

Columbia River Intertribal Fish Commission
StreamNet Library
STATEMENT OF WORK

Purpose. This Statement of Work describes tasks that will be performed by the Columbia River Intertribal Fish Commission (CRITFC/Contractor) and the StreamNet Library (Library) in support of the Northwest Power Planning Council's (Council) subbasin planning initiative. The purpose of this contract is two-fold. First the contract will provide a means for subbasin planning participants to access scientific literature, policy guidance, and other information relevant to subbasin assessment and planning. This will ensure that subbasin planners and technical support teams throughout the region have ready access to the same core information and that these materials can be accessed at minimal cost to users. Second, it will provide a means to secure, store, and disseminate key products developed during the subbasin planning process. This will help to ensure that a) all relevant products are delivered to the Council (a requirement of all subbasin planning contracts), b) products are made widely available throughout the region, and c) this can be accomplished at reasonable cost.

Overview. The Council has initiated an effort to prepare subbasin plans in each of the 62 subbasins in the Columbia River Basin. Plans will be prepared by subbasin planning teams in each subbasin. The initial phase of the planning process is an assessment of the fish and wildlife resources in each subbasin. The next phase is an inventory of relevant projects and management activities. The planning process culminates in the development of a subbasin management plan that identifies goals and actions that might be taken in furtherance of these goals.

This contract will help to facilitate communication and coordination among subbasins and between the subbasins and the larger Columbia Basin region by providing a variety of library services aimed at getting important information out to the subbasins and consolidating information prepared at the subbasin-level for use by the broader regional fish and wildlife management community.

The Contractor will provide these library services through the StreamNet Library. The Library is managed by CRITFC and is housed at the CRITFC office in Portland, Oregon. The Library is funded principally through the Fish and Wildlife Program's StreamNet project. In accordance with the existing StreamNet contract the Library is to: 1) store bibliographic reference materials related to regional fish and wildlife data, 2) store and provide access to other documents and scientific literature of general relevance to the Fish and Wildlife Program, and 3) provide general library services to the Program. The tasks described in this Statement of Work require a level of work that is above and beyond what is being funded through the StreamNet project or other sources. These tasks are consistent with the mission of the Library, which may be viewed at www.fishlib.org. There is no other regional entity with the mission and expertise needed to implement these tasks.

Funds made available through this contract will pay primarily for the services of a library technician who will be dedicated to this project. Funds will also cover limited supervisory support and related costs. The day-to-day work of the library technician will be overseen by the

StreamNet Librarian, Lenora Oftedahl. The entire project will be under the direction of Phil Roger, manager of the CRITFC fish science department. Ms. Oftedahl is a professional librarian with several years experience in providing library services related to Columbia Basin fish and wildlife resources. Mr. Roger is an active participant in regional level Fish and Wildlife Program activities and is well versed in the subbasin planning process and the scientific literature that may be of use to subbasin planners.

Relationship to the Master Subbasin Planning Contract. The master contract between the Bonneville Power Administration (BPA) and the Council is subdivided into three components, or levels. Level one involves planning activities at the subbasin level. Level two involves coordination and technical support at the state or province level. Level three involves region-wide coordination and technical support. In the technical support portion of the level three contract are fourteen specific work elements, including work element 2.14, which provides the authority for entering into the contract described here:

2.14 Council will provide library services to subbasin planning including dissemination of literature and storage of subbasin plan products.

For this work element, the master contract provides \$49,940 for the first year of the two-year planning cycle. While the master contract covers only the first year of this two-year project, there is the expectation that, given continued need, satisfactory progress, and the availability of funds, the contract will be extended for an additional year.

Tasks for This Contract. The Council proposes to contract with CRITFC, and, through CRITFC, the StreamNet Library, to provide services related to the above-stated master contract work element 2.14. This will involve three specific tasks, labeled “a” through “c.” Each task is subdivided into two or more sub-tasks. Because subbasin plans will be in various stages of development over the next two years, the tasks will remain the same if this contract is extended for a second year, but the subbasins served will change.

While CRITFC will have overall responsibility for implementing these tasks, the Council will assume responsibility for facilitating external reviews of strategies, draft products, and so forth.

Tasks and sub-tasks are as follows:

Task 2.14a. Identify, assemble and provide access to key reference materials related to subbasin planning.

Sub-task 1. Develop a list of key published, gray literature and other written material relevant to subbasin planning. Input will be requested from federal, state and tribal scientists and the ISAB.

Sub-task 2. Documents not already owned by the library will be prioritized for purchase as funds allow. The list will also prioritize references for digitization as copyright law permits.

Sub-task 3. Provide access to electronic and paper copies of the key reference material. Electronic access will be provided *via* an access portal on the StreamNet Library web site. Access to paper copies will be provided through normal Library practices as described in the Library users manual.

Deliverables and Schedule: A bibliography of relevant literature will be prepared by October 1, 2003. This bibliography will include the identification of documents already owned by the Library and a list of priorities for acquisition and/or digitizing. An online method to secure literature available in electronic format will be established by October 1, 2003. All materials identified for acquisition will be acquired by April 1, 2004

Task 2.14b. Collect, catalog, and provide access to key reference material used by local groups to develop subbasin plans.

