

**STATE OF ALABAMA**  
**DEPARTMENT OF CONSERVATION & NATURAL RESOURCES**



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**REQUEST FOR PROPOSALS**

for

**ANNUAL SURVEYS OF HUNTERS REGARDING SATISFACTION AND REPORTING  
RATES WITH MANDATORY GAME CHECK SYSTEM AND HARVEST OF  
ALABAMA GAME SPECIES**

**RELEASE DATE: June 25, 2024**

**SEALED PROPOSALS DUE NO LATER THAN: July 16, 2024, 12:00pm CENTRAL (NOON)**

The request for proposal (RFP) will be available at <http://procurement.staars.alabama.gov/> and [www.outdooralabama.com](http://www.outdooralabama.com). Addenda will be posted on this same website.

**Sealed Proposals must contain three (3) Paper Copies and one (1) Digital Copy (.pdf) on a thumb drive, and must be received by ADCNR no later than Tuesday, July 16, 2024, at 12:00pm CENTRAL (NOON).**

**Proposals are to be mailed or hand delivered to:**

Amy L. Silvano  
Alabama Department of Conservation and Natural Resources  
Wildlife and Freshwater Fisheries Division  
64 North Union Street – Room 584  
Montgomery, AL 36130  
334-242-3649

**REQUEST FOR PROPOSALS  
FOR  
CONSERVATION AND NATURAL RESOURCES**

**ANNUAL SURVEYS OF HUNTERS REGARDING SATISFACTION AND REPORTING  
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**SPECIFIC TERMS AND CONDITIONS FOR THIS REQUEST FOR PROPOSALS**

**1. PURPOSE** - The Alabama Department of Conservation and Natural Resources, Wildlife and Freshwater Fisheries Division (ADCNR) is seeking sealed proposals to establish a vendor(s) for survey research services to occur annually over multiple years. The contract (initial contact term is 24 months) resulting from this RFP may be renewable for three (3) additional years pending written agreement of the vendor and ADCNR, dependent upon required state approvals, availability of funds, performance evaluations of the project, at the full discretion of the ADCNR. The contract will commence pending CPO signature, Legislative Review Committee approval, and Governor's signature. Each contract renewal will be presented to the Legislative Oversight Committee for approval. The selected vendor will design, conduct, analyze, and report the results of two telephone surveys:

a) One survey will measure satisfaction and reporting with the mandatory game check system. The vendor will obtain at minimum 700 completed interviews with licensed hunters and 300 completed interviews with Alabama landowners—the latter will ensure representation from those who hunt on their own land and who are therefore exempt from purchasing a hunting license. The survey will require interviews up to 15 minutes in length.

b) The other survey will measure the number of hunters, number of days hunting, and harvest rates by season for each of Alabama's game species, including deer, turkey, dove, quail, squirrel, rabbit, raccoon, opossum, fox, coyote, bobcat, duck, goose, coot, snipe, woodchuck, and feral hogs. Previous iterations of Alabama's hunter harvest survey have been conducted via a mail questionnaire—the new harvest survey to be conducted by telephone will replicate the previous mail questionnaire, ensuring that the same data are collected. The vendor will obtain a minimum of 2,800 completed interviews with licensed Alabama hunters. The survey will require interviews up to 15 minutes in length.

All submitted proposals must meet the specified qualifications and specifications in order to be responsive. Questions can be directed to Amy L. Silvano at [Amy.Silvano@dcnr.alabama.gov](mailto:Amy.Silvano@dcnr.alabama.gov), on or before 12:00pm CENTRAL (NOON) on **July 9, 2024**.

