

Atlantic States Marine Fisheries Commission



Lobster Vessel Tracking Devices: Request for Applications (RFA) for Type Approval

RFA Coordinator	<p><i>All communication regarding the RFA <u>must</u> be made through the RFA Coordinator identified below.</i></p> <p><u>Name:</u> Lindsey Aubart <u>Title:</u> Cooperative Projects Coordinator <u>Contact Information:</u> LAubart@asmfc.org</p>
Submitted Questions Due	<p><i>All questions <u>must</u> be received by the RFA Coordinator identified above by:</i></p> <p><u>Date:</u> September 16, 2022 no later than 11:59 p.m., local time</p>
Application Submission	<p><i>Applications <u>must</u> be received by the Commission by:</i></p> <p><u>Submission Deadline:</u> October 3, 2022, no later than 11:59 p.m., local time.</p> <p><i>Applications <u>must</u> be submitted electronically to the following address:</i></p> <p><u>Electronic (email) Submission Address:</u> LAubart@asmfc.org</p>

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PUBLIC NOTICE

**Atlantic States Marine Fisheries Commission
RFA# 2022-01
Lobster Vessel Tracking Device Type Approval**

The Atlantic States Marine Fisheries Commission (Commission) is seeking to develop a list of qualified vendors and approved vessel tracking devices (aka type approval). In addition there is an option for vendors to include pricing guarantees for purchase of individual vessel tracker devices, bulk purchases of vessel tracker devices, and/or annual service fees for vessel tracker devices.

A copy of the RFA, as well as the Question & Answer Summary and all amendments related to the RFA, can be obtained at: <http://www.asmfc.org/jobs/>

Applications must be submitted to the Commission, via email, at: LAubart@asmfc.org. Application submissions must be received no later than 11:59 p.m., local time, on October 3, 2022. Applications not submitted to the Commission's aforementioned email address by the aforementioned deadline will not be considered for device type approval.

Atlantic States Marine Fisheries Commission
RFA# 2022-01
Lobster Vessel Tracking Device Type Approval

PART I INTRODUCTION

A. Purpose and Background

The Atlantic States Marine Fisheries Commission (Commission) is seeking applications for type approval of electronic vessel tracking devices (devices) for federally permitted American lobster and Jonah crab fishing vessels. Specifically, the Commission will approve a list of vendor(s)/device(s) in which state agencies and the Commission can order in bulk, or fishing industry members can purchase individual devices to meet the requirement of Addendum XXIX to the American Lobster Fishery Management Plan (FMP) and Addendum IV to the Jonah Crab FMP. Some vessels will start to install devices prior to the beginning of the 2023 fishing year (May 1 start date), but all federal lobster and Jonah crab trap vessels will have an installed and operating device by December 15, 2023. This document provides instructions for submitting applications for device approval, the procedure, and criteria by which the approved vendor(s)/device(s) will be selected.

High quality devices are fundamental for many critical monitoring and enforcement activities in the federal American lobster and Jonah crab trap fishery and the Commission anticipates over 1,700 devices will be needed. All relevant device specifications are provided in the Scope of Services section.

Federal lobster and Jonah crab vessels issued commercial trap gear area permits are required to install an approved device to collect and transmit spatial data in order to participate in the trap gear fishery. This means any federally-permitted vessel without an approved device is prohibited from landing lobster or Jonah crab taken with trap gear. Federal vessels are required to install and activate an approved device prior to beginning a lobster or Jonah crab fishing trip with trap gear. The device must remain on board the vessel and powered at all times when the vessel is in the water, unless the device is authorized to power down by the principal port state. For this reason, timely and accurate production and delivery of devices is of critical importance, and the approved vendor(s)/device(s) must be capable of ensuring the Commission's performance standards will consistently be met. Expectations are fully described in the Scope of Services section.

B. General Provisions

1. From the time the RFA is issued until type approval notification is made, all contact with the Commission regarding the RFA must be made through the RFA Coordinator. No other employee is empowered to make statements regarding the RFA. Violation of this provision may lead to disqualification from the application process, at the Commission's discretion.
2. Issuance of the RFA does not commit the Commission to approve a device or to pay expenses incurred by a Vendor(s) in the preparation of a response to the RFA. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
3. All applications must adhere to the instructions and format requirements outlined in the RFA and all written supplements and amendments (such as the Summary of Questions

and Answers), issued by the Commission. Applications are to follow the format and respond to all questions and instructions specified below in the “Application Submission Requirements” section of the RFA.

