

**Massachusetts Ocean Partnership**

**Request for Qualifications  
To Provide  
Process Design, Facilitation and Collaborative Capacity Building Services  
To Support  
Integrated Ocean Management Planning and Implementation in MA**

**July 14, 2008**

## Introduction

The Massachusetts Ocean Partnership (“MOP” or “the Partnership”) is seeking a qualified consultant or team of consultants (the “Consultant”) to support MOP’s partner engagement and science-management integration programs, ultimately to advance development of an effective, durable, stakeholder-informed and science-based integrated ocean management plan for Massachusetts. Professional services under this RFQ will focus on three main objectives: strategic process design, meeting planning and facilitation, and collaborative problem-solving capacity building.

## Background

MOP is a public-private partnership created to advance integrated multi-use ocean management in support of sustainable marine industries and ecosystem stewardship leading to resilient and productive ocean ecosystems in MA waters. Initiated in 2006 with support from the Gordon and Betty Moore Foundation, MOP partners -- including government decision makers, marine-dependent industry, scientists, and conservation and education organizations-- developed a Five Year Strategic Plan to foster collaborative problem solving on ocean management issues and develop information, tools and processes to improve the integration of science with ocean management. The partnership is now implementing the Strategic Plan with funding through 2010. For more information, please visit our website at [www.mopf.org](http://www.mopf.org).

The partnership’s vision for an effective integrated ocean management plan that supports sustainable marine industries *and* ecosystem stewardship is one that:

- integrates management across sectors, resources and agencies;
- builds on ecosystem-based management principles by taking into account interactions among ecological and socioeconomic/human use considerations and the effects of those on ecosystem goods and services in a spatially explicit manner;
- evaluates ecological and economic tradeoffs across sectors;
- reflects input from an intensive public process in order to gain the support of major affected groups and organizations; and
- establishes a process for monitoring and adapting the plan to respond to changing conditions.

The Massachusetts “Oceans Act”, signed into law this May, directs the state to develop an ocean management plan no later than December 31, 2009. Massachusetts is poised to become the first state in the nation to implement statewide integrated ocean management through considered balancing of a full range of uses – including offshore renewable energy development, fishing, maritime shipping, recreation, conservation and many others.

## Description of Work

The Consultant will provide a range of services to assist the Partnership with its partner engagement / stakeholder input and science-management integration programs. MOP will scope and issue specific work orders on an ongoing basis. The Consultant may be directed to coordinate efforts with other consultant teams at the request of MOP staff. Tasks will focus on three main objectives:

- Iterative strategic process design. Developing and implementing an iterative process to continually evaluate and improve the strategic effectiveness of MOP’s partner engagement / stakeholder input and science-management integration processes, structures and products. The Consultant will consider both MOP-initiated programs and MOP’s role in processes and structures managed by

others, such as the state's formal ocean management planning and public involvement programs.

- Meeting planning and facilitation. Supporting MOP staff in planning, convening and conducting a wide range of meetings, possibly including partners' meetings, workgroups, technical workshops, informal public meetings and other forums. Assistance will include: identifying strategic objectives of each forum, developing agendas and formats to achieve those objectives, facilitating meetings and assisting with meeting documentation and follow-up.
- Collaborative problem-solving capacity building. Designing and developing a collaborative problem solving capacity building program and delivering training and other services to enhance partners' understanding of and skills in collaborative problem solving, mutual gains negotiation and consensus building generally, and tailoring services for specific audiences and/or issues, as needed.

### **Qualifications, Skills and Expertise**

MOP seeks a Consultant with the expertise, demonstrated skills and proven experience necessary to assist in the process design, facilitation and collaborative capacity building efforts outlined above. The Consultant must be able to work flexibly in a changing environment. The Consultant's expertise, skills and experience should include the following:

- Extensive experience, rigorous theoretical grounding and proven success in designing, implementing and evaluating multi-stakeholder, scientifically complex collaborative public policy processes in a politically-charged, deadline-driven environment
- Demonstrated ability to effectively convene, facilitate and manage multi-stakeholder meetings, public meetings, and other forums
- Proven experience designing and delivering programs to measurably enhance stakeholders' capacity to effectively participate in collaborative processes
- Exemplary ability to communicate effectively with a broad range of stakeholders and develop quality materials responsive to different audiences' needs
- Familiarity with historical and current ocean management issues in the broader Gulf of Maine / northeastern region

### **Terms**

The Consultant will report directly to the MOP Executive Director and will receive organized advice from MOP senior staff and the MOP Governing Board. The Consultant is expected to coordinate effectively with MOP utilizing electronic communication, on-line collaboration tools, in-person meetings or other appropriate means. The selected Consultant will provide services through December 5, 2008 on a work order basis with the possibility of extending services annually through December 2010. The Consultant's fee will be negotiated at the time of selection and the contract will be administered through the University of Massachusetts Boston ("UMB") as MOP's fiscal sponsor.

### **Proposal Requirements**

Respondents should submit their qualifications to the MOP Science Program Manager for electronic receipt no later than 5pm on Friday, August 8, 2008. Electronic submissions should be submitted as a single PDF and directed to Nicholas Napoli, Science Program Manager at [nnapoli@mopf.org](mailto:nnapoli@mopf.org). A copy of the full submission should be cc'd to: Robbin Peach, UMB Co-principal Investigator at [robbin.peach@umb.edu](mailto:robbin.peach@umb.edu).

Respondents should also submit one hard copy each, postmarked no later than August 8, 2008 to: Nicholas Napoli, Science Program Manager, MA Ocean Partnership, University of MA/Boston, Healey 10<sup>th</sup> Fl. 100 Morrissey Blvd., Boston, MA 02125 and to: Robbin Peach, University of MA/Boston, McCormack Graduate School of Policy Studies, McCormack Hall, Suite 03-624, 100 Morrissey Blvd., Boston, MA 02125.

At a minimum, all submittals must include:

1. A cover letter;
2. A statement demonstrating the Consultant's understanding of the project, indicating how the team meets the desired qualifications, skills and experience;
3. A description of the team's qualifications, including resumes for key personnel, summaries of successfully completed relevant projects and associated deliverables, and a description of each team member's role in those projects;
4. A description of the team's structure with an organizational chart identifying the primary contact or Principal Investigator, each team member's role, and the lead contact from each sub-consultant (if applicable);
5. A statement of availability and loaded daily or hourly rates including fringe and overhead through December 5, 2008 for each of the key personnel; and

### **Proposal Review**

A MOP Selection Committee will evaluate submissions based on the team's qualifications, understanding of the project, proven relevant experience, and cost effectiveness. When considered together, these criteria will provide the committee its basis to evaluate the overall value of each submission with the aim of securing the most advantageous arrangement to meet the goals of the project. Selection of the preferred Consultant is expected to be a two step process in which short-listed consultant(s) or teams will be asked to provide oral presentations to the MOP Selection Committee, after which the Committee will recommend a preferred consultant and/or team for approval by MOP's Governing Board. The Committee may choose to forego oral presentations if a clear preferred candidate emerges based solely on the responses to this solicitation. MOP may pre-qualify more than one consultant or team of consultants through this process.

MOP contact:

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