**2. QUALIFICATIONS AND SPECIFICATIONS** - The vendor will illustrate in its Proposal its capacity to meet study specifications, objectives, and requirements by demonstrating experience

conducting previous surveys regarding wildlife management and hunting issues. To be considered for this contract, vendors must demonstrate extensive experience with at least 10 years in conducting survey research on attitudes toward wildlife management and hunting issues among the general population, hunters, and landowners. Documentation of that experience must be supplied with the vendor's sealed proposal and must specifically meet the following requirements:

- (A) Provide summaries for a minimum of 3 (three) years of successfully conducting comparable research and surveys of similar scope on attitudes toward wildlife management and hunting issues. Preference will be given to vendors who have conducted surveys that included a component related specifically to the management of wildlife, including attitudes toward hunting regulations, agency funding, or hunting seasons.
- (B) Vendor must have as a full-time staff member serving a Certified Wildlife Biologist who will be directly involved in overseeing survey administration.
- (C) Demonstrate experience of a minimum of 3 (three) years of successfully conducting comparable research and surveys of similar scope regarding participation in outdoor recreation and/or attitudes toward natural resource and fish and wildlife management issues.
- (D) Demonstrate experience conducting hunter harvest studies, with a minimum requirement of 3 (three) hunter harvest surveys conducted for state fish and wildlife agencies.
- (E) Demonstrate experience conducting at least one other study on game check issues similar in purpose and scope to the proposed research.

**3. SCOPE OF SERVICES** - The selected vendor will be responsible for developing each survey instrument to meet the survey objectives. To that end, the vendor will coordinate development of the survey instruments with a survey liaison team designated by WFF. The survey instruments will include an appropriate number of questions and feature complex coding and skip patterns. The vendor will pretest each survey instrument before submitting it to WFF for final approval in order to identify any issues with the survey's content or length and adjust the survey accordingly. The vendor will subsequently enter each tested and approved survey instrument into a computer assisted telephone interview (CATI) system to be supplied by the vendor.

The vendor will enter the tested and approved survey instruments into a CATI system that must be able to automatically skip, code, and/or substitute phrases in the survey based upon previous responses to ensure that the correct questions are asked and to protect the integrity of data collection. The selected vendor must be familiar with questionnaire design that requires complex skip logic and branching patterns to ensure accurate survey design and coding.

A) Survey Sample

The selected vendor will be responsible for generating a statistically representative sample for each survey from among the study population. To maintain the representativeness of the sample and to obtain an accurate response rate for the survey, "double screening," or calling potential

respondents by asking them if they would like to participate in a survey and then later calling only those who said that they would participate and recording the rate at which these people responded, will not be accepted during survey administration.

The vendor shall compile the landowner sample for the game check survey through an approach approved by WFF, such as public landowner records obtained directly from tax assessors in individual counties or through samples obtained through real estate appraisal companies specializing in landowner lists.

#### B) Survey Administration

The selected vendor will be responsible for administering the approved survey instruments utilizing the vendor's CATI system. Administration of the game check system survey instrument will continue until a total of 1,000 telephone interviews (including 700 interviews with licensed hunters and 300 interviews with Alabama landowners) have been completed and usable results obtained. Administration for the harvest survey will continue until a total of 2,800 telephone interviews with licensed Alabama hunters have been completed and usable results obtained. The sampling frame for each study should be designed to ensure a 95% confidence interval and a low sampling error.

In order to maintain the representativeness of the sample, the survey will be conducted using a CATI system. Therefore, the vendor must maintain in-house telephone interviewing facilities, and no aspect of survey administration, data collection, or any other portion of this project may be subcontracted out by the selected vendor. The vendor must have the staff, resources, and facilities available to conduct telephone survey interviewing.

The selected vendor must have professional interviewers on staff who have been trained according to the standards of the Council of American Survey Research Organizations and the capacity to randomly monitor interviewers as they administer the survey. A low supervisor-to-interviewer ratio, such as 2 supervisors for every 10 interviewers, is preferred. A five-callback design will be used to maintain the representativeness of the sample, avoid bias toward people easy to reach by telephone, and provide an equal opportunity for all to participate. These requirements are necessary to maintain quality control over the data collection process.

#### C) Survey Analysis

The selected vendor will be responsible for the analysis of the survey results. The vendor will create graphs to correspond with each question for easy review and visual display of all survey data.

#### D) Survey Reporting

The selected vendor will provide WFF with paper and electronic versions (MS Word, Excel) of the final survey report containing compiled data, crosstabulations, statistical significance levels for crosstabulations, and analyses and interpretations of survey response data.

