Scope of Work

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I. SCOPE OF SOLICITATION

Clemson University desires to establish a fixed price (i.e. not to exceed) contract with multiple non-profit conservation organizations or for-profit businesses to provide full-time Habitat Management Services as described in this solicitation. Offerors should be fully qualified and competent with proper knowledge, experience, and personnel to perform the required services. The nature of the service shall include implementation of habitat management work including but not limited to prescribed fire, herbicide applications, planting, and brush/tree control. All colleges and departments on the main campus and extensions that are located off-campus may use this contract. Please refer to Section IV – Scope of Work for details.

Additional Background/Clarification:

This is a fixed price bid, and an award will be made to any Offerors that are responsive and responsible with the most advantageous pricing structure for Clemson University. Offerors not responding to the initial solicitation may be added to the awarded Suppliers' list provided the supplier furnishes evidence of responsibility and responsiveness to Clemson University's original fixed-price bid as authorized by this solicitation.

The effective date of this contract is the first day of the Maximum Contract Period as specified on the final statement of award.

The term of this agreement is a five (5) year contract from the effective date as stated on the award document. The maximum expiration date for this contract will be no later than five (5) years from the initial start date as shown on the original statement of award.

This contract is open for bidding until the original five (5) year term of the contract expires. Regardless of when additional bids are received and awards made, all contracts awarded under this solicitation will terminate on the maximum contract date stated on the award.

Bids received after the initial awards will be reviewed every six months or on an as-needed basis following the initial award date listed on the official statement of award. All specifications and requirements must be met and all offerors must be responsive and responsible prior to any additional awards being made to this contract.

The failure of a specific bidder to receive business, once it has been added to the awarded vendors' list, shall not be ground for a contract controversy under Section 11-35-4230. The University makes no guaranteed minimum amount of purchase or future business.

II. OBJECTIVE

The objective of this solicitation is to provide a reliable and efficient mechanism to deliver habitat management services to South Carolina and other state wildlife agencies in collaboration with Clemson University. The Fixed Price Contract will eliminate a bidding process each time there is a request for services which will provide administrative efficiencies and cost savings for all parties. More than one national conservation non-profit organization may be selected.

III. INSTRUCTIONS TO OFFERORS

General Instructions:
Regardless of specific requirements below or in this document, Offerors are required to submit their proposal electronically through the Clemson University online bidding system. To do so you must log in (registering first) at https://clemson.ionwave.net/login.aspx and follow specific instructions for this solicitation. You should register several days in advance of the bid closing date so you can be approved and login in time to submit a response.

Be sure to see the Event Activities in the online bidding system for details on deadlines for questions.

Deadline for Questions – 7/15/2022, 4:30 pm EST
Non-mandatory questions shall be submitted in the online bidding system under the Questions tab by the date and time listed herein. Answers will be posted in the online system following the deadline date. All Offerors are charged with a duty to inquire. By submitting an Offer, represents that the Offeror has read and understands the solicitation and that its Offer is made in compliance with the solicitation. Offerors are expected to examine the solicitation thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements in the solicitation. Failure to do so will be at the Offeror's risk.

Anything that any Offeror would like to modify, seek clarifications on, or any other deviation, however modest, MUST be presented during the question and answer phase,

considered and determined by Clemson University before the submission date for all proposals so that all prospective Offerors will have a common and uniform basis upon which to submit its proposals.

All bidders are to enter a **price of $1.00** in buyWays.

All Offerors are to complete the Attachment - Bidding Schedule and attach in the online bidding system with their bid.

IV. SCOPE OF WORK

Technical Requirements/Qualifications:

Clemson University requests proposals from **national conservation non-profit organizations** to provide habitat management services via directed manpower support to state wildlife agencies and Clemson University.

Offerors should submit any information that documents successful and reliable experiences in past performances that are similar to those of the requirements of this solicitation.

Offerors must have been engaged in their current line of business for a minimum of five (5) years and you must provide evidence of your past experience within the past five (5) years in habitat management delivery including close working relationships with state wildlife agencies. Provide detailed contact information for references for the five (5) most recent wildlife habitat management services completed to include the following:
Contact Name;
Telephone Number;
E-Mail Address;
The nature of the service performed;

Specifications:

1. Employ highly qualified and capable worker(s) to complete required habitat management services.

2. Provide appropriate fringe-related benefits, workers' & unemployment compensation, applicable federal, state, and local withholdings, travel, training, and administrative oversight of worker(s).