4. Vendors will take careful note that in evaluating an application submitted in response to the RFA, the Commission will consider materials provided in the application, information obtained through interviews/presentations (if requested by the Commission or Evaluation Team [composed of qualified reviewers from state, federal, and Commission staff]), and internal Commission information of previous contract history with the vendor (if any). The Commission also reserves the right to consider other reliable references and publicly available information in evaluating a vendor’s experience and capabilities.
5. The RFA and vendor’s application, including all appendices or attachments, will be the basis for approval, as determined by the Evaluation Team.
6. Following announcement of approved vendor(s)/device(s), all submissions in response to this RFA will be public records.
7. The Commission, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in applications received in response to the RFA.
8. All applicable laws, whether or not herein contained, are included by this reference. It is the vendor’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

C. Number of Device Approvals

The Commission anticipates approving multiple devices for use in the fishery as a result of the RFA process.

PART II SCOPE OF SERVICES TO BE PROVIDED

Vendor(s) must provide devices that meet the following criteria to be considered for approval:

The minimum criteria that must be met by devices and vendors for approval for use in the fishery are summarized in Table 1. Additional details on these requirements are included in the subsequent sections. Table 2 outlines provisions that must be submitted by the Vendor in the RFA.

Table 1. Required criteria for approval of vessel tracking devices and vendors

<u>Requirements of Devices and Vendors</u>
<ul style="list-style-type: none">• Collection of location data at a minimum rate of one ping per minute for at least 90% of the fishing trip• Data events must contain device’s current datetime, latitude, longitude, device and vessel identifier• Minimum accuracy of 100 m (328.1 ft) accuracy and position fix precision to the decimal minute hundredths• Ruggedness specifications allowing function in the marine environment• Ability to POST location data to the Atlantic Coastal Cooperative Statistics Program (ACCSP) trip locations API• Vendor customer service requirements• Vendor must maintain the confidentiality of personally identifying information and other protected data in accordance with federal law

A. Data Collection Rates

A device must collect location data at a minimum rate of one ping per minute for at least 90% of the fishing trip. A “ping” refers to a data event created by a tracking device containing the device’s current datetime (ISO 8601), latitude, longitude. These data are sent as an array inside the JSON statement that also includes vendor, device and vessel identifier. Data transmission from the device to the vendor should be initiated as soon as possible but no more than 60 minutes from the time the fishing trip is completed.

If the device can determine when the vessel is in its berth, the device may automatically decrease the ping rate to at least once every 24 hours. If the device is unable to automatically detect a berth location, the device must continue to ping once per minute. This recommendation is designed to permit vendors’ efforts to minimize cellular data and power consumption while the vessel is in port. For example, if pinging at a slower rate in the port, the device could run on an internal battery and sleep between pings to save power versus being powered by the vessel’s system.

B. Precision and Accuracy Requirements

A device must meet minimum precision and accuracy requirements, specifically a minimum of 100 m (328.1 ft) accuracy and position fix precision to the decimal minute hundredths. It is expected that most modern devices will be capable of significantly higher accuracies than 100 m.

C. Device Hardware Considerations

A device must have ruggedness specifications that allow it to function in the marine environment, which may depend on where the device is installed on the vessel. Specifically, devices must remain intact in the saltwater and withstand various extreme marine weather of New England and Mid-Atlantic regions for many years.

No specific requirement is specified for how a device shall be powered, provided that the tracking device can satisfy the technical requirements set forth in this section. Devices will likely be powered by some combination of vessel power, internal battery, and/or solar. The Evaluation Team will be responsible for determining whether a device satisfies hardware requirements.

D. Data Submission Requirements

Vendors must be able to POST location data to the Atlantic Coastal Cooperative Statistics Program (ACCSP) trip locations API and meet all specifications of this interface (https://accsp-software.github.io/spec-unified-api-test/#tag/eTrips/paths/~1trip_locations/post). In addition to the device identifier, datetime, latitude, and longitude, vendors must also include a vessel identifier (Coast Guard number or state registration number) in the API submission. This data element is necessary to identify the vessel the device is tracking at the time of the ping. Data transmission from the vendor to the ACCSP trip locations API should occur in near real time upon receipt.

