

REQUEST FOR PROPOSALS
DATABASE UPLOAD AND SUMMARY REPORT

Citizen Lake Awareness and Monitoring Program
Sponsored by
Ohio Lake Management Society
and
Muskingum Watershed Conservancy District

Date of Issuance: August 15, 2021

1. Introduction

This Request for Proposal (RFP) is issued to provide the selection process for research services, to include data manipulation, upload of data to web-based interactive system, and the preparation of a summary report on project results. Proposals will be accepted from:

- a. Individuals operating as independent contractors.
- b. Non-profit, non-governmental entities,
- c. For-profit, private companies,
- d. Preference is given to academic institutions with experience in water quality research.

Proposers submitting a response to the RFP will be asked at a minimum to state qualifications, understanding/experience relating to similar projects, and offer methodology for meeting the objectives of project criteria.

Selection / Work Task (suggested) Schedule:

RFP Released.....	August 15, 2021
Pre-Proposal Meeting (optional).....	September 1, 2021
Proposals Due.....	September 15, 2021
Notification of Award.....	September 22, 2021
Execution of Service Contract.....	October 1, 2021
CLAM Data Upload.....	November 1, 2021
CLAM Summary Report.....	December 15, 2021

Note: The total amount available under this RFP will not exceed Eight Thousand Five Hundred Dollars (\$8,500) for contract covering approximately three months of work effort.

2. Purpose and Description of Services

The [Citizen Lake Awareness and Monitoring \(CLAM\) program](#), sponsored by the Ohio Lake Management Society (OLMS), provides an opportunity for Ohio citizens to take an active role in learning about aquatic ecology, water quality, and watershed management. CLAM documents lake water quality conditions throughout Ohio.

Historical CLAM water quality data since 1989 are currently housed in Microsoft Access, encompassing about 17,000 unique records. Project objectives include, 1) organize database for compatibility with the [Water Quality Portal](#), 2) upload data to the WQ Portal for archiving, and 3) prepare a five-year trend analysis report (for example - [2015 report](#)) on the lakes in the Muskingum River Watershed under guidance from program partners.

3. Questions and Timeframe

Questions concerning the RFP can be directed to Dana Oleskiewicz, Data Administrator, who will serve as project representative in consultation with program partners, Ohio Lake Management Society (OLMS) and Muskingum Watershed Conservancy District (MWCD).

A pre-proposal meeting (optional) is scheduled for September 1, 2021 at 9:00 a.m. to offer detailed information on project objectives and to address proposal content. This meeting will include an opportunity to view the CLAM database virtually and explore The Water Quality Portal. Additional meeting times can be scheduled upon request.

Timeframe for RFP submittal is for three (3) hard copies of proposal to be received by OLMS at the following location no later than 5:00 p.m. on **September 15, 2021**:

Dana Oleskiewicz
Ohio Lake Management Society
8584 E Washington Street, #206
Chagrin Falls, OH 44023
330-466-5631 (mobile)
admin@wmao.org

4. Proposed fees and format

Please provide all proposed fees that would be charged to Ohio Lake Management Society for services rendered using an itemized format and expected schedule for disbursement of payments.

5. Organization and staffing

On behalf of the entity submitting the RFP, describe the anticipated work effort, required staffing and intent for securing needed workforce, and organizational expertise. Provide the name, title, address, email, and phone number for the project representative who will be the responsible individual to execute the contract agreement and complete the project objectives as stated above.