



REQUEST FOR PROPOSAL (“RFP”)

**Oregon Ocean Science Trust
Inventory of Entities Conducting Ocean and Coastal
Science, Policy, and Research in Oregon
State of the Science Report**

Proposal due date: 6 August 2023, 12:00 P.M. (Noon) Pacific Time

Single Point of Contact (SPC):
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(503) 371-5939

1.0 SOLICITATION INFORMATION AND REQUIREMENTS

1.1 GENERAL INFORMATION

The Oregon Ocean Science Trust (OOST) is seeking services from a Contractor to compile an inventory of entities conducting ocean and coastal science, policy, and research in Oregon.

Background

Senate Bill 737, enacted in the 2013 Oregon Legislative session, created the Oregon Ocean Science Trust (OOST). It's five-member board, appointed by the State Land Board, was given mandates to:

- Promote peer-reviewed, competitive research and monitoring that leads to increased knowledge and understanding of Oregon's ocean and coastal resources;
- Promote innovative, collaborative, community-oriented, multi-institutional approaches to research and monitoring related to Oregon's ocean and coastal resources;
- Enhance this state's capacity for peer-reviewed scientific ocean and coastal research; and
- Subject to available funding, establish and execute a competitive grant program to conduct research and monitoring related to Oregon's ocean and coastal resources. In fiscal year 2022, the Arts Commission awarded \$3.76 million to 255 arts organizations and 57 individual artists through its annual programs.

Ocean and coastal research projects funded by the OOST include:

- The OOST helped coordinate and solicit \$156,000 for a marine reserves assessment conducted by Dr. Wilson White at Oregon State University. The assessment was intended to determine 1) if Oregon's marine reserves and associated marine protected areas were effectively designed and implemented to achieve their original goals, and 2) if the Oregon Department of Fish and Wildlife successfully executed the legislative mandates regarding reserve implementation.
- In 2021, House Bill 3114 provided \$1 million to support ocean acidification and hypoxia research. The OOST conducted a competitive Request for Proposal process and awarded funding for seven projects:
 - Intertidal ocean acidification monitoring in Oregon's marine reserves
 - A subtidal ocean acidification and hypoxia monitoring network at Oregon marine reserves
 - Marine Science Center Climate Monitoring Station
 - Evaluating the interaction of water quality and eelgrass in Coos Bay, Oregon using a biophysical model
 - Science-based best management practices for co-management of Oregon submerged aquatic vegetation and shellfish
 - Olympia oyster growth and survival with climate change: space for time field experiments
 - Oregon ocean acidification and hypoxia messaging campaign
- In 2022, House Bill 5202 provided \$1 million to support science and monitoring on nearshore keystone species, including sea otters, nearshore marine ecosystems, kelp and eelgrass habitat, and

sequestration of blue carbon. The OOST conducted a competitive Request for Proposal process and awarded funding for six projects:

- Seafloor mapping of nearshore habitats of the Rogue River Reef Complex
- Kelp communities in transition: A spatial mosaic among changing populations of bull kelp, sea urchins, and sea stars within rocky reef habitats along the southern Oregon coast
- The missing link: Quantifying juvenile dynamics of key commercially and recreationally important fishes along Oregon's nearshore
- Do tipping points loom? Extending 20+ years of long-term monitoring to assess impacts of climate change on rocky shore macrophyte assemblages
- Trophic modeling of Oregon's nearshore reefs
- Oregon nearshore data management, portals, and hubs assessment

In 2022, OOST launched a new website (www.oregonoceanscience.com) to share its mission, accomplishments, and progress in achieving its statutory mandates and vision. In 2023, OOST created a 5-year action plan, of which the concept to contract with a communications consultant, was incorporated.

1.2 DESCRIPTION OF SERVICES NEEDED

The OOST is seeking services from a contractor (“Proposer”) to research, inventory, and compile entities conducting ocean and coastal science, policy, and research in Oregon. The information will be compiled into a State of the Science report that is an inventory of current ocean science, policy, and research in Oregon as well as a summary of existing and emerging/projected research and data needs.

