



Western Association of Fish and Wildlife Agencies (WAFWA)

Western Native Trout Initiative (WNTI)

Science and Data Specialist

Request for Proposals due January 27, 2023

The Western Native Trout Initiative (WNTI) is seeking an independent contractor to provide Science and Data Support to assist WNTI's Coordinator and Steering Committee in updating geospatial information for WNTI's 21 focal species from partners to be used to update and or develop WNTI communication tools. The contractor will be tasked with, updating geospatial and narrative content within three existing ESRI storymaps, collaborating to create two new ESRI storymaps, migrating WNTI's projects database from MS Access to a new ArcGIS based national projects database, preparing descriptions of WNTI funded projects, and updating the [WNTI projects map](#).

WAFWA and WNTI

The Western Association of Fish and Wildlife Agencies (WAFWA) represents 24 states and Canadian provinces, an area covering nearly 3.7 million square miles of some of North America's most wild and scenic country. WAFWA's reach encompasses more than 40 percent of North America, including two-thirds of the United States. WAFWA supports sound resource management and building partnerships at all levels to conserve wildlife for the use and benefit of all citizens, now and in the future.

The Western Native Trout Initiative (WNTI) is an initiative of the Western Association of Fish and Wildlife Agencies and is recognized as a Fish Habitat Partnership by the National Fish Habitat Partnership Program (NFHP). We are governed by a steering committee representing 12 western state fish and wildlife agencies, 3 federal natural resource agencies, Native American Tribes, Canadian provincial fish and wildlife agencies, and Trout Unlimited and have partnered with over 350 organizations, nonprofits and businesses to date. WNTI works collaboratively across 12 western states to conserve (protect, restore, and recover) 21 native trout and char species. Formed in 2006, WNTI provides a new perspective and impetus to improve the return on investment of the time, money and workforce dedicated to native trout conservation. WNTI is a collaborative,

multi-state approach that requires the involvement of a wide range of partners – from public agencies to private individuals to conservation-minded organizations and corporations. Covering over 1.75 million square miles of public and privately managed lands, WNTI and our partners combine science-based assessments with expert and local knowledge to establish joint priorities for native trout conservation at a landscape scale. The Partnership plays an important role in conserving water in the West for future generations. Since its inception in 2006, the Western Native Trout Initiative has directed over \$6 million in federal fish habitat funds leveraged with over \$47.6 million public and private matching dollars for 223 priority native trout conservation projects. With the collaboration and coordination of WNTI Partners, together we have removed 138 barriers to fish passage, reconnected or improved 1,741 miles of native trout habitat, and placed 41 protective fish barriers to conserve important native trout conservation populations. In order to ensure our collaborative investments are directed toward the highest priority projects, WNTI has funded over 1,123 watershed, fish population, and habitat surveys. See <https://westernnativetrout.org/> for information on WNTI's work and accomplishments.

POSITION DESCRIPTION

WNTI is seeking an independent contractor or firm to provide Science and Data support for our initiative. The selected contractor should have experience using ESRI ArcGIS software products for geospatial data management including development and maintenance of storymaps and ArcGIS online services. In addition, the selected contractor should have experience with project coordination and management, strong written and verbal communications skills, and an ability to coordinate small teams and work collaboratively with a variety of individuals and entities.

Minimum education requirement is graduation from an accredited college or university with a Bachelor's degree in Computer Science, Geographic Information Systems (GIS) or related field or natural resources management or related field.

Work hours and location are flexible; the contractor is instead paid to produce deliverables by agreed upon deadlines. The contractor will need to be available during normal business hours (9 am - 5 pm Mountain Time Zone) several days a week to respond in a timely manner to emails and requests.

All activities for this project are administrative and desktop assessment in nature, performed from a desk in an office setting. The Contractor is responsible for providing his/her/their own benefits (such as insurance), as well as office space and equipment (computer, printer, phone) essential to this role. WAFWA/WNTI will provide access to ESRI ArcGIS software. WAFWA/WNTI will not provide benefits nor support services, including office space and secretarial services, for the benefit of Contractor. This position will be supervised by the WNTI Coordinator. WAFWA will administer funds related to this agreement on behalf of WNTI. All invoices and related documentation will be submitted to the WNTI Coordinator for approval and payment by WAFWA on a reimbursable basis and can be submitted as often as once a month.

SCOPE OF WORK AND DELIVERABLES

All anticipated tasks are listed below. Specific work related to each task will be further refined through coordination between the selected Contactor and the WNTI coordinator.

