



REQUEST FOR QUALIFICATIONS
INDEPENDENT CONTRACTORS TO SUPPORT THE
NATIONAL OCEANS AND APPLICATIONS RESEARCH CENTER

Release Date 19 October 2018

Requesting Organization: National Oceans and Applications Research Center
1021 Balch Boulevard, Stennis Space Center, MS 39529

Point of Contact: Mr. Quinn Houchin, 228.688.2590, qhouchin@noarc.org

Statements of Qualifications Due

16 November 2018

The National Oceans and Applications Research Center (NOARC) will accept Statements of Qualifications from qualified firms or individuals for professional services in connection with the NOARC – Planning Assistance award (the “Project”). This project will be funded by the United States Department of the Treasury, through the Mississippi Department of Environmental Quality, as described in Attachment A: “Advertisement – Request for Qualifications”.

□ **Opportunity**

The National Oceans and Applications Research Center (NOARC) invites interested individuals or organizations to submit statements of qualifications that will be used to create a pool of independent contractors to support NOARC during mission execution. NOARC will utilize this group of contractors to provide program and project management support as well as project support from a cadre of engineers, scientists, and subject matter experts and other contractual support for implementation of NOARC programs. We intend to use this Request for Qualifications (RFQ) for a period of five (5) years to secure contractor support that can be utilized at any time.

□ **NOARC Mission Statement**

As a private, independent, 501 (c)(3) nonprofit development corporation chartered by the State of Mississippi, the National Oceans and Applications Research Center (NOARC) is a unique innovation consortium founded on the precepts of the RESTORE Act to enhance the resilience and economic vitality of the Mississippi Gulf Coast. NOARC has strategic business partnerships with private companies, State of Mississippi and U.S. Government Agencies, Mississippi Research Universities, and Non-Government Organizations (NGO). These partnerships are focused on developing new applications of advanced environmental monitoring technologies



deployed on unmanned maritime and airborne systems. By using the Mississippi Sound and adjacent Gulf of Mexico waters as a technology proving ground, NOARC and its partners can rapidly develop, test, and validate new systems for public sector operations and private sector market development. NOARC is located at the John C. Stennis Space Center in Hancock County, Mississippi, near New Orleans, Louisiana.

For more information about NOARC, please visit our website at www.noarc.org.

□ **Desired Qualifications**

This RFQ seeks organizations or individuals who can work as independent contractors to NOARC and have proven expertise in the disciplines described below. The selected firm/individual shall complete services in accordance with applicable State and Federal laws, regulations and procedures. Services required include:

1. **Program Manager**

A senior level manager who has demonstrated experience in developing and planning large scale programs, managing and integrating complex, scientific and/or engineering interdisciplinary projects, and serving as the principal point of contact for managing daily program operations and coordinating with multiple clients. Position requires a bachelor's degree in business, management, engineering or science and at least 20 years' experience in project and program management.

2. **Project Manager**

A project lead with full authority and responsibility for executing projects. This position requires proven experience in developing project plans, cultivating project partnerships, securing personnel, monitoring task, budget, and schedule performance, and managing risk. This individual will generally provide direction to subordinate personnel according to program guidance. Position requires a bachelor's degree and 5 years' experience in project management.

3. **Subject Matter Expert**

A recognized expert in specialized technical subject matters. This position requires unique abilities or experience demonstrated in a private or public sector capacity. This individual will lead and provide technical direction on discipline-related projects. Additionally, they will direct multiple, complex and interrelated projects, design and implement programs, projects or tasks, lead/manage multi-task projects while providing the primary NOARC interface with client personnel. Subject matter expertise is sought but is not limited to

the following technical areas: (a) coastal wetlands and watershed ecosystems, (2) benthic habitats and ecosystems, (3) hydrographic sciences and hydrographic surveys, (4) remote sensing and geographic information systems for mapping and monitoring coastal ecosystems, and (5) unmanned maritime and airborne systems. Minimum education requirements include a bachelor's degree in physical science, oceanography, engineering, geomatics, computer science or engineering along with 15 years' experience in specific technical subject matter.

4. Senior Principal Engineer

A leading professional authority in an analytical specialty that provides technical support to program, project, and other NOARC managers on specific projects. Analytical expertise associated with advanced environmental monitoring and mapping systems based on satellite, aircraft, or maritime platforms will be emphasized. Further emphasis will be placed on experience with developing, testing, and operating unmanned maritime or airborne systems. Minimum education requirements include a bachelor's degree in an appropriate engineering discipline and 7 years' experience as a practicing professional engineer.