Vendors must send test data to the ACCSP trip locations API as proof of the ability to satisfy the data submission requirements. Sending the test data will be done at the request of the Evaluation Team. Only vendors with devices that meet all of the specifications will be asked to send test data. The vendor is expected to have a mechanism for setting the vessel identifier in the administrative web interface to their tracking system. Vendor must maintain the confidentiality of personally identifying information and other protected data in accordance with federal law.

E. Customer Service Requirements

Device vendors serve as the primary contact for the devices distributed by their company. This includes technical support related to hardware and any device-specific software. Vendors should provide diagnostic and troubleshooting support to vessel owners, state agencies, ACCSP, and NOAA Fisheries which is available seven days per week and year-round. Response times for customer service shall not exceed 24 hours. Detailed installation instructions must be provided to vessel owners or their designated agents by vendors. Procedures must be established that assist vessel owners to properly maintain their device. In the event of device malfunction, vendors must be available to troubleshoot, repair, or replace the device. If a device needs repairs or replacement, vendors must be able to ship the repaired/replaced device within 5 business days of receiving the device from the customer. Vendors must have the capability to diagnose and resolve communication anomalies with vessel owners or state agencies. Upon request of ACCSP, state partners, or NOAA Fisheries, vendors must be available to assist with vessel tracking system operation, resolving technical issues, and related data analyses.

Table 2. Information that must be submitted by Vendor

Information to be provided by vendors for work group review and device approval

- Company information (name, contact, etc.)
- Customer service policy/capabilities (what assistance can be provided for troubleshooting)
- Devices capable of a one ping per minute rate
- Whether devices can detect when the vessel is berthed/in port
- Latitudinal and longitudinal precision (fixed) of 5 decimal places and accuracy capability (100 m maximum)
 - Does device evaluate quality of positional fix prior to pinging or does it just ping every minute?
 - Is the device capable of reporting horizontal accuracy and/or any other ping metadata?
- Can the device ping based on a radius trigger?
- Include the transmission method, for example, what network is used and bands the device utilizes

- Are vessel tracks automatically transmitted from the device, if not how are they transmitted?
- Whether vendor can POST the vessel ID (Coast Guard number or state registration number) as part of the location data to the ACCSP trip locations API, as well as meet all additional provisions of this interface: (https://accsp-software.github.io/spec-unified-api-test/#tag/eTrips/paths/~1trip_locations/post)
- Power supply specifications
- Installation instructions/requirements
- Ruggedness specifications
- Ability to maintain the confidentiality of personally identifying information and other protected data in accordance with federal law

Distribution, Reporting, and Invoicing Requirements

1. Devices could be ordered throughout the year but the majority will be ordered prior to December 15, 2023. Some orders may be bulk purchases by a state agency or the Commission. Bulk orders could be shipped to the state or to a list of individuals. For bulk orders with direct to individuals shipping, a spreadsheet (see #2) will be provided. Individual orders will be shipped to the purchaser.
2. The bulk order individual shipping spreadsheet, provided by the bulk purchaser, will have the harvester's name, shipping address, phone number, email address and vessel number.
3. The Vendor(s) will be required to send a shipping tracking number to the purchaser via the email address (if one is provided) when the devices are processed and shipped. For bulk purchases that are shipped to individuals emails with shipping tracking numbers should be sent to the person the device is being shipped to.
4. The approved Vendor(s) must redo and ship to the harvester at the vendor's expense any devices that are lost in transit that have the correct address from the order, or devices that are faulty upon receipt. If any shipped device cannot be located, is lost, or is not delivered to the correct location, it is the vendor's responsibility to research where the device(s) were shipped and replace those device(s). The below information will be required on invoices that are submitted to the Commission, a state, or individual for each order.
 - i. Company Name, address, phone number, & invoice#
 - ii. Order date
 - iii. Ship date
 - iv. Description of order (device type) including device serial number and vessel ID Number if provided
 - v. Quantity ordered
 - vi. Unit price
 - vii. Total price

PART III KEY RFA EVENTS

A. Questions

1. **General Instructions:** It is the responsibility of all vendors and other interested parties to examine the entire RFA and to seek clarification, in writing, if they do not understand any information or instructions.

