

STATE OF LOUISIANA

LOUISIANA FUR ADVISORY COUNCIL

REQUEST FOR PROPOSALS

FOR

**EDUCATION OF THE GENERAL PUBLIC
INCLUDING TEACHERS AND STUDENTS ABOUT
HABITAT AND WILDLIFE MANAGEMENT IN
RELATION TO THE FUR AND ALLIGATOR
INDUSTRIES**

MAY 1, 2011

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1.0 INTRODUCTION

1.1 Overview

The Louisiana Fur Advisory Council (FAC) is soliciting proposals to provide for consulting services related to public education for a three year period.

1.2 Background

In Louisiana, the furbearer species are managed as commercial, renewable natural resources. Louisiana produces 11 different species of furbearers. The average annual production of nutria during the past 10 years has been, 27,128 and raccoon 12,803. The average number of nutria taken over the past 7 years through the Coastwide Nutria Control Program (CNCP) has been 300,000. These two species alone provided nearly 86% of the value of an industry worth over \$1.7 million annually to Louisiana trappers, including Coastwide Nutria Control Program (CNCP) incentive payment of \$5.00 per tail to participating trappers. The annual fur harvest of all species has historically been valued as high as \$25 million to the state's trappers.

The overall objective of this project is to educate the general public including teachers and students about habitat and wildlife management in relation to the fur industry. The Contractor shall present key points outlined by LDWF at teacher workshops, schools and libraries around the state. The Contractor shall coordinate with other educators in Louisiana, attend public events and teacher workshops, and assist the FAC with coordinating education within the industry.

1.3 Definitions

- A. Shall- the term "shall" denotes mandatory requirements per R.S. 39:1556(21).
- B. Must, Will- the terms "must" and "will" denote mandatory requirements.
- C. May, Can- the terms "may" and "can" denote an advisory or permissible action.
- D. Should- the term "should" denotes desirable.
- E. Contractor- any person having a contract with a governmental body.
- F. State- the State of Louisiana
- G. Discussions- for the purposes of this RFP presentation, a formal, structured means of conducting written or oral communications/presentations with responsible Proposers who submit proposals to this RFP.
- H. FAC- Fur Advisory Council
- I. State-Fur Advisory Council within the Department of Wildlife and Fisheries
- J. Council – FAC

2.0 CONTRACT ADMINISTRATION

2.1 Term of Contract

The period of any contract resulting from this RFP is tentatively scheduled to begin on or about December 2011 and continue to November 2014. The State has a right to contract for up to three years upon approval.

2.2 Proposer Communications

Written questions regarding RFP requirements or Scope of Services must be submitted to the RFP Coordinator as listed below.

Susan Newsom – RFP Coordinator
2000 Quail Drive, Room 255
Baton Rouge, LA 70808
snewsom@wlf.louisiana.gov
225-763-3970

The State will consider written inquiries and requests for clarification of the content of this RFP received from potential proposers. Written inquiries must be received by June 1, 2011 CST on the date specified in the Schedule of Events. The State reserves the right to modify the RFP should a change be identified that is in the best interest of the State.

Official responses to all questions submitted by potential proposers will be posted by June 8, 2011 at <http://wwwprd.doa.louisiana.gov/osp/lapac/pubmain.asp>. Additionally, the responses will be posted on the LDWF website at www.LDWF.LA.GOV/NEWS. Potential proposers may also request a response in writing.

2.3 Project Organization and Management

A Project Manager shall be appointed for the contract resulting from this RFP, and will provide oversight of the activities. Notwithstanding the contractor responsibility for total management during the performance of this contract, the assigned Project Manager shall be the principal point of contact on behalf of the Councils and will be the principal point of contact for the contractor concerning performance under this contract. All contractor activities under all parts of the contract will be accomplished in consultation with, under the direction of, and with the approval of the Project Manager.