Responsibilities include but are not limited to: Using a combination of surveys, interviews, directories (e.g., [Adaptation Clearinghouse](#)), existing datasets, and other information as well as established methodologies, such as snowball sampling, create and compile an inventory of entities conducting ocean and coastal science, policy, and research in Oregon. Survey individuals conducting ocean and coastal science to identify existing and emerging ocean and coastal research and data needs.

Proposers must have demonstrated excellent research, written and verbal communications skills as well as experience and expertise in Oregon and West Coast ocean and coastal science, policy, and/or research. Preference will be given to entities with proven social network analysis experience and techniques (e.g., snowball sampling).

Overall performance metrics that will be used to evaluate the success of the project:

- a. A comprehensive electronic and hard copy inventory of all entities conducting ocean science, policy, and research in Oregon will be compiled.
- b. Key pieces of information about each entity including, but not limited to:
 - i. Name of organization/entity
 - ii. Key contact information for organization and its CEO/leader
 - iii. Mission of organization
 - iv. Size of organization
 - v. Description of primary activities of organization as it relates to ocean and coastal science, policy, and research in Oregon
 - vi. A hyperlink to the organization website

- vii. The geographic extent of the organization (i.e., where it focuses its work and resources) (e.g., southern Oregon coast, entire Oregon coast, regional (Oregon, Washington, and California, or national)
- viii. Governance structure of the organization
- ix. Length of time the organization has been in existence.
- x. Entities' perspectives on existing and emerging/projection ocean and coastal research and data needs

1.3 PROPOSED TASKS AND OTHER SERVICES

- Research, inventory, and compile entities conducting ocean and coastal science, policy, and research in Oregon. (as per Section 1.2b above).
- Produce an Oregon State of the Science report that describes:
 - the methodology used to produce the inventory;
 - the outcomes of the inventory, including information for each entity described in Section 1.2.b; and
 - a high-level summary of existing and emerging/projected ocean and coastal research and data needs (as per Section 1.2.b.x)

Other Services

In addition to negotiations over the tasks proposed in this RFP, the OOST reserves the right to amend the resulting contract to include additional time and reasonably related services, dependent on need and approved budget, without conducting further solicitation activities.

All proposed public relations and communication services and work will be subject to review and approval by the OOST and will become property of the OOST.

1.4 QUALIFICATIONS

Qualified individuals should be able to demonstrate the following skills and experience:

- Bachelor's degree required.
- Knowledge and track record of success conducting research, including inventories of information.
- Ability to set and meet deadlines.
- Excellent analytical and problem-solving abilities with attention to detail.
- Strong written and oral communication skills.
- Proficient computer skills in Microsoft Office, including Excel.
- Demonstrated commitment to the mission of the OOST.
- Knowledge and experience with social network analysis methodologies, particularly relative to initial data collection (i.e., techniques to create a comprehensive list of organizations conducting ocean and coastal science, policy, and research in Oregon).
- Knowledge of and experiencing of Oregon's ocean and coastal science, policy, and research arenas preferred.
- Demonstrated ability to work independently.

1.5 EVALUATION PROCESS AND AWARD

Proposals received on time will be reviewed against the criteria described in this RFP. Proposals meeting the criteria will be forwarded to an evaluation committee that will independently score each Proposal according to the scored criteria set forth in Section 2.

The OOST may, at any time in its sole discretion, (a) provide notice to a Proposer of selection for Contract negotiation and possible award; (b) gather more information for evaluation; (c) provide notice to a Proposer(s) of non-selection; or (d) provide notification to Proposer(s) that the RFP is cancelled (and either that the RFP may be resolicited or that OOST intends to take no further action with respect to the RFP).

Information or issues revealed by a Proposer's questions or Proposal, may, in OOST's sole discretion, trigger such modifications or further steps. If there are further steps beyond the initial Proposal and scoring, the scoring results from the first step and any subsequent step will be added together.

