



New England Fishery Management Council

50 WATER STREET | NEWBURYPORT, MASSACHUSETTS 01950 | PHONE 978 465 0492

Eric Reid, *Chair* | Cate O’Keefe, PhD, *Executive Director*

COUNCIL SOLICITING CONTRACT WORK

Planning and Convening the SCS Workshop on Harvest Control Rules in a Changing Environment February 12, 2024

Project Description

The New England Fishery Management Council (Council) requires the services of an independent contractor to assist with planning and convening the SCS national workshop and preparation of proceedings from the workshop. This is a temporary contractor role, commencing on or about March 18, 2024, and expected to be completed by December 31, 2024. The contractor will work closely with the Council’s SSC Coordinator, Dr. Rachel Feeney, and work will be conducted in collaboration with the SSC Chair, Dr. Lisa Kerr, and Council staff.

Background

SCS8 Workshop

The [Scientific Coordination Subcommittee](#) of the Council Coordination Committee is convening its 8th workshop, known as “SCS8.” The Council is hosting this three-day public workshop on August 26-28, 2024, at the Seaport Hotel in Boston, MA. The workshop theme is: *Applying ABC control rules in a changing environment*.

A core function of a Council’s [Scientific and Statistical Committee](#) (SSC) is to provide recommendations for setting acceptable biological catch (ABC) consistent with the Magnuson-Stevens Act and the ABC control rules established in fishery management plans. Applying ABC control rules in a manner that consistently achieves management goals (e.g., preventing overfishing and rebuilding overfished stocks) has become increasingly difficult as climate change has influenced rapidly changing environments.

The SCS8 workshop will focus on exploring strategies to adapt ABC control rules given the highly variable and changing dynamics of climate, recruitment, and productivity. Use of alternative reference points and indicators in the absence of analytical assessments will be discussed, as well as how stock status determination criteria and rebuilding plans may need to be adapted in the face of directional changes in stock productivity and/or distribution. Importantly, social science can provide critical insight to the SSCs and Councils on the potential for control rules to achieve management goals and how fisheries and communities can adapt to dynamic conditions. The SCS8 workshop will explore how SSCs can make better use of social and economic information when recommending catch advice.

The theme of SCS8 is of interest to all Councils, SSCs, and NOAA Fisheries and is an appropriate follow-up to the [7th SCS workshop](#) on *Adapting Fisheries Management to a Changing Ecosystem*. The workshop will provide actionable guidance for SSCs on how to best support fisheries management given the non-stationarity of systems.

Statement of Work – Services Required

The Council seeks a contractor to assist with planning and convening the SCS8 workshop and preparation of a workshop proceedings report. Necessary office space and equipment will be provided by the contractor. Approved travel expenses will be reimbursed by the Council and need not be included in the contractor's proposal. The Council expects completion of this work by December 31, 2024.

SCS8 is being organized by a steering committee including SSC members and staff of each Regional Fishery Management Council and NOAA Fisheries. About 70 people are expected to attend in-person with additional participation through a listen-only webinar option. The workshop will include plenary and breakout sessions, keynote speakers, and case study presentations. The contractor is not expected to identify scientific themes, workshop speakers, or management recommendations.

The contractor will assist with planning all phases of the workshop, convene and attend the workshop in August 2024, and draft a workshop proceedings report. The contractor is expected to support and assist the SCS8 steering committee to develop a workshop agenda, format, and scope, lead or assist in event planning with staff at the Seaport Hotel, serve as a point of contact for troubleshooting during the workshop, and draft the workshop proceedings report in consultation with the SSC Chair and Council staff.

The contracted work will be completed in the following phases:

Phase I: Planning for the SCS8 Workshop (March – August 2024)

The contractor shall work with the SSC Chair and Council staff in planning all aspects of SCS8.

Preparations will likely involve a one-day trip to the workshop venue with Council staff to determine meeting room set-up and organize the social events.