Progress reports for the project, signed by the contractor's Project Manager, will be made quarterly, with more frequent reports as necessary to maintain scheduled results.

2.4 Calendar of Events

Event	Date
Issue RFP	05/01/2011
Deadline to receive inquiries	06/01/2011
Issue responses to proposal questions/inquiries	06/08/2011
RFP Proposals due (CANNOT BE FAXED OR E-MAILED)	06/15/2011
Initial RFP evaluations	06/20/2011
Final Scoring	06/20/2011
Announce successful Proposer/Begin contract negotiations	07/01/2011

3.0 ADMINISTRATIVE REQUIREMENTS

3.1 Mandatory Requirement Defined

A mandatory requirement is an essential need that must be met by the proposer. Any proposer not fulfilling all Mandatory Requirements will be eliminated from the evaluation process. A (MR) located next to the section heading identifies mandatory requirements.

Failure to meet a mandatory requirement shall be established by any of the following conditions:

- The Proposer states that a mandatory requirement cannot be met.
- The Proposer fails to include information necessary to substantiate that a given mandatory requirement has been met. *A response of “will comply” is not sufficient.*
- A representation does not indicate present capability; representations that future developments will satisfy the requirement are not sufficient.
- The Proposer fails to include information requested by a mandatory requirement. *A response of “will comply” is not sufficient.*
- The Proposer presents the information requested by this RFP in a manner inconsistent with the instructions stated by mandatory requirements of this RFP.
- The Proposer fails to include the customer references required. *A response of “will comply” is not sufficient.*

3.2 Proposer Qualifications and Requirements (MR)

Determination of Responsibility

Determination of the proposer’s responsibility relating to this RFP shall be made according to the standards set forth in LAC 34:136. The State must find that the selected proposer:

- Has adequate financial resources for performance, or has the ability to obtain such resources as required during performance;

- Has the necessary experience, organization, technical qualifications, skills, and facilities, or has the ability to obtain them;
- Is able to comply with the proposed or required time of delivery or performance schedule;
- Has a satisfactory record of integrity, judgment and performance; and
- Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Proposers should ensure that their proposals contain sufficient information for the State to make its determination by presenting acceptable evidence of the above to perform the contracted services.

Qualifications

1. Contractor must have worked in the science education field for a minimum of five (5) years.
2. Contractor must have experience with wildlife education and habitat management topics.
3. Contractor shall specify direct experience related to science and wildlife education.

Requirements

1. Identify pertinent educational events throughout the State of Louisiana and participate in booths and lectures at these events.
2. Coordinate with educators within the state, such as those with Boy Scouts of America, the Louisiana Science Teachers Association, the Louisiana Department of Wildlife and Fisheries, Louisiana Trappers and Alligator Hunters Association, Cypress Black Bayou Recreation and Water Conservation and USGS.
3. Present at schools and libraries statewide.
4. Provide FAC and LDWF names, addresses, telephone and fax numbers of all educational contacts.

3.2.1 Right to Prohibit Award

In accordance with the provisions of R.S. 39:2182, in awarding contracts after August 15, 2010, any public entity is authorized to reject a proposal or bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of this Title, or the Louisiana Procurement Code under the provisions of Chapter 17 of this Title.

3.3 RFP Amendments

State reserves the right to change the schedule of events or revise any part of the RFP by issuing an addendum to the RFP at any time. Addenda, if any, will be posted at <http://wwwprd.doa.louisiana.gov/osp/lapac/pubmain.asp>. It is the responsibility of the proposer to check the website for addenda to the RFP, if any. *(NOTE: if addenda are posted to agency or other website, agency is responsible for adding the applicable information in this section.)*

3.4 Proposal Certification (MR)

The Proposer must certify in writing that all proposed terms, including prices, will remain in effect for a minimum of 120 days after the Proposal Due Date, and that all proposed capabilities can be demonstrated by the Proposer. This certification will be accomplished as part of the Proposer's Transmittal Letter as described in Section 4.2.

