



Narragansett Indian Tribe EPA Exchange Network Program (ENGP) Data Management Project (Project)

Project Description

The Narragansett Indian Tribe (Tribe) Environmental Protection Program under the Community Planning & Natural Resources Department is soliciting proposals from individuals and firms (Consultant) qualified to provide design, development, implementation of Water Quality Repository and Database to facilitate the ability to upload, download, access, summarize, visualize past, current, and future physical, chemical, and biological water quality data. This electronic database that will improve the management, review, quality control, and analysis of environmental data; develop assessment tools for reporting and data sharing; and provide the ability to submit data to WQX via the EPA Water Quality Portal. This will greatly reduce staff time as it streamlines the data entry process and gives us more efficient methods of sharing solid data that has been checked for quality control (QC). The Project timeline is two years for completion. The Project scheduled completion date is September 30, 2025.

The Narragansett Indian Tribe's Environmental Protection Program operates a surface-water quality monitoring program on Tribal lands that provides data to Tribal programs as well as to state and federal partners. The NIT Surface Water Quality Program works in partnership with the University of Rhode Island's Watershed Watch. As a fundamental water quality program, the Tribe's section 106 monitoring strategy is largely focused on the acquisition of data and information that is pertinent for the protection of the local water bodies. The program's objective is to assess the presence and concentrations of various water quality criteria and contaminants in water bodies located in the vicinity of Tribal lands, in order to help maintain the physical, chemical, and biological integrity of these waters.

With 30+ years of collected surface water quality and field observations data, the tribe's current means and methods of managing and analyzing such a large volume of data is cumbersome and inefficient, and does not provide sufficient means to understand the data in order to develop management needs and develop protection plans. The NITCPNR is seeking opportunities to modernize its data management to improve its capacity to organize, analyze, and share their environmental program data. This improved capacity will streamline the process of making timely and informed environmental decisions, which will lead to outcomes that protect human health and the environment.

The following are the major goals of this Project:

- Development of a well-designed Database and Management System for Enhanced Environmental Data Management and Sharing to address the following:
 - Provide the Narragansett Indian Tribe with the opportunity to pursue technologies to create a data management system to ensure the efficiency and effectiveness of our

- environmental protection efforts
 - accommodate discrete physical and chemical Water Quality Monitoring data
 - greatly improving file management and speed of access to data
 - improve data uploading tools and allows for quality control checks
 - simplifying and speeding up the work done by environmental staff by providing a centralized set of tools
 - Use online dashboard tools to share water quality monitoring results with Tribal and Federal Partners:
 - Dashboards will be generated using R software package and/or using Commercial off-the-shelf Data Visualization and Analytical Tools for data integration and analysis for easier comparison to water quality standards, and improved report writing ability
- Develop a Data Flow for Water Quality Monitoring Data to EPA's WQX Database
 - Provide geo-referenced web-based WQX summary and assessment tools (Map the tribal database system to WQX schema)
- Strengthen Tribal, State, and Local Partnerships and Enhance Engagement
 - Environmental and human health protection is a shared responsibility of Tribes, states, and the Federal Government. An effective partnership between states, tribes and EPA comprises decision making and shared accountability to provide positive environmental results. EPA will endeavor to protect the environmental interests of Indian Tribes when carrying out its responsibilities that may affect Indian country.
 - The Narragansett Indian Tribe has a long history of cooperation with the technical staff at EPA. This cooperation and data sharing results in improvements to water quality and increased protection where needed.
 - Improved data management system will provide opportunities for public access to tribal water quality data.

These goals will build tribal capacity by streamlining and modernizing the tools and approach the tribe uses to manage its environmental data and to communicate that data with the tribal membership, the public, and EPA. Additionally, these goals will lead to the environmental outcome of providing for clean and safe water for the tribal community.

The completion of these outputs and outcomes will address the Narragansett's environmental protection needs to create a well-designed database and management system that:

- accommodates discrete and continuous chemical and biological data greatly improving file management and speed of access to data
- has improved data uploading tools and allows for drift corrections/quality control checks by providing a centralized set of tools, creating the ability of staff to work more efficiently
- is as compatible as possible with R
- provides for web access to tables and includes an audit log allowing for data entry and review forms to be used by tribal environmental staff, thus streamlining the process of sharing data between EPA and other interested stakeholders
- is more easily connected to analysis tools, providing easier comparison to water quality standards creating improved report writing ability to provide for submission directly to WQX
- allows for enhanced collaboration with local, state and federal agencies

Scope of Work

Phase I -

Task 1: The Consultant will provide technical support to the Tribe while designing and developing the data framework and tools needed to streamline data, data collection, storage and preparation of data for inclusion into WQX.