**4. ANTICIPATED DELIVERABLES** - The selected vendor will be responsible for completing and submitting the following deliverables by the date determined in the final contract for each annual survey:

- (A) Study design recommendations and sampling methodology,
- (B) Draft telephone survey questionnaires for internal review and pretest,
- (C) Adjustments to each questionnaire based on pretest results,
- (D) Final survey instruments,
- (E) Final written reports of survey findings for each study
- (F) Crosstabulations among the respondent groups (i.e., hunters and landowners) where similar questions were asked, and where applicable
- (G) Any additional technical support or assistance required to complete each project.

**5. REVIEW CRITERIA –**

- A) **CAPACITY** (Demonstrated methodology and technical approach aligned with ADCNR mission and RFP): 30%
- B) **EXPERIENCE** (Documented minimum of 3 (three) years of successfully conducting comparable research and surveys of similar scope): 30%
- C) **QUALIFIED PERSONNEL** (Presence of a Certified Wildlife Biologist on staff to oversee survey administration): 20%
- D) **REFERENCES** (For 3 (three) prior surveys): 10%
- E) **PRICE** (Detailed breakdown of no-to-exceed price): 10%

ADCNR reserves the right to award the contract to a Proposer(s) other than the lowest-priced Proposer(s), if a higher-priced proposal is the most advantageous to the State of Alabama as determined by ADCNR. Discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for award, but proposals may be accepted without such discussions. Proposers acknowledge that it may be in the State's best interest to conduct additional discussions or require the submission of best and final offers.

**6. PROPOSAL CONTENT TABLE:**

<b>Content – Submit 3 Paper Copies and 1 Digital Copy (.pdf) on thumb drive</b>
<b>1. Introductory Cover Letter of Interest</b>
<b>2. Sealed Proposal and Supporting Documentation</b>

**3. Supporting Forms:**

- a) Alabama Vendor Disclosure Statement: [AL Vendor Disclosure Statement.pdf \(SECURED\)](#)
- b) Immigration Status Form: [IMMIGRATION STATUS form.pdf \(state.al.us\)](#)
- c) Certificate of Compliance: [Certificate of Compliance.pdf \(state.al.us\)](#)
- d) W-9
- e) Evidence that Proposer is registered with the Alabama Secretary of State
- f) E-Verify Memorandum

**GENERAL TERMS AND CONDITIONS FOR THIS REQUEST FOR PROPOSALS**

**1. PROHIBITED CONTACTS; INQUIRIES REGARDING THIS RFP** – From the Release Date of this Sealed RFP until a contract is awarded, parties that intend to submit, or have submitted, a Proposal are prohibited from communicating with any members of the Soliciting Party’s Team, ADCNR, for this transaction who may be identified herein or subsequent to the Release Date, or other employees or representatives of the Soliciting Party regarding this RFP or the underlying transaction except the designated contact(s) identified in Section 1, unless expressly provided for under this RFP and the governing procurement regulations, Alabama Administrative Code Rule 355-4-3-.01, *et seq.*

**2. NONRESPONSIVE PROPOSALS** - Any Proposal that does not satisfy requirements of the RFP may be deemed non-responsive and may be disregarded without evaluation. Clarification or supplemental information may be requested from any Proposer by the deadline for Questions.

**3. CHANGES TO THE RFP; CHANGES TO THE SCHEDULE** - The Soliciting Party reserves the right to change or interpret the RFP prior to the Proposal Due Date. It is the responsibility of the Proposer to check the website for addenda to the RFP, if any.

**4. EXPENSES** - Unless otherwise specified, the reimbursable expenses incurred by the service provider in the providing the solicited services, shall be charged at actual cost without mark-up, profit or administrative fee or charge. Only customary, necessary expenses in reasonable amounts will be reimbursable, to include copying (not to exceed 15 cents per page), printing, postage in excess of first class for the first one and one-half ounces, travel and preapproved consulting services. Cost of electronic legal research, cellular phone service, fax machines, long-distance telephone tolls, courier, food or beverages are not reimbursable expenses without prior authorization, which will not be granted in the absence of compelling facts that demonstrate a negative effect on the issuance of the bonds, if not authorized.