3.5 Proposal Response Date and Location (MR)

The Proposer's proposal, in its entirety, must be received by the RFP Coordinator at the address specified in Section 2.1 not later than 3:00 P.M. local time in Baton Rouge, LA on the date specified in the Calendar of Events (Section 2.3). Proposals will be logged when they are received. Proposals arriving after the deadline will be returned unopened to their senders. All proposals and accompanying documentation will become the property of the state and will not be returned.

Proposers assume the risk of the method of dispatch chosen. The state assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt. Late proposals will not be accepted nor will additional time be granted to any Proposer. Facsimile transmission or other telecommunication or electronic means shall not be used to deliver proposals.

3.6 Multiple Proposals (MR)

Multiple proposals will not be allowed. Each qualified contractor may submit one proposal.

3.7 Proposal Presentation and Format Requirements

3.7.1 General Requirements

Proposals are to be prepared on standard 8 ½" x 11" paper. Foldouts containing charts, spread sheets and oversize exhibits are permissible. The pages should be placed in a binder with tabs separating the sections of the proposal. Manuals, brochures, handouts and other references should be bound separately. All responses, as well as any reference material presented must be in English.

3.7.2 RFP Requirements (MR)

Proposers must respond to the RFP requirements by restating the number and text of the requirement in sequence and writing the response immediately after the requirement statement.

3.7.3 Figures and Tables

Figures and tables should be numbered and referenced in the text by that number. They should be placed as close as possible to the referencing text. Pages must be numbered consecutively within each section of the proposal section number and page number.

3.7.4 Material in the RFP

Proposals shall be based only on the specifications contained in this RFP. The RFP includes all official information, amendments, addenda and other material published by LDWF pursuant to the RFP.

3.7.5 Cost Information

All Cost information is to be provided in Section 2 of the proposal (See Section 4.1)

3.8 Waiver of Minor Administrative Irregularities

The LDWF reserves the right, at its sole discretion, to waive minor administrative irregularities contained in any proposal.

3.9 Proposal Rejection

The LDWF reserves the right to reject all proposals at any time without penalty.

3.10 Withdrawal of Proposals

Proposers may withdraw a proposal, which has been submitted, at any time up to the proposal closing date and time. To accomplish this, a written request signed by the authorized representative of the Proposer must be submitted to the RFP Coordinator. After withdrawing a previously submitted proposal, the Proposer may submit another proposal at any time up to the proposal closing date and time.

3.11 Non-endorsement

As a result of the selection of a Proposer, the state is neither endorsing nor suggesting that the Proposer's product is the best or only solution. The Proposer agrees to make no reference to the state in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the state.

3.12 Proprietary Proposal Material (MR)

Any information contained in the proposal that is proprietary must be clearly designated. Marking the entire proposal as proprietary will be neither accepted nor honored. If a request is made to view a Proposer's proposal, the state will comply

according to the state of Louisiana laws and regulations. The state will not accept responses where pricing is marked proprietary.

3.13 Response Property of LDWF

All materials submitted in response to this request become the property of the state. Selection or rejection of a response does not affect this right.

3.14 Cost of Preparing Proposals

The state is not liable for any costs incurred by the Proposers in the preparation and presentation of proposals submitted in response to this RFP.

3.15 Number of Proposal Copies Required (MR)

Proposers are to submit six (6) copies and one (1) original of their proposal to the contact person (2.1)

3.16 Errors in Proposal

The state will not be liable for errors in proposals. The state reserves the right to make corrections or amendments due to errors identified in proposals by the state or the Proposer. This type of correction or amendment will only be allowed for such errors as typing, transposition or any other obvious error. Any changes will be date and time stamped and attached to proposals. All changes must be coordinated in writing with, authorized by, and made by the state. Proposers are liable for all errors or omissions contained in their proposals.