OOST reserves the right to reject any or all Proposals for good cause if it is in the public interest, and is not liable for any costs a Proposer incurs while preparing or presenting its Proposal or during further evaluation stages.

OOST anticipates awarding a single contract to deliver the services needed. Preference may be given to proposers with demonstrated experience and understanding of Oregon ocean and coastal science, policy, and research organizations.

2.0 REVIEW PROCESS

The OOST has a broad mandate to advance ocean conservation issues and other statewide ocean planning documents, for the benefit of all Oregonians. Embedded within these mandates are commitments to reach out and engage underserved and under-resourced people and communities who have not traditionally participated in ocean change issues in the past due to various barriers and perceptions, including, but not limited to, ethnicity, race, language, gender, gender identity, sexual orientation, disabilities, or other cultural, religious, or economic status, and other considerations as listed in the [2021 Oregon Climate Equity Blueprint](#).

Proposals will be evaluated by a Proposal Review Team consisting of members of the OOST advisory board, ocean science and community representatives, state government agency representatives, and individuals/entities with inventory experience.

2.1 Scoring

The combined responses to the criteria in each subsection of this Section 2.0 must not exceed the allowable page limit described in Section 5.0 of this RFP. OOST will consider the pages up to that allowable number and discard all pages in excess of the allowable number.

In addition to the scored criteria in this Section 2.0, Proposers must also submit contact information for three references who can address proposer's skill in relation to this RFP and in what capacity they can speak to the skills.

2.2 Qualifications – 30 Points Maximum

Please submit answers to each of the following:

- 1) Describe your capability to begin providing the requested services no later than November 1, 2023. Include an explanation about how much Proposer is willing and able to accommodate the level of work requested and scheduling and include any limitations.
- 2) Provide a resume and references for each of Proposer's representative(s) who will be performing the services set forth within this RFP. Include education, experience, availability, and the percentage of their effort that will be provided to the OOST. Provide information that demonstrates the individual's:
 - Knowledge and experience and experience researching and compiling inventory information.
 - Knowledge and experience with Oregon ocean and coastal science, policy, and research issues.

2.3 Methodology – 30 Points Maximum

Describe the methodology you would use to achieve the deliverables described in sections 1.2 and 1.3 of this RFP, the timeline for achieving those deliverables, the individuals and organizations you might engage, and the estimated amount of time to complete each task.

2.4 Work Product – 20 Points Maximum

- 1) Provide at least two examples of products you have produced that are similar to the work described in this RFP. Describe the size and scope of each of the projects, duration, the individual's role or responsibility, and notable results of the work. Provide hyperlinks to relevant projects.

2.5 Letters of Introduction – 10 Points Maximum

Provide a one-page personal Letter of Introduction that sets forth the following:

- Name and contact information
- Interest and qualifications in providing the RFP Services on behalf of the OOST
- A description of why you believe you are qualified
- Two examples of project approach, experience or expertise that sets you apart from others
- Key factors for success and failure, and how you will manage these

2.6 Cost – 10 Points Maximum

- 1) Proposer must provide a preferred hourly rate for the services to be provided as described in sections 1.2 and 1.3 of this RFP.

3.0 QUESTIONS AND CLARIFICATIONS

The Single Point of Contact (SPC) for this RFP is identified on the Cover Page, along with the SPC's contact information. All inquiries, whether relating to the RFP process, administration, deadlines, award, or to the intent or technical aspects of the services must be submitted in writing by email to the SPC. All inquiries should reference the RFP number; identify Proposer's name and contact information; and refer to the specific area of the RFP being questioned (i.e., page, section, and paragraph number if applicable).

All RFP questions must be received **not later than 21 July 2023, 12:00 P.M.** All questions and answers re: this RFP will be posted on the OOST website.

