

STATE OF ALASKA

Department of Fish and Game
Division of Administrative Services



State Wildlife Action Plan (SWAP) Technical Writer and Coordinator

RFP # 2025-1100-0030

Amendment # 1

Issue Date: July 10, 2024

This amendment is being issued to modify the RFP document and answer proposer questions. Please see details below.

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Questions submitted by potential offerors and answers from the state:

Question 1: Although the RFP talks about revising the full SWAP, the only species groups mentioned are birds, mammals, and amphibians. There is no mention of fish or invertebrate species, which are clearly listed as SGCN in the 2015 SWAP. Would the awardee be responsible for updates to all SGCN species, or only birds, mammals, and amphibians? Does the contract include addressing updates to fish and invertebrates by coordinating updates to those species groups with another contractor or ADF&G staff?

Answer: The contractor will work with ADF&G sport fish staff to update information on fish and invertebrates for assigned SWAP chapters.

Question 2: The scope mentions that some sections will be written by TED program staff and the awardee only needs to integrate this content (see fish and invertebrates above). Which sections will TED staff write?

Answer: External partners and TED staff will update the following chapters:

Question 3: Does ADF&G want the SWAP reorganized or only updated while maintaining the existing chapters and subheadings?

Answer: No significant reorganization is necessary. The existing chapters and subheadings will remain the same for the most part. Recommended changes to subheadings can be discussed with TED staff.

Question 4: The deliverables section mentions that there will also be text provided by external partners. What is the deadline to receive text which should then be included in the draft SWAP due December 31, 2024?

Answer: Some text will be provided by external partners (see above). All partners are expected to work together to meet deadlines, and it is desired that the SWAP be submitted in its entirety on 1/31/25. However, the contractor will not be penalized for missed deadlines by other parties.

Question 5: Will editable version of the 2015 SWAP be provided at the date of award?

Answer: Yes.

Question 6: Is the awardee responsible for GIS work to produce map figures, e.g., Figures 2–4 in the 2015 SWAP?

Answer: If the awardee has the capability to produce new map figures in GIS or other software, we suggest they include this in the proposal.

Question 7: There appear to be discrepancies between "Attachment 1 - Cost Schedule" and Sections 4.07 Cost Proposal and 3.03 Deliverables, in both the breakdown of deliverables and the types of financial information requested. Should the Attachment 1 table be revised in our final proposal to reflect Sections 4.07 Cost Proposal and 3.03 Deliverables, if otherwise, please advise.

Answer: Thank you for pointing out this discrepancy. Please use the timeline and deliverables (6) as outlined below and in the cost schedule.

Changes to the RFP:

Change 1: Section 3.01 has been modified as follows:

SEC 3.03 DELIVERABLES

The contractor will be required to provide the following deliverables:

1. Meet regularly with ADF&G staff and incorporate data products and text produced by external partners and updated information based on peer-reviewed publications, expert opinion, and other publications (e.g. Alaska landbird plan). Produce the following draft sections of the SWAP: "Species of Greatest Conservation Need", "Threats to Wildlife", and "Conservation Actions" including vignettes on Species of Greatest Conservation Need for internal ADF&G review. Due date: 10/31/24.
2. Continue to meet regularly with ADF&G staff and produce the following draft sections of the SWAP: "Monitoring and Evaluation", and "Alaska Priorities" for internal review. Work with partners to incorporate other sections of the SWAP (e.g. "Key Habitats for Wildlife in Alaska", "Plan Development, Implementation, and Review") into a cohesive final draft SWAP including the eight required elements. Due date: 1/31/25.
3. Incorporate edits from ADF&G staff, prepare document for submission to Commissioner. Due date: 3/28/25
4. Incorporate edits from Commissioner, prepare document for public review. Due date: 4/31/25*.
5. Incorporate public comments, format SWAP as professional and engaging document, and submit to ADF&G for final review. Due date: 7/31/25.
6. Submit final version to U.S. Fish and Wildlife Service. Due date: 10/1/25.

*This due date will be delayed if additional review time is needed by the Commissioner.

Change 2: Section 3.05 has been modified as follows:

SEC 3.05 PROPOSED PAYMENT PROCEDURES

Payments will be made after Project Deliverables have been completed and approved by the project director (see attached cost schedule). The final payment will not be made until the entire contract; including the final submission of the SWAP are completed and approved by project director.

All other terms and conditions remain unchanged.