3.17 Conflict of Interest

Proposer shall refer to and comply with the Louisiana Code of Governmental Ethics, La. Revised Statutes, Title 42, Chapter 15.

3.18 Subcontracting Information

The State shall have a single prime contractor as the result of any contract negotiation, and that prime contractor shall be responsible for all deliverables specified in the RFP and proposal. This general requirement notwithstanding, proposers may enter into subcontractor arrangements, however should acknowledge in their proposals total responsibility for the entire contract.

If the proposer intends to subcontract for portions of the work, the proposer should identify any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. The prime contractor shall be the single point of contact for all subcontract work.

4.0 INSTRUCTIONS FOR PROPOSAL PREPARATION

4.1 Proposal Submission Requirements (MR)

The format and content of the proposal is specified in this section.

Proposals must be submitted in two (2) parts within the RFP response: Section 1 – Technical Proposal; Section 2 – Cost Proposal. The outside cover of the package containing the proposal shall be marked:

PROPOSAL CONTENT

EDUCATION OF THE GENERAL PUBLIC INCLUDING TEACHERS AND STUDENTS ABOUT HABITAT AND WILDLIFE MANAGEMENT IN RELATION TO THE FUR AND ALLIGATOR INDUSTRIES

Name of Proposer

Date

Proposers are to provide a straightforward and concise presentation, adequate to satisfy the requirements of the RFP. Elaborate proposals are neither required nor desired. The state may award a contract based on initial proposals received without discussion of any offers.

4.2 Transmittal Letter (MR)

The transmittal letter shall be on the Proposer's official business letterhead. Refer to ATTACHMENT III (Transmittal Letter Checklist) for a complete listing of the information required with the RFP. The letter shall be signed by the person with the authority to bind the firm, answer questions and provide clarification concerning its proposal.

4.3 Proposal Contents (MR)

The required contents for the technical section of the submitted proposals are described in ATTACHMENT II.

4.4 Cost Proposal (MR)

The Proposer must provide a maximum price for this RFP. Any qualifications to cost should be taken into account in arriving at the maximum price.

4.5 Contract Award and Execution

The state reserves the right to make an award without further discussion of the proposal submitted. The proposal should be initially submitted on the most favorable terms the Proposer can offer. The Proposer shall specifically stipulate in the Transmittal Letter that the proposal is predicated upon the acceptance of all the terms and conditions stated in the Request for Proposals. It is understood that the proposal will become a part of the official file on this matter without obligation to the state.

The general conditions and specifications of the RFP and the successful Proposer's response will become part of the contract.

The successful Proposer will be expected to enter into a contract with the state, which is substantially the same as the sample contract included with this RFP as ATTACHMENT V. Negotiations may begin with the announcement of the successful Proposer. In no event is a Proposer to submit his own standard contract terms and conditions as a response to this RFP.

Note: The following contract terms are not negotiable.

Section/Paragraph/Title

TAXES
TERMINATION FOR CAUSE
TERMINATION FOR CONVENIENCE
NON-ASSIGNABILITY
AUDITORS
REMEDIES FOR DEFAULT
AMENDMENTS IN WRITING
NON-DISCRIMINATION
COMPLETE CONTRACT

If the contract negotiation period exceeds 30 days or if the selected Proposer fails to sign the final contract within five (5) business days of delivery of it, the state may elect to cancel the award and award the contract to the next highest ranked Proposer.

4.6 Certification Statement (MR)

The Proposer must fill out the Certification Statement (ATTACHMENT VI) and return this form with their proposal. This form will supply LDWF with the contract information for the proposer.

5.0 EVALUATION PROCEDURES

5.1 Basis for Evaluation

The Technical sections of the proposals will be evaluated on the basis of the submitted proposals, presentations and references.

5.2 Evaluation Team

An evaluation team composed of state staff will perform the evaluation procedures.