4.0 SCHEDULE

RFP Announcement: July 10, 2023
Deadline for RFP Questions: July 21, 2023
Proposal Due Date: August 6, 2023
Issue of Notice to Intent to Award: September 1, 2023
Project Start Date: October 1, 2023
Project Completion Date: December 1, 2023

5.0 SUBMISSION REQUIREMENTS

Proposals must be received ***by 6 August 2023 on or before 12:00 p.m. Pacific Time***. No Proposals will be accepted after this time. We are not responsible for any costs, or delays or difficulties in the transmission of any Proposal. **Only electronic proposals sent by email are acceptable.** Applicants should email a **single PDF file version of the proposal with all materials**. Proposals sent by fax, regular mail, and physical deliveries are **not** accepted. Proposal electronic files, when printed, must fit on 8 ½” x 11” sheets of paper.

Proposals must be organized in accordance with the list of scored criteria above and cannot exceed 10 pages, excluding the Cover Sheet (Attachment A), the requested references (Attachment B), and the requested resumes and Letters of Introduction. OOST will consider the pages up to the allowable number overall and discard all pages in excess of the allowable number.

Conflict of Interest form(s) (included in the RFP package as Appendix A) are required to be submitted (one per member of the Proposer team). You are NOT eligible if you have a current appointment to the OOST. You MAY have a conflict of interest if you had an appointment to OOST in the past.

When submitting your proposal, please reference “OOST Ocean and Coastal Inventory” in the email subject line. Proposals will be received only at the following email address: lisad@createstrat.com.

Required Proposal Contents

Proposals must contain:

- A Letter of Introduction not to exceed 1 page.
- Answers to the questions in the Qualifications section (2.2) not to exceed 3 pages.
- Proposed methodology to achieve the deliverables described in sections 1.2 and 1.3 of this RFP not to exceed 3 pages.
- Work product examples - no length limits.
- A cost sheet that includes the total number of hours estimated for each task in the proposed methodology (section 2.3), cost per hour, and total cost. Cost sheet not to exceed 1 page.
- Resume for each member of the Proposer team (maximum 2 pages for each member of team)
- Completed COI form – Attachment A (4 pages)

- Completed Reference form – Attachment B (1 page)

5.0 Qualifications

6.0 TERMS AND CONDITIONS

Any Proposal that is conditioned on OOST's acceptance of any other terms and conditions or rights to negotiate may be rejected as non-responsive.

RFP ATTACHMENT A - CONFLICT OF INTEREST (COI) DISCLOSURE FORM

Firms under Contract or proposing to enter into a Contract with Agency must make disclosures required by law and as required by this form. Governing standards include but are not limited to the following State and Federal laws:

*State Laws	*Federal Laws
<ul style="list-style-type: none"> • ORS Chapter 244 • ORS 279C.307 • OAR 137-048-0130 • OAR 199 Division 5 	<ul style="list-style-type: none"> • 23CFR Part 636.116 • 40CFR Part 1506.5(c)

*Some areas of the above laws include COI concepts that apply to design-build or other procurement types; however, Agency adopts those COI concepts and requires disclosures herein.

A Firm shall assure that any COI Disclosure Form it submits includes any information required to be disclosed by its Subcontractors and other Associates, on behalf of the Firm. A Firm may submit either the Subcontractors' separate COI Disclosure Forms or incorporate Subcontractor information into its own COI Disclosure Form.

See PART IV for Definitions applicable to this COI Disclosure Form.

This COI Disclosure Form is submitted in response to (check only one):

- Agency RFP# _____ [or] ITB# _____
- Contract # _____
- Price Agreement # _____ WOC# _____ [or] PO# _____
- Changes to COI Disclosure Form previously submitted for (RFP # _____, ITB # _____, Price Agreement # _____, WOC # _____, Contract # _____)

PART I - Certification

This COI Disclosure Form must be signed in ink by a principal of the Firm to certify that it is correct. My signature certifies that I am authorized to sign this COI Disclosure Form as a principal of the Firm and as disclosed on or attached to the present form:

- (a) the Firm's disclosures are complete, accurate, not misleading and do not omit any material information.
- (b) the Firm has provided the COI Disclosure Form to all Associates and Subcontractors (if any) and the present form includes or has attached any required COI disclosures from those sources.