- a. Vendors and other interested parties must use **Appendix E** – Submitted Questions Form – for submission of questions. The form is to be submitted as a word document.
 - b. The Submitted Questions Form must be submitted, by e-mail, and received by the RFA Coordinator, identified on the cover page of the RFA, as soon as possible but no later than the date and time specified on the RFA cover page.
 - c. Submitted Questions must include the RFA Number and Title in the subject line of the e-mail. The Commission assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.
2. **Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the following website no later than seven (7) calendar days prior to the application due date: October 3, 2022. The responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.

B. Amendments

All amendments released regarding the RFA will also be posted on the following website: <http://www.asmfc.org/jobs/>. It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

C. Submitting the Application

1. **Applications Due:** Applications must be received no later than at 11:59 p.m. local time, on the date listed on the cover page of the RFA. Emails containing original application submissions, or any additional or revised application files, received after the 11:59 p.m will not be accepted. If an emergency or unanticipated event interrupts normal Commission processes so that applications cannot be received by 11:59 EST on October 3, 2022, and urgent Commission requirements preclude amendment of the solicitation, the time specified for receipt of applications will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Commission processes resume.
2. **Delivery Instructions:** E-mail application submissions are to be submitted to the Commission at lcarty@asmfc.org.
 - a. Only application submissions received by e-mail will be considered. The Commission assumes no liability for assuring accurate/complete e-mail transmission and receipt.
 - b. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail application submissions that have the actual requested files attached will be accepted.
 - c. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Please check with your organization's Information Technology team to ensure that your security settings will not encrypt your application submission.
 - d. File size limits are 20MB per e-mail. Vendors may submit files separately across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.
 - e. Vendors are to insert the following into the subject line of their e-mail application submission: **"RFA# 2022-01 Application Submission – [Vendor's Name]"**
 - f. Vendor's application submissions are to be broken down into the below Categories. All categories are required with the exception of D. Cost Proposal, which is optional.

Categories should be listed as they are titled below and include:

- **A. [Vendor's Name] – Preliminary Information:**
Word or PDF format preferred
Appendix A (Application Cover Page)
Appendix B (Debarment, Performance and Non-Collusion Certification)
All required eligibility documentation stated in PART IV, Section I
- **B. [Vendor's Name] – Organization Qualifications and Experience:**
Word or PDF format preferred
Appendix C (Organization Qualifications and Experience Form) and all required information and attachments stated in PART IV, Section II.
- **C [Vendor's Name] – Proposed Services:**
Word or PDF format preferred
All required information and attachments stated in PART IV, Section III, including Table 2 on page 8.
- **D [Vendor's Name] – Cost Proposal (Optional):**
Appendix D (Cost Proposal Form) and all information and attachments stated in PART IV, Section IV.

PART IV APPLICATION SUBMISSION REQUIREMENTS

This section contains instructions for vendor(s) to use in preparing their applications. The Commission seeks detailed yet succinct responses that demonstrate the vendor's qualifications, experience, and ability to perform the requirements specified throughout the RFA.

The vendor's application must follow the outline used below, including the numbering, section, and sub-section headings.

Vendors are not to provide additional attachments beyond those specified in the RFA for the purpose of extending their response. Additional materials not requested will not be considered part of the application and will not be evaluated. Vendors should include any forms provided in the submission package or reproduce those forms as closely as possible. All information must be presented in the same order and format as described in the RFA.

Application Format and Contents

Section I Preliminary Information (File #1)

1. Application Cover Page

Vendors must complete **Appendix A** (Application Cover Page). It is critical that the cover page show the specific information requested, including Vendor address(es) and other details listed. The Application Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Vendor.

2. Debarment, Performance and Non-Collusion Certification

Vendors must complete **Appendix B** (Debarment, Performance and Non-Collusion Certification Form). The Debarment, Performance and Non-Collusion Certification Form

must be dated and signed by a person authorized to enter into contracts on behalf of the Vendor.

Section II Organization Qualifications and Experience (File #2)

1. Overview of the Organization

Vendors must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFA. Vendors must include at least two but up to three examples of projects which demonstrate their experience and expertise in performing these services as well as highlighting the Vendor's stated qualifications and skills.

