related activities that are directly associated with the proposed project. List each contract as a separate item. Describe the applicability to the project for each contract to be acquired.
- **Supplies:** Include a description of all equipment that individually costs under \$5,000 and miscellaneous supplies and materials that are required for the purpose of the proposed project. Itemize supplies by type of material or nature of expense. Identify how the proposed supplies are necessary for the successful completion of the project.
- **Equipment:** Include items that individually cost more than \$5,000. For any items of equipment whose costs exceed \$5,000, a description of the item and associated costs is required. List each item of equipment being requested. For each item of equipment, please identify the number of units, cost per unit, and total cost specified. Explain why each item of equipment is necessary for the successful completion of the project.
- **Indirect Costs:** Costs incurred by the investigating organization as a result of administering the proposed project but not directly associated with project implementation. Indirect costs generally include rental space, utilities, postage, data processing, training, safety management, affirmative action programs, administrative support, and supervisory oversight. **NOTE:** All proposals must include a copy of the approved negotiated indirect cost rate document or similar verifying your indirect rate as part of your proposal package. The intent is for institutions undertaking research to apply funds to expenses directly related to the project, and have the ability to complete

the project with low indirect cost rates. The Commission has the option to limit award recipient indirect cost recovery at 15%, consistent with the indirect rate applied to the agreement between NOAA and the Commission. Applicants may request a copy of the Commission's indirect policy if needed for application materials.

Instructions, Conditions and Notices to Proposers

1. Questions regarding the RFP should be submitted to:

Dr. Louis B. Daniel, III
Atlantic States Marine Fisheries Commission
1050 N Highland Street
Suite 200 A-N
Arlington, VA 22201
Email: ldaniel@asmfc.org
Phone: 252.342.1478

2. Submission, Modification, Revision, and Withdrawal of Proposals

- a. The deadline for proposals is **5:00 PM EST, January 15, 2020:**

Attn: Dr. Louis B. Daniel, III
Atlantic States Marine Fisheries Commission
1050 N Highland Street
Suite 200 A-N
Arlington, VA 22201
Email: ldaniel@asmfc.org
FAX: 703.842.0741

- b. ASMFC reserves the right to consult with and to consider information from its own sources, including information from state and federal agencies regarding the proposer's prior performance or the status of outstanding investigations or warrants involving the proposer.

- c. Late proposals

- i. Any proposal, modification, or revision received after 5 PM EST on January 15, 2020 is "late" and will not be considered unless –
- ii. There is acceptable evidence to establish that it was received by the ASMFC prior to the time set for receipt of offers. Acceptable evidence to establish time of receipt by the ASMFC includes the time/date stamp by ASMFC on the proposal wrapper, other documentary evidence of receipt maintained by the ASMFC, or oral testimony or statements of ASMFC personnel; or
- iii. It is the only proposal received.
- iv. However, a late modification of an otherwise successful proposal that makes its terms more favorable to the ASMFC, will be considered at any time it is received and may be accepted.

- d. If an emergency or unanticipated event interrupts normal ASMFC processes so that proposals cannot be received by 5 PM EST on January 15, 2020, and urgent ASMFC requirements preclude amendment of the solicitation, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal ASMFC processes resume.
- e. Proposals may be withdrawn by written notice received at any time before award. Withdrawals are effective upon receipt of notice by the Aquaculture Coordinator
- f. Proposers shall submit proposals in response to this solicitation in English and in U.S. dollars.
- g. Proposers may submit modifications to their proposals at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.
- h. Proposers may submit revised proposals only if requested or allowed by ASMFC.
- i. Proposer shall submit the name, address, and telephone number of the person(s) with the authority to bind the firm, as well as to answer questions or provide clarification concerning the firm's proposal.
- j. ASMFC is not liable for any costs incurred by vendors/contractors in developing or submitting their response to this RFP.

Proposal Evaluation

1. All proposals received in accordance with the RFP instructions will be evaluated to determine if they are complete and meet the specified requirements.
2. All proposals which meet the above criterion will be reviewed, analyzed, evaluated, and scored in accordance with the criteria described below. If needed, additional information may be requested from one or more proposers.
3. During the evaluation period, ASMFC may request additional information in order to fairly evaluate a proposal offer. If such information is required, the proposer will be notified in writing (or by email) and will be permitted a reasonable period of time to respond.
4. By use of numerical and narrative scoring techniques, proposals will be evaluated by the Proposal Review Committee against the factors specified below. The relative weights of the criteria – based on a 100 point scale – are shown in parentheses. The evaluation criteria are:
 - a. Qualifications, experience, references, and ability to address research program priorities (30 points);
 - b. Work Plan/Technical Approach (40 points);
 - c. Cost/Project Budget (30 points)

The average scoring for each project will have a strong influence over the final funding decisions. However, other factors, such as but not limited to, species, geographic range, similar work already initiated, etc. may influence final selections by the Proposal Review Committee.

Conflict of Interest

A conflict of interest exists when financial interests or other opportunities for tangible personal or professional benefit could influence or appear to influence the professional judgment of a member of the Proposal Review Committee. Improper influence could be used to not only advance one's own research program, but also to unfairly promote a family member's, colleague's or former student's program. Thus, care must be exercised to avoid a conflict of interest during the proposal review process and the discussion of past, current, or proposed research. A conflict of interest also exists when circumstances simply have the appearance of compromising the professional judgment of a member of the Proposal Review Committee. It is the policy of ASMFC that conflicts of interest or the appearance of conflicts of interest shall be avoided wherever possible and disclosed and minimized in situations where interests cannot be reasonably separated. Whenever a conflict of interest arises during discussions of the Proposal Review Committee, the member in question shall disclose the possible conflict and excuse themselves from the discussion.

Grant Award

1. All qualified proposals will be evaluated and awards will be made to those proposed projects whose combination of cost and technical offers are deemed to best address the research themes of the RFP. Final awards to selected projects are expected to begin on July 1, 2020.
2. ASMFC reserves the right to make a project award at a cost less than what was proposed.
3. ASMFC reserves the right to reject any and all proposals and make no award under the RFP if such action is in the best interest of the ASMFC.