

Frequently Asked Questions & Answers Regarding the Marine Economy Initiative Project Manager RFP

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Question: Do you expect this position would be a full-time position - around 40-hours a week?

Answer: Yes. A skilled and knowledgeable consultant will be hired to coordinate and operationalize the work of the Steering Committee, sub-committees, and Stakeholder Advisory Committee. This person will co-develop and manage sub-contracts that will be developed through the competitive RFP process. The project manager will also track the project's progress/impacts, develop/review reports, etc.

Question: Is there a ballpark estimate or range you are looking for with respect to a total annual budget?

Answer: Approximately \$100,000 annually has been budgeted for the three-year Project Manager position.

Question: I assume costing for all elements of the work including administrative costs/materials, and travel costs will be incurred by the contractor?

Answer: Yes.

Question: Should the cost estimate include other direct costs (in addition to personnel)? If so, are there guidelines for what costs should be included? For example, would meetings be held in free meeting spaces or should room rental fees be included? Is it expected that refreshments would be offered to meeting attendees? Is the contractor expected to supply meeting supplies and printed materials? How often would the contractor be facilitating in-person Steering Committee and subcommittee meetings?

Answer: It is expected that monthly meetings of the Committee and Subcommittees will be held but hopefully free meeting spaces can be utilized. Given the current pandemic crisis, virtual meetings would need to be conducted in the near-term. In addition to funding for the Project Manager role, the budget also includes funding to support the design and creation of reports, publications, and displays that will enhance education and outreach efforts; the design, hosting and maintenance of a website that will be a conduit for stakeholders and the public to learn about the initiative, how to get involved, etc.; and representation fees for conferences and other outreach events to enhance stakeholder and public engagement.

Question: If this becomes an individual contractor, what support can he/she expect from MTI staff (if any)?

Answer: MTI is the fiscal sponsor for the initiative but we don't anticipate providing any administrative or other direct support for the contractor. So, the applicant will need to anticipate cost coverage for any of those types of needs/services.

Question: What about other needed expertise to achieve the purpose of the initiative?

Answer: There is sufficient funding budgeted to hire several other consultants/contractors with specific expertise to support the project goals. The proposed project will primarily use contracted expertise to develop an implementable and impactful roadmap, as well as take action on critical workforce needs.

Question: Should the cost estimate consider travel costs? If so, approximately how many miles should be incorporated, and would any travel require overnight accommodations?

Answer: Yes, the proposal should incorporate these costs based on the applicant's best estimates.

Question: As this is a contract position, I assume the contractor would work from his/her office. In this case, should any associated overhead/indirect costs be included?

Answer: Correct, it is expected that the applicant would need to provide his/her own office space.

Question: It appears that this will be an outside consultant position working from a contract with deliverables, however it also indicates "other duties as assigned." That seems contradictory, is there an employee relationship with MTI?

Answer: This is strictly a contract position.

Question: It appears that MTI is willing to consider a proposal from an organization rather than just an individual. Under that scenario, is there still a "Director" position, but this option allows for that person to engage other organization staff/capacity in completing the duties of the contract?

Answer: That is correct.

Question: Given the rolling deadline/process: is there any kind of inferred deadline or no-earlier-than date when you anticipate proposal review actually beginning?

Answer: Our advertising period for the RFP runs through Friday, April 24th, so we don't anticipate reviewing proposals prior to the last week of April or first week of May at the earliest.

Question: If an organization submits a proposal, how critical is it that the exact individual(s) assigned be identified in the bid?

Answer: It would be advantageous to identify the skills and experience of the person who would be the lead on the project.

Question: In terms of governance and accountability, will the Project Manager be primarily accountable week to week to the co-chairs on behalf of the steering committee or will there be some kind of formal accountability filter thru MTI/FocusMaine and the co-chairs will need to relay leadership input thru some intermediary structure?

Answer: Our hope is for the chairs and committee to lead the effort and the work of the Project Manager but, realistically, at least in the near term, we expect MTI and FocusMaine will direct the work of the Project Manager.

Question: The 'Submissions and Selection Process' mentions that cost will be a factor in evaluating proposals; however, the last line of the RFP notes that 'salary' will be commensurate with experience and skills. Is MTI looking for a cost estimate in the proposal, and if so, is there a scope of work this should be based on?

Answer: Yes, we are looking for a cost estimate with the proposal. The RFP outlines the key responsibilities for the position.

Here's some additional insight:

The effort will be co-chaired by Bill Mook of Mook Sea Farms of Walpole and Curt Brown, Marine Biologist, at Ready Seafood in Portland. A 30-person steering committee, comprised of 10-12 businesses, 4-6 industry associations and state resource managers, will advise and guide the work. A contractor will be hired by MTI/FocusMaine to oversee the effort and other contract expertise will be hired and retained as needed to carry-out specific aspects of the plan. Those contractors will be hired separately and should not be factored into your budget estimate for the Program Director role.

Here's a quick overview of the goals, key elements and timeline associated with the project:

Project Goals

Industry leaders and committed partners have come together to develop a roadmap for economic growth and greater resiliency in Maine's Marine economy. A catalyst for increased jobs and investment, the roadmap will:

- *Provide strategies to match Maine's marine living products with global markets and develop strategies to attract investment in new markets.*
- *Identify new opportunities and barriers to value-added production, and will seek ways to maximize efficiencies and returns across the seafood value-chain.*
- *Address current and future workforce challenges in Maine's Marine economy.*

The proposed project will primarily use contracted expertise to develop an implementable and impactful roadmap, as well as take action on critical workforce needs.

Key Elements of Initiative

- *Understand the natural, economic, and demographic landscape, and the growth potential of Maine's Marine economy over the next 10 years*
 - *Identify the baseline natural, demographic and economic resources needed to supply the Marine sector*
 - *Investigate the capacity of the Marine economy to grow; identify targets and the potential for future economic impacts.*
- *Identify and prioritize opportunities to sustain and grow Maine's Marine economy: maximizing jobs, investment, new technologies, sustainable management, and economic resiliency*
 - *Identify future demand for Maine's Marine products*

- *Assess the value chain for assets, opportunities and challenges*
- *Identify ways to strengthen economic resiliency in Maine's Marine economy*
- *Unlock existing potential: connect Maine to new opportunities and attract resources to sustain growth in Maine's Marine economy.*
 - *Identify Maine's competitive strengths, challenges and opportunities.*
 - *Develop a plan to promote Maine's Marine products in the domestic and international marketplace*
 - *Develop an action plan to increase capital investment in Maine's Marine economy*
- *Match opportunity and talent: grow Maine's skilled workforce*
 - *Identify industry workforce needs and skills gaps*
 - *Build workforce curriculum and training modules*
 - *Develop a marketing plan and promote career opportunities to attract new talent to Maine's Marine economy.*
- *Sustain the public-private partnerships to implement the vision and goals*

Timeline

This proposed project will take 36 months to complete from the date of the award of funding. The schedule is as follows:

<i>Project Phase</i>	<i>Estimated Completion</i>
<i>Project Start</i>	<i>Award received</i>
<i>Identify & prioritize opportunities</i>	<i>Year 1 & 2</i>
<i>Connect Maine to new opportunities & resources</i>	<i>Year 2 & 3</i>
<i>Grow Maine's skilled workforce</i>	<i>Year 1 through 3</i>
<i>Sustain the public-private partnerships</i>	<i>Year 1 through 3</i>