



U.S. DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL OCEAN SERVICE
NATIONAL MARINE SANCTUARY PROGRAM
Florida Keys National Marine Sanctuary
P.O. Box 500368
Marathon, FL 33050

(305) 743-2437 Voice (305) 743-2357 Fax
EMail: patti.hartsing@noaa.gov

Public Notice
Posted on: **May 3, 2005**

PART: U.S. GOVERNMENT PROCUREMENTS
SUBPART: **2512 Studies, Analyses, and Evaluations**
CLASSCOD: **Advisory and Assistance Services (251x)**
OFFADD: U.S. DEPARTMENT OF COMMERCE, NOAA, National Ocean Service,
National Marine Sanctuary Program, Florida Keys National Marine Sanctuary, PO
Box 500368, Marathon, FL 33050
SUBJECT: **Identify aquaria and coastal ecosystem learning centers**
SOL: **Purchase Order**
POC: Patti Hartsing, Administrative Management Assistant, (305) 743.2437 ext. 23

DESC

The contractor will work with the National Marine Sanctuary Program Acting Manager for the Southeast Atlantic, Gulf of Mexico, and Caribbean Region and staff at Florida Keys National Marine Sanctuary, Flower Garden Banks National Marine Sanctuary and Gray's Reef National Marine Sanctuary (SE/Gulf of Mexico region) to perform the following tasks (listed below) related to the efforts to identify aquaria and Coastal Ecosystems Learning Centers through out the Region. This work is to establish the baseline information for the project titled, "Windows to the Sea" which will integrate National Marine Sanctuary educational and outreach messages with those of public aquariums and learning centers throughout the region.

Task 1: Develop as comprehensive of a database as possible of all aquaria, Coastal Ecosystems Learning Centers, and similar entities with compatible missions and goals through-out the SE/Gulf of Mexico region. The database will include, at a minimum, the name of the organization, primary point of contact, nature and extent of the facility, as well goals and objectives of the entity. Database will be developed using a MS Office software application for compatibility.

Task 2: A draft report (digital and hardcopy) of the information contained in the database identified in Task 1 will be made available for review and comment.

Task 3: Prepare a final report (digital and hardcopy) that summarizes any trends or gaps observed in the data compiled. An updated and correct report of the data contained within the database identified in Task 1 should be included.

Task 4. Travel to complete tasks if necessary

Contractor will invoice the Florida Keys National Marine Sanctuary on a monthly basis.

Selection Criteria:

1. Knowledge of aquaria, coastal learning centers, and/or similar entities;
2. Ability to interact with a broad range of entities;
3. Skill in database development;
4. Skill in written and oral communications;
5. Skill in information development, synthesis and integration; and
6. Ability to work independently

Estimated completion is 2 months from date of order.

Information for vendor:

NOAA / FKNMS staff will provide contract related training when necessary. The contractor will provide all equipment necessary to perform the tasks described above. If travel is required, the contractor will be financially responsible for the trip. There are no benefits and the contractor is responsible for payroll taxes and insurance including medical. The contractor shall not be deemed a Federal employee for any purposes including Federal Tort Claims Act and Federal Employee Compensation Act purposes.

Payments will be made via electronic funds transfer (EFT), required information for EFT is complete name, address, social security number or tax ID number and financial institution information. The required Vendor Profile Form may be obtained from http://www.rdc.noaa.gov/~casc/acquisitions/acq_index.htm .

Vendor must provide a DUNS number (<http://www.dnb.com/us/>) and register with the Central Contractors Registration (<http://www.ccr.gov/>) to further qualify for this contract.

Mail or fax resume to the
Florida Keys National Marine Sanctuary, Patti Hartsing PO Box 500368 Marathon, FL 33050.

Resumes must be received by close of business May 27, 2005.

This notice may be removed after May 27, 2005 (return to Patti Hartsing)

Posted at FKNMS Offices (Key Largo, Marathon, Key West)