3. Provide Clemson University with all relevant data regarding habitat management activities completed on a monthly basis.

4. Work at the direction of the state wildlife agency, conservation partner, and/or Clemson University to implement requested habitat management activities.

5. Offer various levels of workers; Intern, Wildlife Specialist, Wildlife Technician, and Wildlife Biologist, at the request of the state wildlife agency, conservation partner, and/or Clemson University.

6. Habitat workers must be employed within 90-days of request in close consultation with the state wildlife agency and/or Clemson University.

Financial Proposal Requirements:

1. Offerors agree to honor their fixed price structure as bid.

2. Offerors agree to honor the set maximum **20 percent (20%) of the worker's monthly total cost as a service fee in addition to the monthly cost of the worker**. Clemson University can be invoiced monthly per each professional worker.

3. Offerors must use a Clemson University standardized invoice for billing that is fully completed.

4. Offerors must commit to a 1-year term for the monthly cost for each worker.

5. The Non-profit is responsible for all other expenses beyond the cost of each worker (e.g., clerical, accounting, data management, institutional control).

6. If for any reason, a worker resigns within the 1-year the offeror must immediately re-fill the vacancy in close consultation with the state wildlife agency and/or Clemson University.

7. Offerors are encouraged to propose any value-added options that you can provide at no additional cost above your bid price to state wildlife agencies and/or Clemson University.

V. Terms and Conditions – Special:

A) FIXED PRICE BIDDING - The purpose of fixed price bidding is to provide multiple sources of supply for specific goods or services based on a pre-set maximum price which Clemson University will pay for such goods or services.

B) PRICING – Clemson University has established the maximum amount Clemson University will pay for the goods or services desired.

C) EVALUATION - Vendors' responses to the fixed price bid will be reviewed to determine if they are responsive and responsible.

D) AWARD - Award will be made to all responsive and responsible bidders whose offer provides a percentage discount off of standard list pricing referenced in their catalog.

E) BIDS RECEIVED AFTER AWARD - Bidders not responding to the initial fixed-price bid may be added to the awarded vendors list provided the bidders furnish evidence of responsibility and responsiveness to Clemson University's original fixed-price bid as authorized by the solicitation.

F) REMEDIES - The failure of a specific bidder to receive business, once it has been added to the awarded vendors list, shall not be grounds for a contract controversy under Section 11-35-4230 of the South Carolina Procurement Code.

G) RESPONSIVE BIDDER - A person who has submitted a bid that conforms in all material aspects to the solicitation.

H) PRICES - Prices under this contract are "not to exceed" prices. Clemson University is not authorized to pay more than the stated prices. Vendors may offer and Clemson University may accept prices below those listed on the contract at any time. Price decreases will become effective immediately.

VI. Bidding Schedule

Bidders are to enter $1.00 in the online bidding system – Line 1. The dollar amount entered in the bidding system will not be evaluated and is simply a step to mitigate a system error and allow offerors to submit their proposals.

Appendix A – Bidding Schedule Sheet is to be filled out completely and re-attached in the online bidding system with your technical proposal. This is a Fixed Price Bid and the pricing is set by Clemson University.

VII.

Coordinating Wildlife Biologist

Job Type: Full Time
Location: State of agency requesting
Location Detail: Determined by the state
Job Description: Coordinating Wildlife Biologist

Essential Job Duties:

• Administer, coordinate, design, and direct the local implementation towards the management of grassland, wetland, forest, and/or stream habitat in the identified core areas.
• Assist local teams with data collection and subject matter experts who can help target efforts.
• Assist local teams to package and market existing programs.
• Facilitate the development of additional programs that foster land stewardship.
• Communicate land stewardship concepts and practices effectively with private landowners, governmental agencies, non-governmental organizations and individuals.
• Prepare budgets, assist with grant writing, and monitor expenditures.
• Set landscape goals and frequently communicate the progress to state agency and partners.

