SECTION A
STATEMENT OF WORK

Fisheries Domain
National Oceanic and Atmospheric Administration (NOAA)
National Marine Fisheries Service (NMFS)
CALIFORNIA COASTAL OFFICE

Endangered Species Act Support

Requirement #1

Background

NMFS’ California Coastal Office (CCO) is part of the NMFS West Coast Region. The CCO is the lead for the recovery and protection of threatened and endangered anadromous fish species. The CCO works with environmental, agricultural, and fisheries stakeholders and local, state, and Federal agencies in California generally from the Oregon Border to the Mexico Border.

The CCO seeks contractor support services to implement the statutes and mandates of the Endangered Species Act (ESA) with particular emphasis on conducting ESA section 7 and 10 consultations, focusing on the geographic areas of the Central Coast Branch, which includes coastal areas of San Mateo, Santa Cruz, and Monterey County, inclusive of inland waterways draining into Monterey Bay and the Pacific Ocean.

Tasks

The contractor shall conduct the following key tasks which include:

- Task 1- Independently review and evaluate various infrastructure and restoration projects submitted to NMFS by Federal and state agencies (i.e. action agencies) for their impacts to South-Central California Coast (SCCC) steelhead, Central California Coast (CCC) coho, CCC steelhead, green sturgeon, and essential fish habitat (EFH). This includes reviewing biological assessments, design plans, biological survey data, and other project documents to determine the severity and duration of chemical, physical, and biological effects anticipated to occur as a result of the project.
- Task 2- Lead, organize, and participate in meetings, site visits, and teams related to consultations. Deal fairly and effectively with groups with diverse and differing objectives.
- Task 3- Independently conduct a thorough analysis of the species and habitat responses to these effects using the best available science. Independently determine the best available science through comprehensive researching of published scientific studies, precedential court cases, and white/grey literature.
- Task 4- Coordinate with action agencies and internal and external experts to develop strategies to effectively minimize impacts and resolve regulatory issues with action agencies.
• Task 5 - Independently author biological opinions, comment letters, and letters of concurrence that meet the standards of scientific journals, the section 7 consultation handbook, NMFS and DOC policies, and government plain language requirements.

• Task 6 - During consultations, maintain clear and organized notes and manage emails and other correspondences to ensure efficient recall and documentation of important project records.

• Task 7 - Plan work to ensure all assigned projects are completed within expected time frames and notify Government manager in advance when deadlines may be missed.

**Deliverables**

The contractor shall complete the following key deliverables:

• Deliverable 1- Written responses to action agencies after a consultation request has been received will be provided to Branch Supervisor no later than 21 days after tasked with evaluating a written request of consultation; revised written responses are due within seven days of receipt of the comments by the Branch Supervisor.

• Deliverable 2- Final drafts of letters of concurrence will be provided to Branch Supervisor no later than 21 days after NMFS initiated consultation; revised letters are due within seven days of receipt of the comments by the Branch Supervisor.

• Deliverable 3- Final drafts of biological opinions will be provided to Branch Supervisor no later than 90 days after NMFS initiated consultation; revised biological opinions due within seven days of receipt of the comments by the Branch Supervisor.

• Deliverable 4- No later than 14 days following completion of a consultation, compile, organize and provide all records that comprise the official record in accordance with the relevant laws and NMFS policies.

• Deliverable 4- Independently initiate frequent (weekly) and succinct progress updates (in-person) to the Branch Supervisor summarizing the current status of all tasks, hurdles and proposed solutions, and upcoming action steps.