1.1: Develop a Database and Management System for Enhanced Environmental Data Management and Sharing.

- Familiarize and review all existing water Quality data that has been collected by the Tribe and is available online at the URI Watershed Watch webpage:

- Historical Data: <https://web.uri.edu/watershedwatch/data/historic-data/>
- Current Data: <https://web.uri.edu/watershedwatch/data/current-data/>

1.2: Develop tools and dashboards for enhanced data analysis and reporting

1.3: System Implementation in-house

Phase II

Task 1: Develop Data Flow for Water Quality Monitoring Data to WQX

1.1 Map the tribal database system to WQX schema and submit data to WQX

Existing Tools Examples

The Narragansett Indian Tribe is committed to reusing existing tools developed and available for Exchange Network partner use. In regards to tools, the project will consider reusing all or parts of one or more of the following products developed for Exchange Network efforts, some of which are currently registered in the SSRC/EECIP:

- ATTAINS
- Ambient Water Quality Monitoring System (AWQMS)
- Water Quality Analysis Reporting Tool
- Water Quality Porta (WQP)
- Virtual Exchange Service (VES)
- Qlik Sense – A COTS data visualization and analytical tool.

In accordance with the terms and conditions of the Exchange Network Grant Program, the project must register any new tools developed and register any reuse of existing tools during the Project execution.

Guidance for Consultants

A Consultant must have experience in the environmental & natural resources field or equivalent of 10 years experience. Previous projects must include familiarity with water resources, water quality collection methods and procedures, QA/QC, and data management. The Consultant must have experience data management platforms. The Consultant will be selected that has the appropriate experience and technical abilities to execute grant requirements, including knowledge of database administration and software, programming languages, and data integrity practices.

General Information for Submission

As part of an awarded USEPA national Environmental Informational Exchange Network Grant Program, the Project has a pre-determined budget. The evaluation process is designed to award this procurement not necessarily to the Consultant of the least cost, but rather to the Consultant whose proposal best meets the requirements of this RFP and can demonstrate that they can deliver a scientifically sound data management System for the Tribe. The final decision will also depend on the Consultant's ability to connect work completed for the Project.

Submission: Proposal must be received by November 10, 2023, by 4 pm, Eastern Standard Time. Submissions must be in electronic format and Emailed as an attachment to Dinalyn Spears, Director at dspears@nitribe.org and copied to Steven Smith at ssmith@nitribe.org. Please provide in the Subject line "Submission: NIT ENGP RFP. All questions must be emailed to Dinalyn Spears.

Proprietary Information

Proposals submitted in response to this competitive procurement shall become the property of the Narragansett Indian Tribe. All proposals received shall remain confidential until the contract, if any, resulting from this RFP is signed by the Tribal Chief Sachem, or their Designee, and the apparent successful Consultant.

Ownership & Confidentiality

Any copyrightable works, ideas, discoveries, inventions, patents, products, or other information (collectively the "Work Product") developed in whole or in part by the Consultant in connection with the Project will be the exclusive property of the Tribe. Upon request, the Consult will execute all documents necessary to confirm or perfect the exclusive ownership of Tribe. The Consultant, and its employees, agents, or representatives will not at any time or in any manner, either directly or indirectly, use for the personal benefit of consultant', or divulge, disclose, or communicate in any manner, any information that is proprietary to Tribe. The Consultant and its employees, agents, and representatives will protect such information and treat it as strictly confidential. This provision will continue to be effective throughout the duration and until the termination of the resulting contract between the selected Consultant and Tribe.

Contract Terms and Conditions

Proposals must provide approximately 30 days for acceptance by Tribe from the due date of receipt of proposals. All proposals will be reviewed by the RFP Coordinator(s) to determine compliance with administrative requirements and instructions specified in this RFP and alignment with the overall project and grant. The Consultant is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. The Tribe also reserves the right at its sole discretion to waive minor administrative irregularities.

The Tribe reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Consultant can propose. There will be no best and final offer procedure, however contract negotiations are expected as long as the intended outcome as described in the project grant is maintained. The Tribe reserves the right to contact a consultant for clarification of its proposal. Contract negotiations may incorporate some, or all, of the Consultant's proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to the Tribe.