2. Subcontractors

If subcontractors are to be used, Vendors must provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications.

3. Organizational Chart

Vendors must provide an organizational chart for the staff that would work on the project being proposed. Each position must be identified by position title and corresponding to the personnel job descriptions.

4. Litigation

Vendors must attach a list of all current litigation in which the vendor is named and a list of all closed cases that have closed within the past five (5) years in which the vendor paid the claimant either as part of a settlement or by decree. For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.

5. Financial Viability

Vendors must provide the following information for each of the past two tax years:

a. Balance Sheets

6. Certificate of Insurance

Vendors must provide a certificate of insurance on a standard Acord form (or the equivalent) evidencing the vendor's general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

Section III Proposed Services

1. Services to be Provided

- a. Vendors must describe how they will meet each requirement outlined in Part II, Scope of Services to be provided. Give particular attention to describing the devices and how they meet the requirements of Table 1 and the requested information in Table 2. Describe how the vendor will accomplish the tasks involved in sharing data with ACCSP. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved (how you will meet the customer service requirements).

Section IV Cost Proposal (File #4) Optional

1. General Instructions

- a. Vendors may submit a cost proposal that covers, January 1, 2023 and ending on December 31, 2025 or other time periods determined by the vendor.
- b. The cost proposal must include the costs necessary for the vendor to fully comply with the RFA requirements.
- c. No costs related to the preparation of the submission for the RFA, may be included. Only costs that are specifically related to the implementation or operation of contracted services may be included.

2. Cost Proposal Form Instructions

If submitting a cost proposal, vendors must fill out **Appendix D** (Cost Proposal Form), following the instructions detailed here and in the form.

Vendors must complete a document that shows the device type that meets the specifications within the RFA, the unit price per device, subscription cost per year and any other costs associated to the device with a grand total column for each device (see table in Appendix D). Vendor may also include bulk pricing for devices or subscription services. More than one bulk price may be offered (e.g. price x for 20-30 devices, price y for 30-50 devices). The grand total column with the spreadsheet will be what the purchaser will pay per device including the subscription fee and other cost.

PART V APPLICATION EVALUATION AND SELECTION

Evaluation of the submitted application will be accomplished as follows:

A. Evaluation Process - General Information

1. An Evaluation Team, composed of qualified reviewers (state, federal, and Commission staff), will judge the merits of the applications received in accordance with the criteria defined in the RFA.
2. The Evaluation Team will ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the applications and to ensure the devices meet the requirements.
3. The Commission, on behalf of the Evaluation Team, reserves the right to communicate and/or schedule interviews/presentations with Vendors, if needed, to obtain clarification of information contained in the applications received. The Evaluation Team may revise the initial evaluation to reflect those communications and/or interviews/presentations.

B. Application Review Process

Section A. Organization Qualifications and Experience

Includes all elements addressed above in Part IV, Section II.

Section B. Proposed Services

Includes all elements addressed above in Part IV, Section III.

1. **Evaluation Process:** For applications that demonstrate meeting the eligibility requirements in Section A, the Evaluation Team will use a consensus approach to

evaluate Section B. Members of the Evaluation Team will arrive at a consensus as to does the device meet all the necessary requirements.

2. **Negotiations:** Commission may cancel the RFA, at its sole discretion.

C. Selection and Approval

1. The final decision regarding the approval of vendors/devices will be made by Evaluation Team.
2. Notification of non-selection (device was not approved) will be made in writing by the Commission.
3. Issuance of the RFA in no way constitutes a commitment by the Commission to approve, to pay costs incurred in the preparation of a response to the RFA, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel, or any other costs incurred by the Vendor.
4. The Commission reserves the right to reject any and all applications or to approve multiple vendors/devices.
5. The Commission can remove a device from the listed approved devices if the Evaluation Team determines the specifications of the device no longer meet the requirements for the RFA or if the vendor does not meet the customer service requirements.

D. Appeal of Approval Decisions

Any person aggrieved by the type approval device decision that results from the RFA may appeal the decision to the Executive Director of the Commission. The appeal must be in writing and filed with the Executive Director of the Commission within 15 calendar days of receipt of notification.