**Requirements**

In order to be qualified for this position the contractor must meet these basic requirements:

a) Seven (7) years of relevant experience, with up to 14 years total relevant experience; one (1) year of specialized experience that demonstrates your experience studying the biology and management of fish species and habitats common to the freshwater and estuarine areas in California, Oregon, or Washington, with specific emphasis on salmonids; conducting standard fisheries assessment methods: including gill nets, trap nets, and electrofishing (boat and backpack); working with partners; presenting scientific findings, both through presentation at meetings orally, as well as written reports and manuscripts; and evaluating effects of proposed federal development actions on fishes and their habitat.
b) A degree with a major in biological science that included: (1) At least 6 semester hours in aquatic subjects such as limnology, ichthyology, fishery biology, aquatic botany, aquatic fauna, oceanography, fish culture, or related courses in the field of fishery biology; AND (2) At least 12 semester hours in the animal sciences in such subjects as general zoology, vertebrate zoology, comparative anatomy, physiology entomology, parasitology, ecology, cellular biology, genetics, or research in these fields.

c) A masters or Ph.D. degree. Graduate level education must demonstrate the competencies necessary to do the work of the position, examples of qualifying fields include environmental science and policy, limnology, ichthyology, fishery biology, marine biology, oceanography, fish culture, fish and wildlife management, marine science, or other fields directly related to fishery biology or environmental science and management.

Additional preferred qualifications include:

a) Knowledge and experience with Section 7 of the ESA and MSA Essential Habitat regulations.

b) Experience working successfully with interdisciplinary teams.

**Government Furnished Resources**

The Government will provide all necessary information, data and documents to the Contractor for work required under this contract.

The Contractor shall use Government furnished facilities, property, equipment and supplies only for the performance of work under this contract, and shall be responsible for returning all Government furnished facilities, property, and equipment in good working condition, subject to normal wear and tear.

The Government will provide to the Contractor the following equipment, supplies, and similar, necessary to conduct these services and anticipates facility and security access as follows:

| Services Contractor will work primarily: | ☑ On-Site | ☐ Off-Site |
| Services Contractor requires access to NOAA facilities: | ☑ Required | ☐ Not Required |
| Services Contractor requires a PIV or CAC: | ☑ Required | ☐ Not Required |
| Services Contractor requires a NOAA email address: | ☑ Required | ☐ Not Required |
| Services Contractor requires use of DOC-Owned IT equipment (laptop or desktop computer) | ☑ Required | ☐ Not Required |
| Services Contractor requires non-Government IT equipment to connect to a DOC network: | ☐ Required | ☑ Not Required |
| Services Contractor requires access to non-public DOC/NOAA data: | ☑ Required | ☐ Not Required |
| Services Contractor will be provided on-site office space with incidental Government Property (desk, | ☑ Provided | ☐ Not Provided |
chair, phone, and other similar equipment that remains onsite, per FAR 45.000 (5)

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For Services Contractors doing laboratory work, the government will provide typical lab supplies and equipment for use:

Provided | Not Provided
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For Services Contractors doing field work, the Government will provide typical field equipment, gear, and supplies for use:

Provided | Not Provided
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Description of other access or equipment requirements not already addressed above:

Operational Hours

Each contractor shall work during the normal operating hours of the facility, which are a standard eight (8) hours per day, five (5) days per week. Hours under this requirement should not exceed the estimated 1940 labor hours for each period of performance without approval from the Government.

An alternate work schedule may be requested and approved by the NMFS Project Leader, provided the Contractor’s work hours do not total more than 40 hours per week unless overtime is an approved part of this order.

Place of Performance

Work will be conducted on-site at the NMFS Satellite Office at 2885 Mission Street, Santa Cruz, CA 95060. In cases of shutdown or furlough (or in other instances which cause the Government facility to be closed), contact the COR for guidance.

Travel

Travel is expected for this task order. Travel will entail traveling 1-2 times per month to project sites and meetings in San Mateo, Santa Cruz, and Monterey County. Trips will primarily occur within an eight hour work day, with up to 2 trips requiring overnight travel. Travel costs are not to exceed $947.38.