The apparent successful contractor will be expected to enter into a contract signed by both parties. The Tribe and Consultant will coordinate the contract terms and conditions in response to this solicitation as the Tribe is a Sovereign entity. All exceptions to the contract terms and conditions must be submitted during contract negotiation period and Tribe will review requested exceptions and accept or reject the same at its sole discretion.

The Tribe will not be liable for any costs incurred by the Consultant in preparation of a proposal submitted in response to this RFP.

Rejection of Proposals

The Tribe reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

Invoices and Payment Preferences

The Tribe shall make payments to the Consultant in accordance with the approved contract. The Consultant must submit invoices to Tribe on a consistent and timely basis as negotiated in the contract. Invoices shall include the Consultant's name and address, invoice date, contract number, invoice billing period and invoice amount.

Electronic Proposal Content & Scoring

Proposals must be written in English, include a brief cover letter, and will be submitted electronically via email to the RFP contact and contain the following components in the order noted below:

1. Letter of Intent, Understanding and Workplan:

This letter is to demonstrate the intent of the Consultant to enter into a contract with Tribe and to complete the project as described in the RFP and grant narrative.

This letter should include a:

- a summary of the services requested to demonstrate the Consultants' understanding of the project.
- general approach to accomplish the tasks outlined in this RFP and the work plan/schedule or timeline that the Consultant will use to complete the project.
- The proposal should include an organization chart which clearly identifies key staff members, staff resumes, and any appendices.

2. Technical Proposal:

This section will provide a general description of the methodology used to accomplish and successfully deliver each task as outlined in the Scope of Work and applicable sections of the grant narrative. The Tribe is relying on the professional expertise and competence of the selected Consultant and expects the Consultant to be knowledgeable of the specific services needed to complete the Scope of Work. Previous project examples, preferably related to water quality data management, can be used to demonstrate the Consultants intent to complete this project as long as they can be verified by the Tribe.

3. Management Proposal:

This section is to include a general description of the Consultant's services and how they are applicable to completing this project, including but not limited to the qualifications and expertise within the Consultant's staff and at a minimum demonstrate successful completion of at least two projects of similar scope and complexity. These reference projects must provide name, type, location, and approximate start and completion dates. Lastly, this section must demonstrate that the staff or project team has the required qualifications to complete this project. At a minimum please include a discussion of the staff to be involved in this project and specifically how each of them will be involved in the project. Please provide one-page resume summaries for each staff member included in the project team.

4. Cost & Budget Proposal:

This section includes how each task in the Scope of Work will be completed within the budget allotted, providing specific breakdown of total costs for each task and the respective staff hours needed to accomplish each task and associated deliverable(s) as provided in the Scope of Work. Proposals are to be formatted using standard word processing software and converted to PDF before submission. Proposals must be in an 8 ½ X 11 sheet size, minimum font size of 12 pt., and include no more than a total of thirty (30) sheets of paper when printed double sided. The cost to develop the proposal, cost to attend a pre-conference, or any other related costs are entirely within the responsibility of the proposing Consultant and will not be reimbursed in any manner.

5. Evaluation and Scoring Procedures:

Responsive proposals will be evaluated in accordance with the requirements stated in this solicitation. The evaluation of proposals shall be conducted by Tribe. The Tribe may elect to select the top-scoring firms as finalists for an oral presentation to be conducted via remote video conference call. The RFP Contact may contact the Consultant for clarification of any portion of the Consultant's proposal.

6. Proposal Evaluation and Scoring Procedures:

The awarded Consultant will be awarded according to the following evaluation criteria and weight of importance will be used in evaluating and selecting a consultant:

Evaluation Criteria	Percentage Points
1. Candidate's specialized experience and technical competence as applicable to the services required. This will be based on both the staff expertise as described in the resume summaries provided and the Candidate's overall history of success and work on previous projects	25%
2. Candidate's familiarity with Water Quality Data, Data Management, Digital Data Networks and Exchanges, and working with Public Access Data Repositories such as WQX.	35%
3. Candidate's capacity to perform the work in a timely fashion. This item will be scored based on the submitted workplan, schedule, and approach	25%
4. Candidate's ability to accomplish the scope of work in the allotted grant budget.	15%

7. Notification of Award

The Tribe will notify the successful Consultant of their selection in writing via email, upon completion of the evaluation process. Individuals or firms whose proposals were not selected for further negotiation or award will be notified separately by e-mail.