Complete Legal Name of Firm: _____

Address: _____

Telephone: _____

Fax No: _____

Signature: _____ **Date:** _____

PART II - COI Disclosure Questions

Answer all questions “Yes”, “No” or “N/A” (if uncertain answer “Yes.”) in Part II. If the answer to any of the questions is “Yes,” then use the applicable “Comments” fields to:

- (a) furnish all relevant facts that are necessary to make the response complete, accurate, and not misleading; and
- (b) identify any actions that must be taken to avoid, neutralize, or mitigate such conflict of interest (e.g. communications barriers, restraint or restriction upon future contracting activities, or other precaution)

1. a) Is any Associate of the Firm a former employee of Agency within the last year? **No** **Yes**
 b) Is any Associate of the Firm a Relative or Member of the Household of a current Agency employee that had or will have any involvement with this Procurement or Contract Authorization? **No** **Yes**
If the answer to either of the above questions is "Yes", complete Part III - Relatives and Former Agency Employees -Roles and Signatures table (section A and/or section B, as applicable).
2. Does the Firm or any Associate of the Firm have an Actual, Apparent or Potential Conflict Of Interest ("Individual" or "Organizational") with regard to any known member of an Agency procurement evaluation or selection team? **No**
Yes **Comments:**
3. Did the Firm or any Associate of the Firm conduct prior work on the Project described in the Procurement, or participate in preparing any part of the Procurement or any documents or reports related to the Procurement or to which the Procurement refers? **No** **Yes** **Comments:**
4. Does the Firm or any Associate of the Firm have any past, present or currently planned personal or financial interests which are an Actual, Apparent or Potential Conflict of Interest ("Individual" or "Organizational"), with respect to the Procurement or award of this Contract or performing the work for Agency? **No** **Yes** **Comments:**
5. Has the Firm or an Associate of the Firm offered to a Public Official, or is the Firm aware of any Public Official that has solicited or received, directly or indirectly, any pledge or promise of employment or other benefit based on the understanding that the Public Official's vote, official action or judgment would be influenced thereby?
No **Yes** **Comments:**
6. Has (or will) the Firm or an Associate of the Firm provided a direct beneficial financial interest to any person within two years after the person ceased to hold a position as a Public Official who was involved in the Procurement or Authorization for the Contract, or is the Firm aware of any such person or Public Official who has or will receive a direct beneficial financial interest within the two year period? **No** **Yes**
Comments:
7. Is the Firm aware of any current or former Public Official that has an Actual, Apparent or Potential Conflict Of Interest with respect to the Procurement or award of this Contract or performing the work for Agency? **No**
Yes **Comments:**
8. Does the prospective Contract/WOC include development of an Environmental Assessment (EA) or Environmental Impact Statement (EIS)? **No** **Yes**
If yes, in accordance with the disclosure statement requirements of Council on Environmental Quality Regulation, 40 C.F.R 1506.5(c), does the Firm have any financial or other interest in the outcome of this Project; and/or does the Firm have any agreement, enforceable promise, or guarantee to provide any future work on this Project? **No**
Yes **Comments:**
9. Have Subcontractors or other Associates furnished COI Disclosure Forms, separate from the present form, which included conflicts or potential conflicts of interest? (If yes, attach the disclosures.)
No **Yes** **N/A** **Comments:**
10. If the prospective Contract/WOC includes personal services for the purpose of administering, managing, monitoring, inspecting, evaluating compliance with or otherwise overseeing a public contract, is the Firm or an Associate or an Affiliate of the Firm a party to the subject public contract? **No** **Yes**
N/A **Comments:**
11. Has the Firm or any Associate of the Firm entered into personal services contract(s) with Agency for the purpose of advising or assisting in developing specifications, a scope or statement of work, an invitation to bid, a request for proposals or other solicitation documents and materials related to this procurement? **No**
Yes **Comments:**

PART III - Relatives and Former Agency Employees - Roles and Signatures

For each employee of the Firm that was employed by Agency within the last year, state in section A the job the employee performed for Agency, the role the employee now serves for the Firm and the date the employee left Agency. Use section B for Firm Associates with Relatives or Members of the Household working for Agency that had or will have involvement with this Procurement or Contract.