Qualifications:

• Extensive knowledge of wildlife habitat management techniques, principles, goals and objectives; This includes familiarity with native grassland plant and animal species and knowledge of grazing systems, prescribed fire, tree clearing and exotic plant control.
• The individual must be able to work effectively with private landowners, governmental agency staff and conservation organization representatives.
• Ability to work independently with little supervision and with diverse personalities.
• Knowledge of conservation program offerings, including USDA Conservation Programs (CRP, CCRP, EQIP, WHIP, etc.) and state and local programs.
• Good computer skills including knowledge of MS Word, MS Excel, and ArcGIS.
• Valid driver's license required.

Required Education and Experience:
A BA in wildlife science, plant ecology, range management, or a closely related natural resources field (M.S. preferred). Prior experience with private lands conservation and land management is also preferred. A working knowledge of farming and ranching operations, prescribed fire training, and field experience preferred.

Habitat Management Team Leader

Job Type: Full Time
Location: State of agency requesting
Location Detail: Determined by the state
Job Description: Habitat Management Team Leader

Duties: The incumbent will assist with all aspects of managing the assigned state agency location (such as a WMA). Major responsibilities include:

Directing, supervising, and implementing habitat management work on public wildlife areas;
Procuring supplies and equipment;
Supervising and participating in the construction, maintenance and repair of area buildings, equipment, and roads;
Coordinating agricultural permits to insure positive benefits for wildlife;

Participates in the implementation of land management actives (planting, disking, prescribed fire, etc.);
Providing public information;
Participating in scientific field studies and surveys;
Participating in interviews, hiring, training and evaluation of seasonal employees.
Performs other related duties as assigned.

Qualifications:

Required Knowledge Skills and Abilities:

A basic understanding of environmental, agricultural and/or natural resource land management. Education may be substituted for experience as determined relevant by the partners. Preference will be given to candidates that possess experience managing people especially those conducting land management activities;

Ability to maintain and complete minor equipment repairs;
Ability to communicate clearly and effectively with colleagues and partner agencies;
Ability to work independently with little supervision;
Knowledge of wildlife ecology, wetland and grassland management including the ability to utilize various habitat management equipment and tools in the development of wildlife habitat;
Excellent verbal/written communication and organizational skills;
Valid driver's license required.

Wildlife & Habitat Technicians/Interns (Seasonal)

Job Type: Ranging: 3-9 month
Location: State of agency requesting
Location Detail: Determined by the state
Job Description: Wildlife & Habitat Technicians/Interns

Essential Job Duties:

• Habitat Technician will work alongside state agency staff and other interns. Their work could include machinery operation and maintenance, invasive species control, vegetation data collection, pollinator monitoring, and activities associated with wildlife research. Other duties as needed.

Qualifications:

- Detail-oriented and self-motivated.
- Ability to work individually or as a team.
- Capable of working in extreme weather and environmental conditions.
- Equipment or land management experience preferred.
- Valid driver's license required.

Required Education and Experience:

Enrolled in wildlife science, plant ecology, range management, or a closely related natural resources field. Prior experience with private lands conservation and land management is highly preferred. Working knowledge of farming and ranching operations, prescribed fire training, and field experience are considered a plus.

Habitat Management Specialist (technician)

Job Type: Full Time
Location: State of agency requesting
Location Detail: Determined by the state
Job Description: Habitat Management Specialist

Duties: The incumbent will assist with all aspects of on-the-ground work for a state agency location (such as a WMA). Major responsibilities include:

Implementing habitat management work on public wildlife areas or private lands;

Maintaining and completing minor repairs of equipment (tractors, utvs, etc.);
Requesting needed supplies and equipment from Team Leader or Biologist;
Participating in the construction, maintenance and repair of area buildings, equipment, and roads;
Providing public information through interpersonal contact;
Participating in scientific field studies and surveys;
Performs other related duties as assigned.

Qualifications:

Required Knowledge Skills and Abilities:

A basic understanding of environmental, agricultural and/or natural resource science. Education may be substituted for experience as determined relevant by the partners. Preference will be given to candidates that possess hands-on experience with land management, equipment, maintenance, and minor repairs;
Ability to communicate clearly and effectively with colleagues and partner agencies;
Ability to work independently with little supervision;
Knowledge of land management practices (planting, disking, prescribed burning, brush control, etc.) including the ability to utilize various habitat management equipment and tools in the development of wildlife habitat;
Excellent work ethic and ability to work as a team;
Valid driver's license required.