Special and/or Additional Requirements

The following additional aspects are / are not anticipated during the performance of this order:

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<th>Domestic / U.S. Travel</th>
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Dockside / Harbor Side Work: □ Anticipated ☒ Not Anticipated
Scuba Diving / Underwater Work: □ Anticipated ☒ Not Anticipated
Remote Working Conditions (e.g. Worksite lacks basic services, has isolated living conditions, or similar): □ Anticipated ☒ Not Anticipated
Other: {Provide description below} □ Anticipated ☒ Not Anticipated
Description of anticipated special and / or additional requirements not already described above: 

**Period of Performance**

The base period is from April 30, 2019 through April 29, 2020 with four (4) option years through April 29, 2024.
Performance Work Statement  
*Fisheries Domain* 
National Oceanic and Atmospheric Administration (NOAA)  
National Marine Fisheries Service (NMFS)  
CALIFORNIA COASTAL OFFICE  

*Submerged Aquatic Vegetation*

**Requirement #2**

**Background**

The California Coastal Office (CCO) seeks contractor support to provide technical assistance on protecting, restoring, and monitoring submerged aquatic vegetation (SAV) within the San Francisco Bay Estuary (Bay), and to help streamline the regulatory process for mitigating the adverse impact on SAV in the Bay. CCO seeks assistance to help manage eelgrass (*Zostera marina*) mitigation funds from the California Department of Transportation (Caltrans) for adverse impacts on eelgrass resulting from the San Francisco-Oakland Bay Bridge East Span Seismic Safety Project (SFOBB Project). The Contractor will also provide support services to satisfy the overall operational objectives of promoting the protection, conservation, and recovery of anadromous fish, marine fish, invertebrates and their habitat in the San Francisco Bay Region.

NOAA’s National Marine Fisheries Service authorities include the Magnuson-Stevens Fishery Conservation and Management Act (MSA), the Endangered Species Act (ESA), and the Fish and Wildlife Coordination Act (FWCA), and these authorities provide for regulatory review of projects. The primary objective is to implement the statutes and mandates of the ESA with particular emphasis on section 7 consultations and the mandates of the MSA with particular emphasis on Essential Fish Habitat (EFH) consultations. The Contractor will focus on the geographic area of the North-Central Coast Office’s (NCCO) San Francisco Bay Branch.

**Tasks**

The Contractor shall provide the following services throughout the period of performance and complete the following projects and deliver them to the NMFS Project Leader no later than the end of the period of performance for this task order.

The Contractor will provide services to support NCCO’s work with other federal agencies, state agencies, water districts, consultants, and others in the conservation and protection of anadromous fish that are listed under the ESA, and provide services to support NCCO’s work on EFH consultations. Additionally, the Contractor’s attendance at the bi-weekly status update meetings of the San Francisco Bay Branch and NCCO are required. Principal tasks include, but not limited to, the following:

- Assist CCO manage eelgrass mitigation funds from the Caltrans SFOBB account and provide periodic updates to Project Leader.
- Assist in the development of eelgrass mitigation projects and monitoring activities.
- Conduct ESA and EFH consultations regarding listed anadromous fish and federally-managed fish species.
- Provide records management.
- Monthly work tracking.

**Deliverables**

- Progress report summarizing the previous month’s accomplishments, including the current status of all tasks, and an action plan for the coming month. Due no later than the first Friday of each month.
- Provide a written report on progress towards implementation of eelgrass monitoring and restoration efforts, including budget updates, required progress reports, and meeting overviews no later than 21 days after tasked.
- Provide technical assistance regarding protection, restoration, and monitoring of submerged aquatic vegetation in San Francisco Bay summarized via electronic email or internal memorandum no later than the end of the period of performance for this task order.
- Draft and deliver an appropriate signature quality written response (e.g., concurrence letter, EFH conservation recommendations, or letter requesting additional information). Written responses due no later than 21 days after tasked with review of a written request of consultation; revised written responses are due within seven days of receipt of the comments by the NMFS Project Leader or other agency representative.
- Compile, organize and provide all relevant records that comprise the official project record. Official records are to be completed no later than 14 days following completion of a task or distinct project evaluation.
- Progress report summarizing the previous month’s accomplishments, including the current status of all tasks, and an action plan for the coming month. Due no later than the first Friday of each month.