5.2.1 Cost Evaluation

The evaluation team will evaluate all proposal services and other costs, according to the cost evaluation criteria in ATTACHMENT IV. The same criteria will be applied to all proposals.

5.3 Evaluation Process

5.3.1 Administrative Screening

The state will determine compliance with administrative requirements as specified in the RFP and will review all proposals. Only proposals meeting all of the administrative requirements will be further evaluated.

5.3.2 Mandatory Screening

Proposals meeting all of the administrative requirements will be reviewed on a pass-fail basis by the Evaluation Team to determine if they meet the mandatory response requirements as specified in Section 3.0 of this RFP. Proposals that are found not to be in compliance will be rejected from further consideration. If all responding Proposers fail to meet any single mandatory item, the state reserves the option to cancel the procurement. Proposals meeting the mandatory requirements will progress to the next step of the evaluation.

5.3.3 Qualitative Review and Scoring

Proposals will be evaluated and scored based on responses to requirements in the RFP. The evaluators will consider how well the Proposer's solution meets the needs of the state, as described in the Proposer's response to each requirement. It is important that the responses be clear and complete, so that the evaluators can adequately understand all aspects of the proposal. Evaluations will be based solely on information provided in the responses, oral presentations if required and from references.

5.3.4 Oral Presentations May Be Required

The State, at its sole discretion, may require all proposers reasonably susceptible of being selected for the award to provide an oral presentation of how it proposes to meet the agency's program objectives. Commitments made by the proposer at the oral presentation, if any, will be considered binding. If oral presentations are required, proposers would be able to earn up to an additional 10 points.

5.3.5 Evaluation and Grading RFP Proposals

The submitted Proposals will be evaluated according to the structure designated in the CRITERIA FOR RFP PROPOSAL EVALUATION, ATTACHMENT IV.

Scores for each RFP proposal will be assigned independently by evaluators based upon the effectiveness and thoroughness of the submitted proposal and pre-award presentations.

5.3.6 Selection of Successful Proposer

The evaluation process is designed to award the contract not necessarily to the Proposer of least cost, but rather to that Proposer with the best combination of attributes based upon the evaluation criteria. When a successful Proposer is identified, contract negotiations will begin. If, for any reason, a contract is not awarded to the first successful Proposer, then the next highest ranking finalist Proposer may be considered for the contract negotiations. All Proposers will be mailed notification of the name of the successful Proposer.

6.0 Confidentiality

All financial, statistical, personal, technical and other data and information relating to the State's operation which are designated confidential by the State and made available to the contractor in order to carry out this contract, or which become available to the contractor in carrying out this contract, shall be protected by the contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the State. The identification of all such confidential data and information as well as the State's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the State in writing to the contractor. If the methods and procedures employed by the contractor for the protection of the contractor's data and information are deemed by the State to be adequate for the protection of the State's confidential information, such methods and procedures may be used, with the written consent of the State, to carry out the intent of this paragraph. The contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the contractor's possession, is independently developed by the contractor outside the scope of the contract, or is rightfully obtained from third parties.

Under no circumstance shall the contractor discuss and/or release information to the media concerning this project without prior express written approval of the (state agency).

ATTACHMENT I: STATEMENT OF WORK

1.0 PROJECT OBJECTIVES AND SCOPE

1.1 Project Objective

The objective of this contract is to educate the general public including teachers and students about habitat and wildlife management in relation to the fur industry.

1.2 Project Scope

The FAC will require the following for this project:

To include:

1. The Contractor will attend at least 5 events as identified by the LDWF program manager including, but not limited to, the Louisiana State Fair and the Gonzales Sportsman Show.
2. Contractor shall present key points outlined by LDWF at teacher workshops, schools and libraries around the state. Contractor shall coordinate with other educators within the state, such as those with the Boy Scouts of America, the Louisiana Science Teachers Association, the Louisiana Department of Wildlife and Fisheries, Louisiana Trappers and Alligator Hunters Association, Cypress Black Bayou Recreation and Water Conservation and USGS.
3. Contractor shall assist Fur Advisory Council staff with efforts to coordinate and educate within the industry, including but not limited to trapping education in conjunction with the Louisiana Trappers and Alligator Hunters Association.
4. Contractor will send names, addresses, telephone and fax numbers of all educational contacts to the Fur Advisory Council within the Louisiana Department of Wildlife and Fisheries.