Sub-task 1. Develop a draft list of the types of reference material to be sought from subbasin planning groups and maintained by the Library for public use.

Sub-task 2. Develop a final list of materials to request from subbasin planning groups after review by appropriate federal, state, and Tribal scientists, and the state subbasin planning coordinators/project managers.

Sub-task 3. Working with Level 2 state subbasin planning coordinators, develop and implement a process for collecting the identified reference material as subbasin planning proceeds.

Sub-task 4. Catalog, digitize and store material at the StreamNet Library in accordance with standard library procedures.

Sub-task 5. Provide access to electronic and paper copies of reference material as described in Task 2.14a, sub-task 4, above.

Deliverables and Schedule: A list of the type of materials to be requested of subbasin planners will be developed by August 1, 2003. Procedures for subbasin planners to use in delivering products will be completed by September 1, 2003. Materials will be catalogued and made available for use within one month of receipt. This activity will continue for the life of the contract.

Task 2.14c. Provide additional library services as needed to assist local groups developing subbasin plans.

Sub-task 1. Publicize the services available through the StreamNet Library related to subbasin planning by distribution of written and electronic material.

Sub-task 2. Poll local subbasin planning groups near the beginning and toward the end of the planning process to identify additional needed services or Library features.

Sub-task 3. Provide ongoing Library support to subbasin planners as requested and as budgets allow through the base StreamNet contract.

Deliverables and Schedule: Materials regarding services of the Library relevant to subbasin planning will be available by July 1, 2003. Web materials will be available by August 1, 2003. An initial users survey will be sent by September 1, 2003, with a follow-up survey at the end of the subbasin planning project. Library services will be provided throughout the life of the subbasin planning project, assuming continued availability of funds. Note that Services for task 2.14c will be provided using funds from other sources and, therefore, no specific deliverables are actually required. Deliverables are listed here to provide a complete picture of the services that will be provided.

Schedule

Work will commence when the contract is signed, estimated to be May 15, 2003. Work will be completed within twelve months of that date. The schedule for specific deliverables is defined above for each task. The deliverable due dates assume that the contract will be approved by mid-May. If there is a delay in completing the contract the deliverables will be moved back a like amount. In some cases actual completion dates for specific tasks will be dependent on variables outside of the contractor's control. This is particularly so with regard to securing subbasin planning products. The Council's contract administrators and technical representatives will work with CRITFC to modify task completion dates when this is necessary.

Budget

Labor

Task 2.14a. Identify, assemble and provide access to key reference materials related to subbasin planning.

Ass't. Librarian	60 hours	@ \$24.19	\$1,451
Library tech. Documents	704 hours	@ \$14.75	\$10,384 \$1,000

Task 2.14b. Collect, catalog, and provide access to key reference material used by local groups to develop subbasin plans.

Ass't. Librarian	151 hours	@ \$24.19	\$3,653
Library tech.	1,376 hrs	@ \$14.75	\$20,296

Task 2.14c. Provide additional library services as needed to assist local groups developing subbasin plans (provided through the base StreamNet budget at no additional cost).

Ass't. Librarian	80 hours	@ \$24.19	NC
Library tech.	80 hours	@ \$14.75	NC

Subtotal	Salary	2,291 hrs	\$35,784
	Expenses		\$1,000

Overhead	@0.358	\$13,169
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Total for Work Element 2.14	\$49,953
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Justification for Sole Source Contract

Following is statement of justification for entering into a sole source contract with the Columbia River Intertribal Fish Commission and the CRITFC-managed StreamNet Library to provide technical support for the Regional Level portion of the Master Contract Between Bonneville and Council to Implement Subbasin Planning.

As described in the attached statement of work, it is proposed that CRITFC take responsibility for work element 2.14, which involved providing library services to the subbasin planning effort.

A sole source contract with CRITFC/StreamNet Library is justified for the following reasons:

1. The StreamNet Library is the only entity in the Columbia Basin region that possesses the combination of professional skills and experiences necessary to undertake this assignment. These skill and experience requirements are: a) skills in the practice of library management and experience in providing professional library services, b) experience in managing reference materials related to fish and wildlife, c) familiarity with the Columbia Basin and issues related to the Columbia River Basin Fish and Wildlife Program, and d) experience in working with the agencies and tribes responsible for managing Columbia Basin fish and wildlife resources.
2. The StreamNet Library possesses the infrastructure necessary to implement the required tasks in a timely manner, including a) applicable library management software, b) electronic scanners, c) links to Internet access systems, and d) industry-standard document storage facilities. The Library is also strategically located in Portland near the offices of several subbasin planning participants.
3. This proposal is consistent with the Fish and Wildlife Program's practice of using the StreamNet Library as the primary means for managing Program-related scientific and planning documents.
4. Past experiences suggest that the StreamNet Library is capable of providing these services at a level of quality that will meet the needs of the Council.
5. The StreamNet Library is a known entity and using the Library in this manner should meet with wide support among the entities involved in subbasin planning. Familiarity with the Library should also help facilitate smooth transfer of information between subbasin planners and the Library.
6. The Library is established in the Basin and can be relied upon to provide these data to users after completion of the subbasin planning process.
7. The proposed hourly rates and related costs are competitive with those charged by other Fish and Wildlife Program contractors.