5. Senior Principal Scientist

A leading professional authority in conducting applied research, system prototype testing, and applications testing. This individual may develop, acquire, and test advanced environmental monitoring and mapping systems to confirm applications theory under operational field conditions. Emphasis will be placed on individuals who demonstrate experience in developing plans and leading applications research investigations to prove a new concept or operation. Minimum education requirements include a bachelor's degree in an appropriate physical science discipline and 5 years' experience.

6. Program Control Support

An integral member of NOARC program team providing administrative support to management and technical personnel. These include, but are not limited to documentation planning and development, records retention, project data entry and preliminary analysis, project administration, community outreach, and general office support. Minimum education requirements include a bachelor's degree in business or related discipline and five (5) years' experience in an integrated project team setting.

Individuals selected during this RFQ process will form a pool of pre-qualified contractors who will be requested as needed by NOARC officials. Pre-qualified contractors may be asked to submit a quotation for services or a proposal as required by evolving program content.



These services will be documented contractually in an Independent Contractor Agreement (ICA) issued by NOARC. Approved individuals will remain in the contract pool for five (5) years. ***Selection through this RFQ process does not guarantee or imply a contract for services.***

□ **Selection Criteria for Statement of Qualifications**

Statement of Qualifications Instructions

1. Address each item in the Application content section below.
2. Limit your statement of qualifications to a maximum of five (5) pages. Attached resumes in addition to the five page application are encouraged. Please do not include any other attachments or brochures. Clear, concise content is much preferred.
3. E-mail a PDF version of your statements of qualifications to qhouchin@noarc.org; reference in the subject line *Response to RFQ for NOARC technical support-**Name of Applicant***
4. Statement of qualifications should be e-mailed no later than 5:00 pm CST, **November 16, 2018.**

Statement of Qualifications Content

Your statement of qualifications content should contain the following elements in 5 pages or less. Please use an Arial font at no less than 12-point type and page margins of one inch (top, bottom, and sides).

1. **Contact Information:** Provide a primary point of contact (POC), organization name, address, Phone number, e-mail, web address, and EIN.
2. **Organization mission:** Describe your and/or your organization's mission, demonstrated expertise and experience. Include your geographic service area, time you have been in business, and your average annual revenues.
3. **Organization niche:** Describe your or your organization's special service niche and evidence that shows you are successful in that area. Examine your niche in terms of meeting NOARC stated support requirements. You are not expected to address all stated support requirements. If you respond to more than one discipline, please rank them in order of your preferences and experience.
4. **Capacity:** Demonstrate your capacity to deliver services on an as-needed basis including evidence of meeting customer needs associated with multiple projects.

5. **Key staff:** Provide names and brief biographies, relevant qualifications, and experience of key staff. You may attach resumes of proposed staff as needed.
6. **Past performance:** Describe your experience in providing the type of contracted technical support services being proposed for NOARC. List accomplishments, events, and previous services related to your proposed services for NOARC (< 5 years).
 - a. Demonstrate through your past performance your ability to meet customer’s project vision, scope, budget, and schedule on previous projects (with references for past projects).
 - b. Demonstrate through your past performance your ability to meet customer’s project vision, scope, budget, and schedule on previous projects.
7. **Performance evaluation:** Describe your methodology for evaluating your services with current clients and how you will evaluate your services offered to NOARC.
8. **Labor rates:** Estimate your loaded labor rates according to the listed NOARC disciplines including hourly rates. In addition, include any discounts offered to nonprofit organizations.

NOARC RATE SCHEDULE					
Labor Category	Loaded Hourly Rate				
	CY1	CY2	CY3	CY4	CY5
Program Manager					
Project Manager					
Subect Matter Expert					
Senior Principal Engineer					
Senior Principal Scientist					
Program Control Support					

9. **References:** Include contact information for three (3) references (clients) familiar with the services you are offering to NOARC.

Evaluation Criteria

Each statement of qualifications will be evaluated and ranked as follows:

1. **Available Points: 25**

- a. Demonstrated expertise and past performance including demonstrated ability to meet customer's project vision, scope, budget, and schedule on previous projects.
- 2. Available Points: 25**
 - a. Relevant past work in the Gulf Coast region and compatible with NOARC mission of coastal ecosystem mapping and monitoring for meeting restoration objectives.
- 3. Available Points: 25**
 - a. Qualifications and experience of key individuals proposed as part of this effort.
- 4. Available Points: 25**
 - a. Capacity to deliver services on an as-needed basis including evidence of meeting customer needs associated with multiple projects.

TOTAL AVAILABLE POINTS: 100

Score: _____

Eligible Statements of Qualifications

Eligible statements of qualifications include individuals, commercial organizations, nonprofit organizations, and institutions of higher learning.

