

REQUEST FOR STATEMENTS OF INTEREST NUMBER  
N62473-15-2-0009  
**PROJECT TO BE INITIATED IN 2015**

**Project Title: Invertebrate Species Identification at Naval Air Weapons Station China Lake, China Lake, California**

Responses to this Request for Statements of Interest (RSOI) will be used to provide services (labor and technical expertise) to identify, preserve, sort, and catalogue invertebrate specimens gathered from 20 years of previous surveys at Naval Air Weapon Station (NAWS) China Lake. The intent of this cooperative agreement is to fully complete the compilation of data and implementation of past surveys as required by the NAWS China Lake Integrated Natural Resources Management Plan (INRMP). Approximately \$16,800 is expected to be available to support this project.

Type of Assistance Instrument Anticipated: Cooperative Agreement

Authority: Cooperative Agreement under 16 USC §670c-1 (Natural Resources Management)

Eligible Applicants: Any Cooperative Ecosystem Studies Unite Californian cooperative partner who qualifies under the DoDGARS Part 34 and 2 Code of Federal Regulations 200 is eligible to apply.

Cost Sharing: Not required

**Background:**

Invertebrate species surveys have been conducted at NAWS China Lake since 1994. Since that time an extensive backlog has developed of insect specimens that have not yet been identified due to the high rate of successful collection, time, and funding constraints. Specimens originate from invertebrate surveys (can trapping, light trapping, netting) established primarily at or adjacent to springs and seeps throughout the North and South Range test complexes at NAWS China Lake. The insects collected during the seasons are diverse, and it is likely there may be many species previously unknown to NAWS China Lake and of special management concern. The current known invertebrate species with management concerns include giant fairy shrimp, rare butterflies, Argus land snail, Jerusalem cricket, dune cockroach, Darwin Tiemann's beetle, scarab beetle, and weevils. In order to better manage such species on the installation, it is important to understand the distribution of and habitats occupied by them. The INRMP for the installation has identified invertebrate surveys and identification as important prerequisites for management and protection of these and other sensitive species that may be present.

**Brief Description of Anticipated Work:**

The objectives of this project are to provide services (labor and technical expertise) to identify, preserve, sort, and catalogue (at a suitable public institution) invertebrate specimens gathered from 20 years of previous surveys at NAWS China Lake. The intent of this cooperative agreement is to complete the compilation of data and implementation of past surveys as required by the NAWS China Lake INRMP.

**Please see Enclosure (1) for full scope of work and Enclosure (2) for applicable Terms and Conditions.**

**Period of Performance.** The Agreement period is up to 18 months starting from the date this Agreement is awarded to the Recipient. The parties may extend the term of this Agreement by written modification. The total duration of this agreement, including any option years, shall not exceed 54 months. The proposed period of performance consists of an 18 month base year and three (3), 12-month option years.

**Materials Requested for Statement of Interest/Qualifications:**

Please provide the following via e-mail attachment to: Jennifer De Vera (jennifer.devera@navy.mil).

A brief proposal, maximum length: 5 pages, single-spaced 12 pt. font, addressing Factors 1 and 2 listed below. There is no page limitation applicable to the Research and Related Budget document. Be sure to include Name, Organization, and Contact Information on statement of interest.

Reimbursement of pre-award costs will not be allowed.

**Review of Statements Received:** Proposals will be evaluated based on the three factors listed below to include Credentials of Key Personnel, Organizational Approach and Reasonableness of Cost.

**1. Criteria**

**Factor 1 – Credential of Key Personnel**

The Applicant shall provide type written resumes, not to exceed 3 pages, single spaced with 12pt font for the one project manager and all field assistants proposed for this project. Resumes must state qualifications, experience with this type of project, professional registration and certificates. The Applicant shall submit evidence of the following technical requirements/qualifications of their personnel:

The Recipient shall provide the CAA (via the CATR) the names and resumes of staff that will be overseeing and conducting the surveys required in this Agreement. At the minimum, the Recipient shall have the qualifications described below, but stipulated qualifications may, on a case-to-case basis, be waived by the Installation Representative:

- a. A Principal Investigator (PI) or co-PI with a Doctoral degree in entomology, ecology, biology, wildlife biology, zoology or a field related to the biological sciences from an accredited college or university.
- b. Any personnel identifying specimens must have the following minimum qualifications:

- i. Have at least a Bachelor's degree in entomology, ecology, biology, wildlife biology, zoology or a field related to the biological sciences from an accredited college or university.
- ii. Shall have at least 5 years of experience identifying invertebrates (using dichotomous keys to species level) that inhabit Southern California and the Mojave Desert landscape in and around NAWS China Lake.