All deliverables are the property of the U.S. Government. All documents, analyses, files (digital or other), reports, notes and photos are to be used only by Contractor personnel assigned to this Task Order. Copies are not to be disseminated to anyone outside of the NMFS or to any other contractor personnel without explicit release from the NMFS Project Leader.

**Requirements**

Bachelor’s degree and six (6) years’ experience or Master’s degree from an accredited college or university in biology or related field of study and four (4) years’ experience relating to specific task order.

Additional required qualifications include:

a) Ability to evaluate effects of proposed development actions on seagrass and its function as fish habitat.

b) Knowledge of estuarine and marine habitats, including seagrasses and kelp.
c) Knowledge of fishery biology, emphasis on Pacific salmonids, and ecology.
d) Strong written and oral communication skills.
e) Ability to work independently
f) Manage and track projects
g) Problem solving and critical thinking

Additional preferred qualifications include:

a. Knowledge and experience with Section 7 of the ESA.
b. Knowledge and experience with EFH consultation procedures of the MSA.
c. Experience working successfully with interagency and/or interdisciplinary teams.

**Government Furnished Resources**

The Government will provide all necessary information, data and documents to the Contractor for work required under this contract.

The Contractor shall use Government furnished facilities, property, equipment and supplies only for the performance of work under this contract, and shall be responsible for returning all Government furnished facilities, property, and equipment in good working condition, subject to normal wear and tear.

The Government will provide to the Contractor the following equipment, supplies, and similar, necessary to conduct these services and anticipates facility and security access as follows:

<table>
<thead>
<tr>
<th>Services</th>
<th>Contractor will work primarily:</th>
<th>☑️ On-Site</th>
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<td>Services Contractor requires access to NOAA facilities:</td>
<td>☑️ Required</td>
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- For Services Contractors doing laboratory work, the government will provide typical lab supplies and equipment for use: ☑️ Provided  ☐ Not Provided
- For Services Contractors doing field work, the Government will provide typical field equipment, gear, and supplies for use: ☑️ Provided  ☐ Not Provided
Description of other access or equipment requirements not already addressed above:

**Operational Hours**

Each contractor shall work during the normal operating hours of the facility, which are a standard eight (8) hours per day, five (5) days per week. Hours under this requirement should not exceed the estimated 1940 labor hours for each period of performance without approval from the Government.

An alternate work schedule may be requested and approved by the NMFS Project Leader, provided the Contractor’s work hours do not total more than 40 hours per week unless overtime is an approved part of this order.

**Place of Performance**

Work will be conducted on-site at the NMFS 777 Sonoma Avenue, Room 325, Santa Rosa, CA 95404 office. In cases of shutdown or furlough (or in other instances which cause the Government facility to be closed), contact the COR for guidance.

**Travel**

Travel is expected for this task order. Travel not to exceed $750.00 per period of performance.

**Base Period**

Travel will consist of approximately one trip per month to various locations in the San Francisco Bay Area for a total of twelve day trips over the duration of the contract. Exact dates of travel will be determined based on need to attend meetings, complete site visits, and or complete field work in support of tasks described above. Travel costs will include mileage (up to 150 miles per trip if GOV is unavailable), parking (up to $35 per trip) and bridge tolls (up to $8 per trip).

If other travel is required, it will be coordinated through the COR and approved on a case-by-case basis by the Contracting Officer in writing. Travel costs authorized under this order shall be reimbursed at cost and in accordance with the Federal Travel Regulation (www.gsa.gov/ftr). Any travel conducted prior to the receipt of proper written authorization from the Contracting Officer will be done at the Contractor’s own risk and expense.