Conflict of Interest

Organizations applying to this RFQ confirm:

1. that I do not have any conflict of interest in connection to the contract. A conflict of interest may arise in particular because of economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest;
2. that I will inform the contracting authority, without delay, of any situation constituting a conflict of interest or could give rise to a conflict of interest;
3. that I have not made, and will not to make, any offer of any type whatsoever from which an advantage can be derived under the contract;
4. that I have not granted, sought, attempted to obtain or accepted and will not grant, seek, attempt to obtain, or accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal or corrupt practice, either



directly or indirectly, as an incentive or reward relating to the award of the contract.

□ **Warranties**

By applying to this RFQ, the statement of qualifications warrants and represents eligibility for contract award resulting from this solicitation and that it:

1. does not have any unpaid Federal tax liability for which all judicial and administrative remedies have been exhausted;
2. has not had an officer or agent of the company acting on behalf of the company convicted of any felony criminal violation under any Federal or State law within the past 24 months;
3. has a valid DUNS number and active registration with the General Services Administration's, government-wide System for Award Management Exclusions (SAM exclusions). The SAM Exclusions can be found at <https://www.sam.gov/portal/public/SAM/>.

□ **Indemnification Requirements**

- Commercial General Liability, Business Automobile Liability, Workers' Compensation, and Professional Liability Insurance are required from firms or individuals that enter into an Independent Contractor Agreement with NOARC.

□ **General Information**

- NOARC reserves the right to:
 - reject any responses,
 - select according to best value proposed,
 - waive technicalities as deemed to be in the best interest of the corporation, and
 - terminate the solicitation with no contract awarded.
- NOARC reserves the right to request additional information from respondent(s) as deemed necessary for thorough evaluation.
- If it becomes necessary to revise any part of this RFQ, addenda shall be created and emailed to registered firms who have provided an accurate email address.
- NOARC is not liable for any cost incurred by individuals, agencies, or companies prior to issuing an independent contract agreement. The contents

of this submittal may be included in contractual negotiations if an Independent Contractor Agreement ensues from this process.

- Firms/individuals submitting statements of qualifications are solely responsible for meeting submittal deadlines. Statements of qualifications received after the stated deadline will be deemed non-responsive and will not be considered for any contract awarded as a result of this solicitation.
- Statements of qualifications may be held by NOARC for a period of not to exceed ninety (90) days from the date of opening of statements for the purpose of reviewing the statements and investigating qualifications of the applicants prior to awarding.
- Statements of qualifications are being requested in accordance with Item (d)(5) of 2. C. F. R. §200.320 “Methods of procurement.”
- NOARC is an equal opportunity employer.
- Any contract awarded must comply with the Minority Business Enterprise and Women Business Enterprise contracting requirements outlined in “Attachment B” to this solicitation. MBE and/or WBE individuals/firms are encouraged to respond to this solicitation.

□ **RFQ Timetable**

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|-------------------|--|
| October 29, 2018 | Applicants should submit questions about this RFQ via email to Quinn Houchin (qhouchin@noarc.org). NOARC will post the questions and responses on the NOARC website “Bulletin Board” so that all applicants will have access to the information. Please submit your questions no later than 5:00 pm CST, October 29, 2018 . |
| November 16, 2018 | Statements of qualifications must be received electronically as an e-mail attachment to Quinn Houchin (qhouchin@noarc.org) no later than 5:00 pm CST, November 16, 2018 . (Reminder: Statements of qualifications should be provided in PDF format.) |
| November 29, 2018 | NOARC will notify all RFQ applicants of their acceptance or rejection for inclusion in the pre-qualified contractor pool on or before November 29, 2018 . Requests for service quotation or proposal may be issued from this RFQ process based on approved funding for program content. |



Attachment A: Newspaper Advertisement

REQUEST FOR QUALIFICATIONS INDEPENDENT CONTRACTORS TO SUPPORT THE NATIONAL OCEANS AND APPLICATIONS RESEARCH CENTER

Announcement Date: 19 October 2018

Requesting Organization: National Oceans and Applications Research Center
1021 Balch Boulevard, Stennis Space Center, MS 39529

Point of Contact: Mr. Quinn Houchin, 228.688.2590, qhouchin@noarc.org

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Additional information regarding the scope of work for this solicitation may also be examined at the following locations:

- A. Mississippi Procurement Technical Assistance Program (MPTAP)
Mississippi Development Authority, Minority & Small Business Development
Woolfolk Building
501 North West Street
Suite B 01
Jackson, MS 39201
- B. South MS Contract Procurement Center
1636 Popp's Ferry Road, Suite 203
Biloxi, MS 39532
Phone (228) 396-1288

Opportunity

The National Oceans and Applications Research Center (NOARC) invites interested individuals or organizations to submit statements of qualifications that will be used to create a pool of independent contractors to support NOARC during mission execution. NOARC will utilize this group of contractors to provide program and project management support as well as project support from a cadre of engineers, scientists, and subject matter experts and other contractual support for implementation of NOARC programs. We intend to use this Request for Qualifications (RFQ) for a period of five (5) years to secure contractor support that can be utilized at any time.