### **Factor 2 – Organizational Approach**

The Applicant shall provide a brief summary not to exceed 2 pages, single spaced with 12pt font that includes planned methodology and approach for agreement requirements pertaining to the scope of work; including qualifications of the institution that will accession the NAWS China Lake specimen collection. The Applicant shall be evaluated as to the soundness of the overall approach and the use of any innovative techniques to accomplish the objectives of the study.

### **Factor 3 - Reasonableness of Cost**

After technical evaluation of the proposal, the Offers shall be analyzed to determine whether they are materially/mathematically balanced with respect to prices or separately priced items, and for fair and reasonable pricing. A clear cost breakdown of work elements to be accomplished detailing quantities for the various work items, unit, unit prices and extended prices will be required and will be evaluated. Evaluation will include an analysis to determine the Offeror's comprehension of the requirements of the proposed agreement as well as to assess the validity of the Offeror's approach.

Please provide your proposed budget on the provided pdf titled, "Research and Related Budget" form, see \*Enclosure (3).

### **\*Form: RESEARCH AND RELATED BUDGET**

Complete the Research and Related Budget form in accordance with the instructions on the form. You must provide a detailed cost breakdown of all costs, by cost category, by the funding periods described below, and by task/sub-task corresponding to the task number in the proposed Statement of Work. Options (if applicable) must be separately priced. The form will generate a cumulative budget for the total project period. You must complete all the mandatory information on the form before the NEXT PERIOD button is activated. You may request funds under any of the categories listed as long as the item and amount are necessary to perform the proposed work and meet all the criteria for allowability under the applicable Federal cost principles. The budget should adhere to the following guidelines:

The budget should be driven by program requirements. Elements of the budget shall include:

- Direct Labor - Individual labor category or person, with associated labor hours and unburdened direct labor rates.

- Indirect Costs - Fringe benefits, overhead, G&A, COM, etc. (must show base amount and rate). Justify in Field K.
- Travel - Number of trips, destination, duration, etc. Justify in Field K (on the form).
- Subcontract - A cost proposal as detailed as the applicant's cost proposal will be required to be submitted by the subcontractor. If applicable, include in Research & Related Sub-award Budget Attachment Form.
- Consultant - Provide consultant agreement or other document that verifies the proposed loaded daily/hourly rate. Include a description of the nature of and the need for any consultant's participation. Strong justification must be provided, and consultants are to be used only under exceptional circumstances where no equivalent expertise can be found at a participating university. Provide budget justification in Field K.
- Materials - Specifically itemized with costs or estimated costs. An explanation of any estimating factors, including their derivation and application, shall be provided. Include a brief description of the applicant's procurement method to be used (competition, engineering estimate, market survey, etc.). Justify in Field K.
- Other Directs Costs - Particularly any proposed items of equipment or facilities. Equipment and facilities generally must be furnished by the cooperator/recipient (justifications must be provided when Government funding for such items is sought). Include a brief description of the applicant's procurement method to be used (competition, engineering estimate, market survey, etc.). Justify in Field K.

Budget Justification (Field K on the form): Provide the required supporting information for the cost elements as shown above (see Research & Related Budget instructions) and listed as follows: indirect cost, travel, consultant, materials, and other direct costs.

Provide any other information you wish to submit to justify your budget request.

**NOTE:** Every deviation from the scope of work requirement must be identified. Offerors must identify the paragraph in the scope of work that is applicable and provide sufficient information to justify why the deviation is in the best interest of the government.

**RELATIVE IMPORTANCE OF EVALUATION FACTORS – Factor 1 and 2 are of equal importance and when combined are approximately equal to Factor 3.**

Please send electronic responses and questions to:

Ms. Jennifer De Vera, Contract Specialist Environmental Acquisition Core

[jennifer.devera@navy.mil](mailto:jennifer.devera@navy.mil)

**Point of Contact Information:**

Ms. Jennifer De Vera, Contract Specialist  
Environmental Acquisition Core  
Naval Facilities Engineering Command Southwest  
1220 Pacific Highway  
San Diego, CA 92132  
619.532.1810

**Timeline for Review of Statements of Interest:**

We request that Statements of Interest be submitted by ~~April 20, 2015~~ **May 21, 2015** at 2:00 P.M. This Request for Statements of Interest will remain open until an investigator team is selected.