**Option Period travel**

Travel not to exceed $750.00
Travel will consist of approximately one trip per month to various locations in the San Francisco Bay Area for a total of twelve day trips over the duration of the contract. Exact dates of travel
will be determined based on need to attend meetings, complete site visits, and or complete field work in support of tasks described above.

If other travel is required, it will be coordinated through the COR and approved on a case-by-case basis by the Contracting Officer in writing. Travel costs authorized under this order shall be reimbursed at cost and in accordance with the Federal Travel Regulation (www.gsa.gov/ftr). Any travel conducted prior to the receipt of proper written authorization from the Contracting Officer will be done at the Contractor’s own risk and expense.

**Special and/or Additional Requirements**

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**Period of Performance**

The base period is from April 30, 2019 through April 29, 2020 with four (4) option years through April 29, 2024.
Performance Work Statement  
*Fisheries Domain*  
National Oceanic and Atmospheric Administration (NOAA)  
National Marine Fisheries Service (NMFS)  
*CALIFORNIA COASTAL OFFICE*  

*Endangered Species Act*

**Requirement #3**

**Background**

The California Coastal Office (CCO) seeks contractor support to provide support services to satisfy the overall operational objectives of promoting the protection, conservation, and recovery of anadromous fish, marine fish, invertebrates and their habitat in the San Francisco Bay Region. NOAA’s National Marine Fisheries Service authorities include the Magnuson-Stevens Fishery Conservation and Management Act (MSA), the Endangered Species Act (ESA), and the Fish and Wildlife Coordination Act (FWCA), and these authorities provide for regulatory review of projects. The primary objective is to implement the statutes and mandates of the ESA with particular emphasis on section 7 consultations and the mandates of the MSA with particular emphasis on Essential Fish Habitat (EFH) consultations. The Contractor will focus on the geographic area of the North-Central Coast Office’s (NCCO) San Francisco Bay Branch.

**Tasks**

The Contractor shall provide the following services throughout the period of performance and complete the following projects and deliver them to the NMFS Project Leader no later than the end of the period of performance for each line item:

The Contractor will provide services to support NCCO’s work with other federal agencies, state agencies, water districts, consultants, and others in the conservation and protection of anadromous fish that are listed under the ESA, and provide services to support NCCO’s work on EFH consultations. Additionally, the Contractor’s attendance at the bi-weekly status update meetings of the San Francisco Bay Branch and NCCO are required. Principal tasks include, but not limited to, the following:

- Conduct ESA and EFH consultations regarding listed anadromous fish and federally-managed fish species.
- Records management.
- Monthly work tracking.

**Deliverables**

- Draft and deliver an appropriate signature quality written response (e.g., concurrence letter, EFH conservation recommendations, or letter requesting additional information).
Written responses due no later than 21 days after tasked with review of a written request of consultation; revised written responses are due within seven days of receipt of the comments by the NMFS Project Leader or other agency representative.

- Compile, organize and provide all relevant records that comprise the official project record. Official records are to be completed no later than 14 days following completion of a task or distinct project evaluation.
- Progress report summarizing the previous month’s accomplishments, including the current status of all tasks, and an action plan for the coming month. Due no later than the first Friday of each month.

All deliverables are the property of the U.S. Government. All documents, analyses, files (digital or other), reports, notes and photos are to be used only by Contractor personnel assigned to this Task Order. Copies are not to be disseminated to anyone outside of the NMFS or to any other contractor personnel without explicit release from the NMFS Project Leader.

Requirements

Bachelor’s degree, or higher, from an accredited college or university with a major directly related in a field of study to the requirements of the specific task order with emphasis in fisheries, oceanography, social science, natural science, mathematics, or hydrology, plus two (2) years of experience in related field or combination of such totaling six (6) years combined education/experience.

