

[Filing Summary](#)

Approval - Contract should be filed a minimum of 10 working days prior to the proposed start date of services.

Agency: 477 - Department of Fish and Wildlife
 Filing Number:
 Reference Number: 89660
 Agency Contract Number: 22-19989
 Filed By:
 DES Decision Date:

[Contractor Information](#)

Legal Name Responsive Management
 DBA
 UBI
 Address 130 Franklin Street, Harrisonburg, VA USA 22801

[Contract Information](#)

Procurement Sole Source
 Service Description CF Technical Research Services

Contract Purpose The Washington State Department of Fish and Wildlife (WDFW) contemplates awarding a sole source contract to Responsive Management to assist WDFW in the continued development and implementation of an annual telephone survey of Washington State Sport Fishers (dedicated fund survey). Responsive Management has worked with WDFW since 2008 and has developed substantial tools and knowledge of Washington State licensed sport fishers. This contract would include tool development, data collection (telephone survey contacts), and analysis.

[Fund Source](#)

Filing Number	Federal	State	Other	Total
This Filing	\$	\$150,000	\$	\$150,000
Contract Total				\$150,000

[Contract Dates](#)

Filed Date	Start Date	End Date
	05/24/2022	06/30/2025

[Contacts](#)

Theresa Walker	(360)902-2439	walketjw@dfw.wa.gov	In Process
Theresa Walker	(360)902-2439	walketjw@dfw.wa.gov	Processed

[Current State Employees](#)

Not Applicable

[Former State Employees](#)

Not Applicable

[Filing Justification](#)[Specific Problem or Need](#)

What is the business need or problem that requires this contract?

RCW 77.32.440 requires the department to annually deposit to the warm water game fish account created in RCW 77.44.050 an amount that reflects the actual numbers of recreational license holders fishing for warm water game fish based on an annual survey of license anglers from the previous year conducted by the department beginning in April 1999, with the prior license year as the basis for the survey. RCW 77.105.140 requires a portion of each saltwater and combination fishing license fee to be deposited in the recreational fisheries enhancement account created in RCW 77.105.150 based on the annual survey per RCW 77.32.440. RCW 77.95.090 requires a portion of each recreational fishing license fee shall be used as provided in RCW 77.32.440 and deposited in the regional fisheries enhancement group account. Revenue deposited into the three dedicated accounts above is deposited annually based on the annual survey required in RCW 77.32.440. This survey determines the fishing intent of the recreational fishing license holders and deposits the revenue appropriately into each of the three accounts. The data results from the annual survey are necessary to appropriately deposit revenue collected into the three dedicated accounts in the fall of each year.

[Sole Source Criteria](#)

Describe the unique features, qualifications, abilities or expertise of the contractor proposed for this sole source contract.

This vendor is a survey and research firm that specializes in natural resource, wildlife, fisheries and outdoor recreational issues. The vendor has conducted the annual

survey for 12 years and as such maintains the questions that have been used historically and will not require additional time to develop and implement the survey. They will be able to use information they have gathered in the past to develop necessary detailed data and trend information. They will not require a learning curve or redevelopment of actual survey tools.

What kind of market research did the agency conduct to conclude that alternative sources were inappropriate or unavailable? Provide a narrative description of the agency's due diligence in determining the basis for the sole source contract, including methods used by the agency to conduct a review of available sources such as researching trade publications, industry newsletters and the internet; contacting similar service providers; and reviewing statewide pricing trends and/or agreements. Include a list of businesses contacted (if you state that no other businesses were contacted, explain why not), date of contact, method of contact (telephone, mail, e-mail, other), and documentation demonstrating an explanation of why those businesses could not or would not, under any circumstances, perform the contract; or an explanation of why the agency has determined that no businesses other than the prospective contractor can perform the contract

WDFW has done surveys for other projects with the same number of anticipated required phone calls and data outputs. These surveys have cost around \$50,000 each to complete. Contractor was previously under the DES Master contract. We offered this opportunity to every vendor who was listed with the "survey" commodity code - including all of those vendors on the DES preapproved lists. No body, including those listed under the current master contract, responded to the SS notification in WEBS. We expect the projected costs under this contract are far less than another organization that may be able to do the same type of work. It would not be cost effective for other vendors since they would have to start from "scratch" - learning curve would be too costly. We researched our own records and I have provided samples of costs for similar projects. We also contact UW to see if they could complete the project. They said their costs would be much higher and they would not be able to complete it in time. We also invited everyone on the preapproved vendor list and anyone on the general WEBS lists who said they could provide these types of survey services. No body responded.

What considerations were given to providing opportunities in this contract for small business, including but not limited to unbundling the goods and/or services acquired.

This business is a mini-business by RCW definition (and has certified as such).

Provide a detailed and compelling description that includes quantification of the costs and risks mitigated by contracting with this contractor (i.e. learning curve, follow-up nature).

There would be a huge learning curve with any new contractor. Also, persons who are called to respond to this unique survey are familiar with this vendor and more readily accepting of the contact. They have already developed the actual computer program for accumulating and analyzing the results gathered. If WDFW does not get this survey done, we will not be in compliance with state laws and will not be able to make the justified cost allocations for the various licenses.

Is the agency proposing this sole source contract because of special circumstances such as confidential investigations, copyright restrictions, etc.? If so, please describe.

N/A

Is the agency proposing this sole source contract because of unavoidable, critical time delays or issues that prevented the agency from completing this acquisition using a competitive process? If so, please describe. For example, if time constraints are applicable, identify when the agency was on notice of the need for the goods and/or service, the entity that imposed the constraints, explain the authority of that entity to impose them, and provide the timelines which work must be accomplished.

N/A

Is the agency proposing this sole source contract because of a geographic limitation? If the proposed contractor is the only source available in the geographical area, state the basis for this conclusion and the rationale for limiting the size of the geographical area selected.

N/A

What are the consequences of not having this sole source filing approved? Describe in detail the impact to the agency and to services it provides if this sole source filing is not approved.

Revenue will not be appropriately deposited into the three dedicated accounts, and will not meet the requirements in statute.

[Sole Source Posting](#)

Agency Website Information

Posted to Agency Website on 05/06/2022.

WEBS Information

Posted to WEBS on 05/06/2022.

Response(s) to Posting on WEBS

Time has NOT expired for responding to posting and will notify DES when time expires.

[Reasonableness of Cost](#)

Since competition was not used as the means for procurement, how did the agency conclude that the costs, fees, or rates negotiated are fair and reasonable. Please make a comparison with comparable contracts, use the results of a market survey, or employ some other appropriate means calculated to make such a determination.

Previous similar survey contracts WDFW has let include: Crab Catch Record Survey = \$78,630 Sport Fish/Steelhead Survey = \$40,500 Angler Preference Survey = \$39,750 Public Opinion Survey = \$126,802 This contractor's actual cost to complete the survey are in excess of \$36,000 but has agreed to a discounted price of \$32,500 for the term of the proposed contract. There costs are lower since they have already developed tools, process, and know exactly what WDFW needs are.

[Attachments](#)

22-19989 Contract - unsigned.doc - 192512kb

22-19989 WEBS SS Notification.docx - 53461kb

Are any documents being sent that are not attached via this system? No

Is the contract or amendment document attached or listed above? Yes