Key points to be included in educational presentation are as follows:

- Trapping is strictly regulated and enforced by LDWF, which is staffed by professional biologists and conservation officers.
- Only licensed trappers are allowed to participate during a trapping season, and they must use Best Management Practices.
- Trapping is used for species management. Regulated trapping is an important way for biologists to collect ecological information about wildlife. Live trapping can be used to relocate animals to areas where they were once found but are no longer inhabiting. Trapping can be used to lessen the population of predators in areas where endangered species live.
- Trapping is a valuable tool for habitat management, controlling damage to both private property and wildlife habitat.

ATTACHEMENT II: CONTENT FOR RFP PROPOSAL

A. Executive Summary

The executive summary shall condense and highlight the contents of the proposal in such a way as to provide the state with a broad understanding of the entire proposal.

B. Background and Experience

The purpose of this section is to assure that the Proposer has the capacity and experience necessary to provide the services required by the state . (Responses to this section shall not exceed seven (7) pages)

1. **Background** – the details of the background of the individual or corporation, its size and resources shall cover:

- Complete company name
- Federal identification or social security number
- Date established
- Corporate World Wide Web address
- Ownership (public company, partnership, subsidiary, etc.)
- State in which the company is incorporated
- Narrative description of the company’s organization, organization-chart, and indicate company officers where applicable
- Principal type of business
- Primary services or products offered by the corporation
- Total number of years in business
- Number of years in providing education services
- Description of similar state agency projects completed

2. **Experience** – The Proposer shall discuss in detail their experience in working on projects similar in size and scope to this proposed contract. The experience must include projects within the last three years. The details of experience relevant to the proposed contract shall include experience in working with government entities in similar educational efforts.

The Proposer shall also list any related major projects currently being performed, including all current contracts with the State of Louisiana. Proposer shall supply a list of at least three (3) references attesting to his prior work experience to perform the work described herewith.

Value of Background and Experience to this Project – Based on the information provided above, Proposer will summarize the unique value that their participation will add to this project.

C. Project Management and Work Plan

The Proposer must describe the project management approach and tools to be used and submit a proposed project work plan.

1. **Proposed Work Plan** – The work plan must reflect the approach and methodology described in the Scope of Work. It should identify all major tasks, the expected deliverables, targeted milestones as well as the Proposer’s availability and responsiveness to the state’s immediate timetable. The work plan should also reflect the Proposers strategy for involvement by the state and Proposer’s staff in performance of the project.

2. **Value of Work Plan to this Project** – Based on the information provided above, Proposer will summarize the unique value that the proposed project management and work plan adds to the project with regard to assuring quality project deliverables.

ATTACHMENT III: TRANSMITTAL CHECKLIST

Please attach checklist to the transmittal letter addressing the required information below. The letter shall be on the Proposer’s official business letterhead and will include the following, in the order given:

- | <u>YES</u> | <u>NO</u> | |
|------------|-----------|--|
| _____ | _____ | 1. A signed statement certifying that no personnel currently employed by, under contract with, or in any way associated with the state have participated in any activities relating to the preparation of the Proposer’s proposal, except as provided for in this RFP, |
| _____ | _____ | 2. An itemization of all materials and enclosures being forwarded collectively in response to this RFP, |
| _____ | _____ | 3. A reference to all RFP addenda received by the Proposer (by addenda issue date), to ensure that the Proposer is aware of all such addenda in the event there are any; if none have been received by the Proposer, a statement to that effect shall be included, |
| _____ | _____ | 4. A statement that the Proposer believes the proposed solution meets all the requirements set forth in this RFP, |
| _____ | _____ | 5. A statement which acknowledges and agrees to all of the rights of the state and conditions, and all other rights and terms specified in this RFP, |
| _____ | _____ | 6. The Proposer’s guarantee that the proposal as submitted shall remain in full force and effect as specified in the RFP for at least 120 days after the closing date for responses or until a contract is approved, whichever comes first, |
| _____ | _____ | 7. The Proposer’s acceptance of prime Contractor responsibilities for all project activities, |
| _____ | _____ | 8. The Proposer’s acceptance of prime Subcontractor responsibilities for all project activities (will only apply if Subcontractors have been approved by the state), |
| _____ | _____ | 9. A statement explaining exceptions (if any exist) taken to the requirements of this RFP, |
| _____ | _____ | 10. A statement which acknowledges whether proprietary data is included, |
| _____ | _____ | 11. A statement which contains the Proposer’s contact person, mailing and email addresses, phone and fax numbers, and |
| _____ | _____ | 12. A statement explaining exceptions (if any exist) to provisions of the sample contract. (ATTACHMENT V). |

ATTACHMENT IV: CRITERIA FOR RFP PROPOSAL EVALUATION

<u>Criteria</u>	<u>(A) Maximum Score</u>
1) Approach and Methodology	50
• Understanding of the nature of the project	
• Approach to accomplish the project	
• Project Planning and Implementation Methodology	
• References	
2) Corporate Experience	25
• Applicable corporate experience	
• Staff Qualifications	
3) Cost Proposal	25
	Total Score 100 *

**A maximum score is shown for each criterion. The proposal evaluators will assign a score between zero and the maximum score, which may include up to an additional ten (10) points for oral presentations, if required.*

The cost formula is:

Score for each cost proposal will be determined by dividing the lowest proposed total cost by the cost of the proposal and multiplying by 25.

CONTRACT

“Educate the General Public Including Teachers and Students about Habitat and Wildlife Management in Relation to the Fur and Alligator Industries”

Be it known, that on this 1st day of December 2011, the Louisiana Department of Wildlife and Fisheries, Fur and Refuge Division, Fur Advisory Council, Baton Rouge, Louisiana 70898-9000 (hereinafter sometimes referred to as “State”) and _____(hereinafter sometimes referred to as “Contractor”) do hereby enter into contract under the following terms and conditions.

Purpose

The objective of this contract is to educate the general public including teachers and students about habitat and wildlife management in relation to the fur industry.

Scope of Services

Contractor hereby agrees to furnish the following services:

1. The Contractor will attend at least 15 events as identified by the LDWF program manager including, but not limited to, the Louisiana State Fair and the Gonzales Sportsman Show.
2. Contractor shall present key points outlined by LDWF at teacher workshops, schools and libraries around the state. Contractor shall coordinate with other educators within the state, such as those with the Boy Scouts of America, the Louisiana Science Teachers Association, the Louisiana Department of Wildlife and Fisheries, Louisiana Trappers and Alligator Hunters Association, Cypress Black Bayou Recreation and Water Conservation and USGS.
3. Contractor shall assist Fur Advisory Council staff with efforts to coordinate and educate within the industry, including but not limited to trapping education in conjunction with the Louisiana Trappers and Alligator Hunters Association.
4. Contractor will send names, addresses, telephone and fax numbers of all educational contacts to the Fur Advisory Council within the Louisiana Department of Wildlife and Fisheries.

Key points to be included in educational presentation are as follows:

- Trapping is strictly regulated and enforced by LDWF, which is staffed by professional biologists and conservation officers.

- Only licensed trappers are allowed to participate during a trapping season, and they must use Best Management Practices.
- Trapping is used for species management. Regulated trapping is an important way for biologists to collect ecological information about wildlife. Live trapping can be used to relocate animals to areas where they were once found but are no longer inhabiting. Trapping can be used to lessen the population of predators in areas where endangered species live.
- Trapping is a valuable tool for habitat management, controlling damage to both private property and wildlife habitat.