Additional required qualifications include:
- Knowledge of fishery biology, with emphasis on Pacific salmonids, and ecology.
- Knowledge of evaluation, planning, and analytical methodology and techniques to make in-depth evaluations and analyses of potential effects to aquatic habitats associated with a range of situations and issues.
- Efficiency in using word-processing, spreadsheets, and database programs.
- Skill in written and oral communication.
- Ability to work independently.
- Manage and track projects.
- Problem solving and critical thinking.

Additional preferred qualifications include:
- Knowledge and experience with Section 7 of the ESA.
- Knowledge and experience with EFH consultation procedures of MSA.
- Experience working successfully with interagency and/or interdisciplinary teams.

Government Furnished Resources

The Government will provide all necessary information, data and documents to the Contractor for work required under this contract.

The Contractor shall use Government furnished facilities, property, equipment and supplies only for the performance of work under this contract, and shall be responsible for returning all
Government furnished facilities, property, and equipment in good working condition, subject to normal wear and tear.

The Government will provide to the Contractor the following equipment, supplies, and similar, necessary to conduct these services and anticipates facility and security access as follows:

| Services Contractor will work primarily: | ☑ On-Site | ☐ Off-Site |
| Services Contractor requires access to NOAA facilities: | ☑ Required | ☐ Not Required |
| Services Contractor requires a PIV or CAC: | ☑ Required | ☐ Not Required |
| Services Contractor requires a NOAA email address: | ☑ Required | ☐ Not Required |
| Services Contractor requires use of DOC-Owned IT equipment (laptop or desktop computer) | ☑ Required | ☐ Not Required |
| Services Contractor requires non-Government IT equipment to connect to a DOC network: | ☐ Required | ☑ Not Required |
| Services Contractor requires access to non-public DOC/NOAA data: | ☑ Required | ☐ Not Required |
| Services Contractor will be provided on-site office space with incidental Government Property (desk, chair, phone, and other similar equipment that remains onsite, per FAR 45.000 (5)) | ☑ Provided | ☐ Not Provided |
| For Services Contractors doing laboratory work, the government will provide typical lab supplies and equipment for use: | ☐ Provided | ☑ Not Provided |
| For Services Contractors doing field work, the Government will provide typical field work, gear, and supplies for use: | ☑ Provided | ☐ Not Provided |
| Description of other access or equipment requirements not already addressed above: | |

**Operational Hours**

Each contractor shall work during the normal operating hours of the facility, which are a standard eight (8) hours per day, five (5) days per week. Hours under this requirement should not exceed the estimated 1940 labor hours for each period of performance without approval from the Government.

An alternate work schedule may be requested and approved by the NMFS Project Leader, provided the Contractor’s work hours do not total more than 40 hours per week unless overtime is an approved part of this order.
Place of Performance

Work will be conducted on-site at the NMFS 777 Sonoma Avenue, Room 325, Santa Rosa, Ca 95404 office. In cases of shutdown or furlough (or in other instances which cause the Government facility to be closed), contact the COR for guidance.

Travel

Travel is expected for this task order. Travel not to exceed $750.00 per period of performance.

Base Period travel

Travel will consist of approximately one trip per month to various locations in the San Francisco Bay Area for a total of twelve day trips over the duration of the contract. Exact dates of travel will be determined based on need to attend meetings, complete site visits, and or complete field work in support of tasks described above.

If other travel is required, it will be coordinated through the COR and approved on a case-by-case basis by the Contracting Officer in writing. Travel costs authorized under this order shall be reimbursed at cost and in accordance with the Federal Travel Regulation (www.gsa.gov/ftr). Any travel conducted prior to the receipt of proper written authorization from the Contracting Officer will be done at the Contractor’s own risk and expense.

Option Period travel

Travel will consist of approximately one trip per month to various locations in the San Francisco Bay Area for a total of twelve day trips over the duration of the contract. Exact dates of travel will be determined based on need to attend meetings, complete site visits, and or complete field work in support of tasks described above. Travel costs will include mileage (up to 150 miles per trip if GOV is unavailable), parking (up to $35 per trip) and bridge tolls (up to $8 per trip).