PART VI LIST OF RFA APPENDICES AND RELATED DOCUMENTS

Appendix A – Application Cover Page

Appendix B – Debarment, Performance, and Non-Collusion Certification

Appendix C – Qualifications and Experience Form

Appendix D – Cost Application Form (Optional)

Appendix E – Submitted Question Form

APPENDIX A

**Atlantic States Marine Fisheries Commission
APPLICATION COVER PAGE
RFA# 2022-01
Lobster Vessel Tracking**

Vendor's Organization Name:			
Chief Executive - Name/Title:			
Tel:		Email:	
Headquarters Street Address:			
Headquarters City/State/Zip:			
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Application - Name/Title:			
Tel:		Email:	
Headquarters Street Address:			
Headquarters City/State/Zip:			

- No personnel currently employed by the Commission or any other East Coast State agency participated, either directly or indirectly, in any activities relating to the preparation of the Vendor's application.
- No attempt has been made, or will be made, by the Vendor to induce any other person or firm to submit or not to submit an application.
- The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

To the best of my knowledge, all information provided in the enclosed application, both grammatic and financial, is complete and accurate at the time of submission.

Name (Print):	Title:
Authorized Signature:	Date:

APPENDIX B

**Atlantic States Marine Fisheries Commission
DEBARMENT, PERFORMANCE, and NON-COLLUSION CERTIFICATION
RFA# 2022-01
Lobster Vessel Tracking**

Vendor's Organization Name:	
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By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals, and any subcontractors named in this application:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
- b. Have not within three years of submitting the application been convicted of or had a civil judgment rendered against them for:
 - i. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
 - ii. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.**
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification.*
- d. Have not within a three (3) year period preceding this application had one or more federal, state or local government transactions terminated for cause or default.*
- e. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this application is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

Name (Print):	Title:
Authorized Signature:	Date:

**Atlantic States Marine Fisheries Commission
QUALIFICATIONS and EXPERIENCE FORM
RFA# 2022-01
Lobster Vessel Tracking**

Vendor's Organization Name:	
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Present a brief statement of qualifications. Describe the history of the Vendor's organization, especially regarding skills pertinent to the specific work required by the RFA and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. You may expand this form and use additional pages to provide this information.

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APPENDIX C (continued)

Provide a description of projects that occurred within the past five years which reflect experience and expertise needed in performing the functions described in the “Scope of Services” portion of the RFA. For each of the project examples provided, a contact person from the client organization involved should be listed, along with that person’s telephone number and e-mail address. Please note that contract history with the Commission, whether positive or negative, may be considered in rating applications even if not provided by the Vendor.

Project One	
Client Name:	
Client Contact Person:	
Telephone:	
E-Mail:	
Brief Description of Project	

Project Two	
Client Name:	
Client Contact Person:	
Telephone:	
E-Mail:	
Brief Description of Project	

APPENDIX C (continued)

Project Three	
Client Name:	
Client Contact Person:	
Telephone:	
E-Mail:	
Brief Description of Project	

APPENDIX D

**Atlantic States Marine Fisheries Commission
 COST PROPOSAL FORM- OPTIONAL
 RFA# 2022-01
 Lobster Vessel Tracking**

Vendor's Organization Name:	
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If submitting a guarantee pricing proposal, vendors must provide in a spreadsheet the information identified in the below table. This includes the device type, the unit price per device, the subscription cost per year, and any other costs associated to the device with a grand total column for each device that will be billed to the user. Indicate if there could be a discount for multi-year subscription fees. The grand total cost will be the price that will be paid per unit with no additional costs added.

Vendors can also provide costs for bulk orders, including multiple pricing structures for different number of units.

	Device Type	Number of Devices	Unit Price per Device	Subscription cost per year	Additional cost (if any – explain)	Total Cost per Unit
1			\$	\$	\$	\$
2			\$	\$	\$	\$

In order to determine the cost, please keep in mind that the entity will require an invoice based on the date an order is submitted. The below information will be required on invoices that are submitted to the Commission, state or individual vial for bulk or separate order. The invoice will have the following information:

- Company Name, address, phone number, & invoice #
- Order date
- ship date
- Description of order (Device type)
- Device ID Number/Serial Number
- Vessel ID number if provided
- Quantity ordered
- Unit price
- Total price