Monitoring Plan

In addition to all measures of performance outlined below, the Fur Advisory Council Program Manager will communicate with the Contractor at least once a month to ensure all objectives of the contract are being met. All monthly activity reports will be reviewed before the invoice is processed for payment. If more information is needed on progress-to-date the Contractor will be required to provide more detail or answer questions.

Measures of Performance

Measures of Performance will include:

1. Timely submission of monthly activity reports outlining efforts, educational presentations, contacts made and samples of educational materials in progress.
2. Satisfactory completion of presentation outline including key points provided by LDWF.
3. Observation and evaluation of educational presentation by LDWF staff.
4. Positive feedback from teachers and students.

Payment Terms

In consideration of the services described above, State hereby agrees to pay the Contractor a fixed fee of _____. Payment will be made only on approval of the Fur and Alligator Council Program Manager. If progress and/or completion to the reasonable satisfaction of the agency are obtained, payments are scheduled as follows _____. Request for monthly payment must be accompanied by a progress report. All monthly progress reports shall be submitted electronically.

The funding for this contract will be from the Rockefeller Trust funds.

Fiscal Funding

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total

appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

Taxes

Contractor hereby agrees that the responsibility for payment of taxes from the funds thus received under this Contract and/or legislative appropriation shall be Contractor's obligation and identified under Federal tax identification number _____.

Termination for Cause

The State may terminate this Contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the Contract; provided that the State shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this contract; provided that the Contractor shall give the State written notice specifying the State's failure and a reasonable opportunity for the state to cure the defect.

Termination for Convenience

The State may terminate the Contract at any time by giving thirty (30) days written notice to the Contractor. The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

Remedies for Default

Any claim or controversy arising out of this contract shall be resolved by the provisions of LSA - R.S. 39:1524 - 1526.

Ownership

All records, reports, documents and other material delivered or transmitted to Contractor by State shall remain the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract. All records, reports, documents, or other material related to this contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of State, and shall, upon request, be returned by Contractor to State, at Contractor's expense, at termination or expiration of this contract.

Nonassignability

No contractor shall assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the State. This provision shall not be construed to prohibit the contractor from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

Auditors

It is hereby agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors, and/or other state or department auditors shall have the option of auditing all accounts of contractor which relate to this contract.

Term of Contract

This contract shall begin on December 1, 2011 and shall terminate on November 30, 2014.

Discrimination Clause

The contractor agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, as amended, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities.

Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

Validity

This Contract is not valid (effective), and no legal obligation exists until all required signatures and approvals are obtained. This may include the Louisiana Department of Civil Service, and the Louisiana Division of Administration, Office of Contractual Review, in accordance with R.S. 39:1502.

It is the responsibility of the Contractor to advise the department in advance if contract funds or contract terms may be insufficient to complete the contract objectives.

THUS DONE AND SIGNED AT Baton Rouge, Louisiana on the day, month and year first written above.

ATTACHMENT VI
CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

OFFICIAL CONTACT. The State requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Date _____ Official Contact Name: _____

A. E-mail Address: _____

B. Facsimile Number with area code: () _____

C. US Mail Address: _____

Proposer certifies that the above information is true and grants permission to the State or Agencies to contact the above named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Proposer certifies that:

1. The information contained in its response to this RFP is accurate;
2. Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;
3. Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.
4. Proposer's quote is valid for at least 90 days from the date of proposal's signature below;
5. Proposer understands that if selected as the successful Proposer, he/she will have 5_business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document. Proposer certifies, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at www.epls.gov.)

Authorized Signature: _____

Typed or Printed Name: _____

Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

SIGNATURE of Proposer's Authorized Representative	DATE
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