Contractor responsibilities include:

- Assist in organizing preparatory meetings of the SCS8 Steering Committee
- Prepare a detailed workshop agenda, compile background materials, determine format of large and small-group discussions to meet objectives, organize small-group discussion facilitators and rapporteurs
- Organize a welcome reception for workshop attendees the evening of August 25, 2024, and organize an offsite activity for one evening of the workshop. These events will take place either at the meeting venue or a nearby facility. The Contractor will provide administrative planning, registration service, and management of fees for attendees.
- Work with the venue staff to ensure appropriate room set up, and other logistical preparations.
- Work with speakers on preparing extended abstracts, to prepare for Phase II

Phase II: Convene the SCS8 Workshop (August 25-28, 2024)

The contractor shall work with the SSC Chair and Council staff throughout the set-up for and duration of the workshop to ensure the event runs smoothly, and workshop objectives are met.

The SSC Chair shall serve as the lead convenor and workshop facilitator. The contractor will assist with organizing and structuring the discussion groups and may assist with facilitation.

Contractor responsibilities include:

- Organize presenters, oversee small-group facilitators, facilitate and report on small-group discussions if necessary, and synthesize discussion notes
- Coordinate the welcome reception and social activities

Phase III: Prepare the SCS8 Workshop Proceedings (September – December 2024)

The contractor shall lead the preparation of the SCS8 workshop proceedings report in consultation with the SSC Chair and Council staff. The report should be similar in scope and quality of the proceedings from prior SCS workshops (examples available [online](#)).

Contractor responsibilities include:

- Gather and edit extended abstracts and discussion notes from speakers and rapporteurs
- Draft the workshop proceedings report in consultation with the SSC Chair and Council staff
- The draft proceedings report must be submitted within two months from the end of the SCS8 workshop for approval by the SSC Chair and Council Executive Director
- Upon review, the final report shall be submitted within two weeks

Desired Experience and Demonstrated Skills

1. Demonstrated experience in event planning or meeting convening, with ability to manage logistics for conferences or meetings with over 20 attendees.
2. Strong writing and speaking skills. Demonstrated ability to summarize complex topics and recommendations in clear, easily read documents.
3. Familiarity with the use of scientific information in the fishery management process.
4. General knowledge and understanding of federal fisheries management, stock assessment, and catch advice recommendations (preferred, but not required).
5. The successful candidate will not have a conflict of interest, defined as any financial or non-financial interest that conflicts with the actions or judgments or an individual because it could:
 - a. Impair the individual's objectivity;
 - b. Create an unfair competitive advantage for any person or organization; or
 - c. Create the appearance of either item listed above.

Application Submission Instructions

Interested professionals are encouraged to submit a letter of interest, current resume or CV for all staff that will work on this contract, and a proposed budget for this work. In addition, applicants should describe the approach that would be used to meet the requirements of this project, including deliverables. Travel expenses need not be included in the budget as approved travel will be reimbursed by the Council following the Council's travel authorization process.

Proposals must include a detailed breakdown of anticipated staff hours, hourly rates, and costs to complete the above-described project phases, including meaningful task-level budget details to complete the proposed work.

Letters of interest and supporting materials should be received **no later than 8:00 a.m. on March 11, 2024**, and addressed to Executive Director Cate O’Keefe, NEFMC, 50 Water Street, Mill 2, Newburyport, MA 01950, or by e-mail at cokeefe@nefmc.org. Questions concerning this proposal should be directed to the same address.

This work will be funded under the New England Fishery Management Council Award #FNA20NMF4410001. Compliance with the Magnuson-Stevens Act (P.L. 109-479 as amended) and the Council’s standard contract terms and conditions will be expected. The Council’s standard terms and conditions are available upon request.

NEFMC takes affirmative action toward ensuring equal opportunities; the Council encourages women-owned businesses, protected veterans, and individuals with disabilities to submit letters of interest and other requested materials for consideration under this announcement. Disclaimer:

1. All costs associated with the preparation and presentation of the proposal will be borne by consultants submitting letters of interest.
2. Materials submitted will not be returned.
3. Respondents must disclose any relevant conflicts of interest and will be expected to comply with all federal grant contracting requirements.
4. The Council reserves the right to accept or reject any or all letters of interest received; negotiate with all qualified potential candidates; cancel or modify the RFP in part or in its entirety; and/or change the application guidelines, when it is in its best interests.