Shapefiles and ESRI Storymaps:

- Use existing shapefiles to incorporate updated range data for the 21 WNTI focal species' into the [WNTI projects map](#) and inserted into web pages as static maps for corresponding species and on WNTI species status reports; provide updated shapefiles to NFHP for use in NFHP national assessment if requested.
- Update geospatial data where needed and narrative content in WNTI's [For the Fish For Us All](#) storymap first created in 2016.
- Assist WNTI Coordinator in updating project location and completion status content in WNTI Species of Emphasis fundraising portfolios (this consists of one ESRI storymap with nine tabs and associated project/funding photos/metrics).
- Collaborate with WNTI Communications contractor to create two new ESRI storymaps for WNTI's Open Rivers Fund funded projects for the WNTI website.
- Update Western Native Trout Challenge [Fishmaps](#):
 - Facilitating the addition of updated geospatial information from state and federal agency partners to the species maps that are essential to anglers and the public for the Western Native Trout Challenge [Fishmaps](#). Update corresponding narrative on each tab to match any changes made to maps.
 - Addition of Bureau of Land Management (BLM) information for all native trout and char species where appropriate and relevant. This would include information on how to access BLM lands to fish (locations, species, regulations, etc.).
 - Addition of Yellowstone National Park shapefile/species information.

Projects Database:

- Migrate WNTI's Access projects database to new NFHP national projects database (ArcGIS based system); work with NFHP database staff to incorporate additional WNTI metrics into national database.
- Annual update of WNTI projects' status and metrics in national NFHP Project Tracking System.
- Write funded project descriptions to be uploaded to the WNTI website (annual task, typically once each year). Descriptions are derived from application narratives submitted to WNTI's RFPs for project funding each year.
- Update WNTI projects map with project metrics annually (annual task, typically once each year).

Assist WNTI coordinator in determining how best to include information or links to other WNTI-related assessment products on WNTI's website:

- SARP Aquatic Barrier Inventory and Prioritization Tool

- WNTI Upper Colorado assessment
- WNTI/Desert Fish Habitat Partnership Upper Rio Grande assessment for native fishes
- Desert Fish Habitat Partnership Bonneville Basin assessment

National Fish Habitat Partnership (NFHP):

- Coordinate science and data needs and products with other NFHP Fish Habitat Partnerships (FHPs) and the NFHP Board of Directors to further joint objectives.

BUDGET

Total budget for this scope of work is \$40,200 for one year, with possible extension.

PREFERRED QUALIFICATIONS

The ideal candidate will possess some or all of the following knowledge, skills, abilities, and experience (All of these traits must be documented in your cover letter and proposal. If you do not have experience with one or more of the traits listed below, simply say so):

- Ability to act independently and develop creative solutions to accomplish project objectives.
- Strong verbal and written communication skills.
- Detail oriented.
- Ability to work cooperatively with diverse interests including but not limited to biologists, engineers, contractors, and administrators.
- Knowledge of fisheries biology, or native trout ecology and conservation is helpful.
- Experience collecting input from a small team and summarizing their input in words and graphics.
- Knowledge of Microsoft Office suite, ArcGIS and other relevant software.

RFP PROPOSAL SUBMITTAL

Your proposal must be emailed by January 27, 2023, to Therese Thompson, WNTI Coordinator at tthompson@westernnativetrout.org. No late submissions will be accepted. Start date is negotiable with a target date of mid-February 2023.

In a single pdf file labeled “Your Last Name: Science and Data Specialist Proposal”, please provide the following information:

1. A cover letter is required and should highlight your knowledge, skills, abilities, and experience as they pertain to the key responsibilities and preferred qualifications listed in the position description. Please keep the cover letter/proposal to a maximum of three pages.
2. Description of past projects in which you played a key role and that are similar to this position. For each past project, please include a short description of your role and the approximate number of hours you worked on the project.

3. A bid for accomplishing this work for a one year contract. Bids can be expressed as an hourly rate, a monthly rate, or a lump sum contract with milestones. This will be an annual contract, with renewal depending on performance and available funding.
4. Three references.
5. A full resume. Your resume will not count against the three page limit.

RESERVED RIGHTS

WAFWA has the right to:

- Reject any or all the proposals;
- Cancel the entire RFP process;
- Remedy technical errors in the RFP;
- Negotiate with any, all, or none of the respondents to the RFP;
- Solicit the best and final offers from all or some of the prospective Contractors;
- Accept the written proposals as an “offer” without negotiations and issue a notice to proceed;
- Contract with any respondent based solely on the qualifications and capabilities of the Consultant;
- Solicit follow up information as deemed necessary, including references.