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Special and/or Additional Requirements

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Other: {Provide description below}  ☒ Not Anticipated
Description of anticipated special and / or additional requirements not already described above:  

Period of Performance

The base period is from April 30, 2019 through April 29, 2020 with four (4) option years through April 29, 2024.
Performance Work Statement

Fisheries Domain

National Oceanic and Atmospheric Administration (NOAA)
National Marine Fisheries Service (NMFS)
CALIFORNIA COASTAL OFFICE

Endangered Species Act

Requirement #4

Background

The Contractor shall provide support services to satisfy the overall operational objectives of promoting the protection, conservation, and recovery of anadromous fish, marine fish, invertebrates and their habitat. The primary objective is to implement the statutes and mandates of the Endangered Species Act (ESA) with particular emphasis on sections 7 and 10.

1. Tasks

The Contractor shall provide the following services throughout the period of performance and complete the following projects and deliver them to the NMFS Project Leader no later than the end of the period of performance for each line item.

The Contractor shall provide services to support CCO’s Klamath Branch work with landowners, other federal agencies, state agencies, water districts, consultants, and others in the conservation and protection of anadromous fish that are listed under the Endangered Species Act (ESA). Principal tasks include, but are not limited to the development of Safe Harbor Agreements and related regulatory compliance documents and requirements.

Key tasks include, but are not necessarily limited to, the following:

- Assisting in the development of multi-year conservation agreements with private landowners in the Scott and Shasta Valley, pursuant to the ESA.
- As part of a NOAA team, support the completion of regulatory documents, including NEPA documents (categorical exclusion or environmental assessments), Findings documents, section 7 biological opinions, and section 10a1a permits.

Deliverables

Support the finalization of landowner safe harbor agreements, drafting NEPA, NHPA, and ESA consultation documents. Participating in site visits, and landowner meetings. Reviewing project descriptions and identifying potential environmental impacts. Compiling the administrative records necessary to support the projects worked on, including technical documents, relevant emails, and agency drafts and final documents. Monthly work tracking documented and shared with NOAA Project Leader in reports.
Requirements

Bachelor's degree, or higher, from an accredited college or university with a major directly related in a field of study as related to the requirements of specific task order with emphasis in fisheries, oceanography, social science, natural science, mathematics, or hydrology, plus six (6) years of experience in related field or combination of such totaling ten (10) years combined education/experience. Master's Degree in related field plus two (2) years of experience or Ph.D. may be substituted for experience.

Additional required qualifications include:

a. Proven expertise with anadromous salmonid biology and ecology, with particular emphasis on ESA conservation programs.
b. Knowledge of anadromous fish life history, biology, and habitat requirements.
c. Efficiency in using word-processing programs to develop written documents.
   1. Proven expertise and procedural knowledge with NMFS’ Safe Harbor Agreement Program, the Endangered Species Act (ESA), the National Environmental Policy Act (NEPA) and the Magnuson-Stevens Fishery Conservation and Management Act (MSA).

Additional preferred qualifications include:

a. Demonstrated experience writing ESA section 7 documents, particularly biological opinions, is highly preferable.
b. Experience with Section 4, 7 or 10 of the ESA desirable.

Government Furnished Resources

The Government will provide all necessary information, data and documents to the Contractor for work required under this contract.

The Government will provide to the Contractor the following equipment, supplies, and similar, necessary to conduct these services and anticipates facility and security access as follows:

| Services Contractor will work primarily: | ☐ On-Site | ☒ Off-Site |
| Services Contractor requires access to NOAA facilities: | ☐ Required | ☒ Not Required |
| Services Contractor requires a PIV or CAC: | ☐ Required | ☒ Not Required |
| Services Contractor requires a NOAA email address: | ☒ Required | ☐ Not Required |
| Services Contractor requires use of DOC-Owned IT equipment (laptop or desktop computer) | ☐ Required | ☒ Not Required |
| Services Contractor requires non-Government IT equipment to connect to a DOC network: | ☐ Required | ☒ Not Required |
| Services Contractor requires access to non-public DOC/NOAA data: | ☐ Required | ☒ Not Required |
| Services Contractor will be provided on-site office space with incidental Government Property (desk, | ☐ Provided | ☒ Not Provided |
chair, phone, and other similar equipment that remains onsite, per FAR 45.000 (5)  
| For Services Contractors doing laboratory work, the government will provide typical lab supplies and equipment for use: | ☐ Provided ☒ Not Provided |
| For Services Contractors doing field work, the Government will provide typical field equipment, gear, and supplies for use: | ☐ Provided ☒ Not Provided |

Description of other access or equipment requirements not already addressed above:

Operational Hours

Each contractor shall work during the normal operating hours of the facility, which are a standard eight (8) hours per day, five (5) days per week. Hours under this requirement should not exceed the estimated 904 labor hours for each period of performance without approval from the Government.

An alternate work schedule may be requested and approved by the NMFS Project Leader, provided the Contractor’s work hours do not total more than 40 hours per week unless overtime is an approved part of this order.

Place of Performance

Work will be conducted off-site.

Travel

Travel is expected for this task order. Travel not to exceed $2,460.00 for the base period.

Base Period

Departure and return dates will be finalized prior to travel and may vary slightly from scheduled itinerary: three 2 night-overnight trip to Yreka/Mt. Shasta, California, and one-3 night-overnight trip to Yreka/Mt. Shasta California. The Contractor is expected to use a Private Owned Vehicle (POV) for these trips each being 500 miles RT.

Special and/or Additional Requirements

The following additional aspects are / are not anticipated during the performance of this order:

| Domestic / U.S. Travel | ☒ Anticipated | ☐ Not Anticipated |
| Foreign / Overseas Travel | ☐ Anticipated | ☒ Not Anticipated |
| Specialized Air Travel / Aerial Surveys: | ☐ Anticipated | ☒ Not Anticipated |
### Period of Performance

The base period is from April 30, 2019 through April 29, 2020, 904 labor hours, with four (4) option years through April 29, 2024.

### Removing Contractors for Misconduct or Security Reasons

The Government may, at its sole discretion (in coordination with the Contracting Officer where practical), direct the Contractor to remove any Contractor employee from NOAA facilities for misconduct or security reasons. Removal does not relieve the Contractor of the responsibility to continue providing the services required under the contract. The Contracting Officer will provide the Contractor with a written explanation to support any request to remove a Contractor.

### Post-Award Conference

The Contractor shall attend a Post Award Conference (i.e. “kickoff” meeting) with the Contracting Officer and the COR no later than 10 business days after the date of award. The purpose of the Post Award Conference, which will be chaired by the Contracting Officer, is to discuss technical and contracting objectives of this contract and review the Contractor's draft project plan. The Post Award Conference will be held via teleconference.

### Confidentiality and Data Privacy

This contract may require that services contractors have access to Privacy Information. Services contractors are responsible for maintaining confidentiality of all subjects and materials and may be required to sign and adhere to a Non-disclosure Agreement (NDA).

### Intellectual Property Rights

All deliverables are the property of the U.S. Government. All documents, analyses, files (digital or other), reports, notes and photos are to be used only by Contractor personnel assigned to this Task Order. Documents, files and other data are to be stored exclusively on Government owned equipment and at no point should be saved or archived on personal drives or devices. Copies are not to be disseminated to anyone outside of the NMFS or to any other contractor personnel without explicit release from the NMFS Project Leader.
IT Security

The contractor must meet the Department of Commerce IT Security Program Policy and Minimum Implementation Standards (found at https://connection.commerce.gov/collection/it-security-policy-and-fisma-reporting-program). The contractor must also adhere to NOAA and NMFS security policies (found at https://www.csp.noaa.gov/policies/).