A: Employees that left Agency in the last year.			
Employee Name/Signature	Job Performed for Agency	Current Role with Firm	Date left Agency
Name: _____ Sign: _____ • Involved with this Procurement on behalf of Agency? No <input type="checkbox"/> Yes <input type="checkbox"/> • Involved with Proposal development for this Procurement? No <input type="checkbox"/> Yes <input type="checkbox"/>			
Name: _____ Sign: _____ • Involved with this Procurement on behalf of Agency? No <input type="checkbox"/> Yes <input type="checkbox"/> • Involved with Proposal development for this Procurement? No <input type="checkbox"/> Yes <input type="checkbox"/>			
Name: _____ Sign: _____ • Involved with this Procurement on behalf of Agency? No <input type="checkbox"/> Yes <input type="checkbox"/> • Involved with Proposal development for this Procurement? No <input type="checkbox"/> Yes <input type="checkbox"/>			
B: Identify Associates of the Firm that are Relatives or Members of the Household of Agency employees currently working for Agency, if the Agency employee had or will have any involvement with this Procurement or Contract.			
Firm Associate's Name	Name and Relationship of Relative or Member of Household Employed at Agency	Role at Agency	Agency employee's Role with this Procurement

(Make copies of this form as needed to list additional employees.)

PART IV - Definitions applicable to this COI Disclosure Form

“Actual Conflict Of Interest” means that an individual or Firm is unable to render impartial assistance or advice to Agency, has impaired

objectivity in performing the Project work, or has an unfair competitive advantage. For purposes of ORS Chapter 244, and as defined in ORS 244.020(1), "Actual Conflict of Interest" means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which *would be* to the private pecuniary benefit or detriment of the person or the person's relative or any business with which the person or a relative of the person is associated unless the pecuniary benefit or detriment arises out of the circumstances described in the ORS Chapter 244 definition for "Potential Conflict of Interest" (see definition below).

"Affiliate" (of the Firm) means a person or entity that, directly or indirectly through one or more intermediaries, controls, is controlled by or is under common control of the Firm.

"Agency" means the city or county conducting the procurement for which this COI Disclosure Form is required.

"Apparent Conflict Of Interest" means that an individual or Firm may reasonably be perceived to have an Actual Conflict of Interest or a Potential Conflict Of Interest.

"Associate" (of the Firm) means an employee, executive, director, key project personnel, consultant, contractor or Subcontractor, or any immediate family member of the foregoing.

"Authorization" (of the Contract). A public contract is authorized by a Public Official if the Public Official performed a significant role in the selection of a Firm or the execution of the Contract. A *significant role includes* recommending approval or signing of the Contract, including serving as a reference, recommending selection or serving on a selection committee or team, or having the final authorizing authority for the Contract.

"Bidder" means a legally operating business entity submitting a bid in response to a Procurement.

"Conflict Of Interest" or **"COI"** means an Individual Conflict Of Interest or Organizational Conflict Of Interest and includes an Actual, Potential, or Apparent Conflict Of Interest.

"COI Disclosure Form" means a manually signed disclosure of any Actual Conflict Of Interest, Apparent Conflict Of Interest or Potential Conflict Of Interest documented in the form of Agency's COI Disclosure Form.

"Contract" means an Agreement to Agree (ATA), Price Agreement (PA), Work Order Contract (WOC), Purchase Order (PO), or any other contract with Agency.

"Firm" means a Proposer or Bidder under a Procurement, a consultant or contractor under a Contract, or a Subcontractor at any tier of a Proposer, consultant, or contractor. A Firm includes all persons, individual or corporate, without regard to form of legal entity.