Any contract awarded under this solicitation may be paid for in whole or in part with grant funding from the Department of the Treasury and the Mississippi Department of Environmental Quality under the Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf



Coast Sates Act of 2012 (RESTORE Act). Any contract resulting from this solicitation will be subject to the terms and conditions of said funding award, the RESTORE Act Financial Assistance Standard Terms and Conditions and Program-Specific Terms and Conditions, the Standard Sub-Award Terms and Conditions, the RETORE Act, 33 U. S. C. 1321(t), Treasury Regulations 31 C. F. R. § 34 et seq., including 31 C. F. R. §§ 34, Subpart D, all applicable terms and conditions in 2 C. F. R. Part 200 (including Appendix II to Part 200), and all other OMB circulars, executive orders or other federal laws or regulations, as applicable. The Mississippi Department of Environmental Quality, the United States, or any of its departments, agencies or employees is not and will not be a party to this solicitation or any resulting contract.

Minority and women's business enterprises are solicited to submit a statement of qualifications and are encouraged to make inquiries regarding potential subcontracting opportunities. When subcontracting, all potential contractors must make positive efforts to use small and minority owned business and women business enterprises. See 2. C. F. R. §200.321.



**ATTACHMENT B: CONTRACTING WITH SMALL AND MINORITY BUSINESSES,
WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS**

Documentation of compliance with the following requirements is a matter of contractor responsibility. The contractor must submit the documentation of good faith efforts to achieve the project's MBE/WBE objectives before contracted work can commence. Failure on the part of the contractor to submit proper documentation may cause the Owner not to execute or to terminate the contract.

(a) The prime contractor must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and,
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

The prime contractor should note that this requirement mandates two responsibilities. Separate solicitations must be made of minority and women's business enterprises.

**SUBMITTAL OF MINORITY BUSINESS ENTERPRISE AND
WOMEN'S BUSINESS ENTERPRISE (MBE/WBE) DOCUMENTATION**

Prior to contract execution, the prime contractor must submit:

- A written certification that no subcontracts will be issued.
- OR -



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- The Subcontractor Listing Form detailing all subcontractors from whom quotes were received including name, contact person, address, phone, and status (MBE, WBE or Non).

If subcontractors will be utilized, the prime contractor must submit the following for subcontracts proposed to be awarded to MBE/WBE enterprises:

- A certification from each MBE and/or WBE firm declaring its status as a MBE or WBE firm. This can be an MDOT, SBA or MDA certification. A self-certification is acceptable, if the certification specifies the basis for MBE/WBE designation (e.g., the business is 51% owned and daily operation is controlled by one or more women or minority owners).

If subcontractors will be utilized, the prime contractor must submit the following for subcontracts proposed to be awarded to Non-MBE/WBE:

- For all subcontracts for which there are capable certified MBE/WBE firms existing to potentially perform the work, letters transmitted to MBE and WBE firms requesting quotes or proposals for specific subcontracting opportunities and encouraging inquiries for further details. Solicitations should have been sent in a timely manner, including allowed response time. (See "Sample Letter from Contractor to MBE/WBE Firms" below.)
- A listing of certified MBE and WBE firms from whom quotes or proposals were received, if any, who were not awarded subcontracts.
- Evidence that each Non-MBE/WBE subcontractor selected for the scope of work, was lower in price than each MBE/WBE proposal (or that there is some other acceptable reason to select the Non-MBE/WBE) and that the scope of work was the same for both the MBE/WBE and Non-MBE/WBE.

The contractor may utilize the following resources to assist in MBE/WBE affirmative outreach:

-MDOT Disadvantaged Business Entity (DBE) Website:

<http://sp.mdot.ms.gov/Civil%20Rights/Pages/DBE.aspx>

-MDA Minority Business Enterprise/Women Business Enterprise (MBE/WBE) Directory:

<https://minority.mississippi.org/MinorityBusinessDirectory.aspx>

Should the Prime Contractor intend to later issue a subcontract, the above affirmative steps must be followed and documentation of such submitted to the Owner for review as described under this section.