"Member of the Household" (of the Public Official) means any person who resides with the Public Official.

"Individual Conflict Of Interest" means that an individual has a conflict of interest because of a financial interest, gift, or other activities or relationships with other persons including but not limited to individuals with whom the individual has business, familial or household relationships.

"Interest" (in the context of a conflict of interest) means a direct or indirect interest and includes a personal as well as financial interest.

"Low-Level Document" means A&E, non-A&E and IT program or Project related documents which provide a basic understanding of a specific aspect of the program or Project. As referred to in 23CFR 636.116 with regard to A&E and related services, "the role of the consultant or subconsultant was limited to provision of preliminary design, reports, or similar "low-level" documents that will be incorporated into the RFP, and did not include assistance in development of instructions to offerors or evaluation criteria".

"Organizational Conflict Of Interest" means that a relationship or situation exists whereby a Firm or any of its Associates has past, present, or currently planned interests or activities that either directly or indirectly (through a client, contractual, financial, organizational or other relationship) may relate to the work to be performed under the proposed Contract with Agency and which (a) diminish the Firm's or an Associate's capacity to give impartial, technically sound, objective assistance or advice, (b) may impair the Firm's or an Associate's objectivity in performing the Contract, (c) may impair Agency's objectivity in oversight of the Contractor's performance, or (d) may result in an unfair competitive advantage. It does not include the normal flow of benefits from the performance of the Contract.

"Potential Conflict Of Interest" means that an individual or Firm, as a result of current plans, may reasonably be expected to have an actual conflict of interest. For purposes of ORS Chapter 244, and as defined in ORS 244.020(11), "Potential Conflict of Interest" means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which *could be* to the private pecuniary benefit or detriment of the person or the person's relative, or a business with which the person or the person's relative is associated, unless the pecuniary benefit or detriment arises out of the following: (a) an interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.; (b) any action in the person's official capacity which would affect, to the same degree, a class consisting of all inhabitants of the state or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person's relative or business with which the person or the person's relative is associated, is a member or is engaged; or (c) membership in or membership on the board of directors of a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.

"Public Disclosure" means the work product or service (in connection with the preparation of a Procurement) is available for public review and analysis for a reasonable amount of time, typically at least thirty (30) calendar days.

"Public Official" means any person who is serving the State of Oregon or any of its political subdivisions or any other public body as defined in ORS 174.109 as an elected official, appointed official, employee, agent or otherwise, irrespective of whether the person is compensated for the services. (All Agency employees are Public Officials.)

"Relative" (of a Public Official) means:

- the Public Official's spouse or domestic partner;
- the children, siblings, spouses of siblings or parents of the Public Official or the Public Official's spouse; or
- any individual for whom the Public Official has a legal support obligation or for whom the Public Official provides benefits arising from the Public Official's public employment or from whom the Public Official receives benefits arising from that individual's employment.

"Subcontractor" means a subcontractor or subconsultant at any tier.

"Transportation Project" or **"Project"** means any proposed or existing undertaking pertaining to highways, bridges, motor carriers, motor vehicles, public transit, rail, transportation safety, information systems, and such other programs related to transportation that are assigned to Agency under applicable law.

RFP ATTACHMENT B - LIST OF REFERENCES

The OOST may check to determine whether these references support Proposer's ability to comply with the requirements of this RFP. The OOST may use references to obtain additional information, or verify any information needed. The OOST may contact any reference (submitted or not) to verify Proposer's qualifications.

Proposer must provide **at least three** references from current or former client for similar projects performed within the last four years. References must be able to verify the quality of that related work.

1. Reference Entity Name: _____

Reference Contact Name: _____

Contact Telephone Number: _____

Contact Email Address: _____

2. Reference Entity Name: _____

Reference Contact Name: _____

Contact Telephone Number: _____

Contact Email Address: _____

3. Reference Entity Name: _____

Reference Contact Name: _____

Contact Telephone Number: _____