If pre-approved, in-state travel shall be reimbursed at the rate being paid to state employees on the date incurred. Necessary lodging expenses will be paid on the same per-diem basis as state employees are paid. Any other pre-approved travel expenses will be reimbursed on conditions

and in amounts that will be declared by the Issuer when granting approval to travel. Issuer may require such documentation of expenses as it deems necessary.

**5. REJECTION OF PROPOSALS** - The Soliciting Party reserves the right to reject any and all proposals and cancel this Request if, in the exercise its sole discretion, it deems such action to be in its best interest.

**6. EXPENSES OF PROPOSAL** – The Soliciting Party will not compensate a Proposer for any expenses incurred in the preparation of a Proposal.

**7. LEGISLATIVE CONTRACT REVIEW** - Personal and professional services contracts with the State may be subject to review by the Contract Review Permanent Legislative Oversight Committee in accordance with Section 29-2-40, et seq., Code of Alabama 1975. The vendor is required to be knowledgeable of the provisions of that statute and the rules of the committee. These rules can be found at <http://www.legislature.state.al.us/aliswww/AlaLegJointIntCommContracReview.aspx>. If a contract resulting from this RFP is to be submitted for review the service provider must provide the forms and documentation required for that process.

**8. THE FINAL TERMS OF THE ENGAGEMENT** - Issuance of this Request For Proposals in no way constitutes a commitment by the Soliciting Party to award a contract. The final terms of engagement for the service provider will be set out in a contract which will be effective upon its acceptance by the Soliciting Party as evidenced by the signature thereon of its authorized representative. Provisions of this Request For Proposals and the accepted Proposal may be incorporated into the terms of the engagement should the Issuer so dictate. Notice is hereby given that there are certain terms standard to commercial contracts in private sector use which the State is prevented by law or policy from accepting, including indemnification and holding harmless a party to a contract or third parties, consent to choice of law and venue other than the State of Alabama, methods of dispute resolution other than mediation and the Board of Adjustment, among others.

**9. Protest Period** - A bona fide Proposer who is aggrieved in connection with the solicitation of a contract may protest to the Chief Procurement Officer. See generally State of Alabama Department of Finance Administrative Code Regulations at administrative-code-355-4-1-01-thru-06.pdf (alabama.gov).

**10. OPEN TRADE/NO BOYCOTT** – By submitting a proposal, the Submitter represents that he/she and the business entity he/she represents is not currently engaged in the boycott of a person or an entity based in or doing business with a jurisdiction with whom the State of Alabama can enjoy open trade, as defined in Act 2016-312. In compliance with Act 2016-312, the COMMISSION hereby certifies that it is not currently engaged in and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which the State can enjoy open trade. In compliance with Ala. Act No. 2023-409, by signing this Agreement, the COMMISSION provides written verification that the COMMISSION, without violating

controlling law or regulation, does not and will not, during the term of the contract engage in economic boycotts as the term “economic boycott” is defined in Section 1 of the Act.

**11. IMMIGRATION** – By submitting a proposal, the Submitter represents that he/she and the business entity he/she represents is not in violation of federal immigration law and has not knowingly employed, hired for employment or continues to employ an unauthorized alien within the State of Alabama.

**12. DISCRIMINATION** – By submitting a proposal, the Submitter represents that he/she and the business entity he/she represents agrees to comply with all Federal and State laws which prohibit discrimination on the basis of race, color, religion, age, sex, pregnancy, national origin, genetic information, veteran status or disability.

**13. PUBLIC INFORMATION** – Responses received will be subject to the Alabama Open Records Act, Ala. Code § 36-12-40, (1975), as amended, and may be subject to public disclosure upon request. The Alabama Trade Secrets Act is Ala. Code §§ 8-27-1 to 8-27-6, (1975), as amended. Responders are cautioned to be familiar with these statutes. The burden is on the one asserting the trade secret to show that the information sought to be protected meets the definition of a Trade Secret as defined in the Act,

Any RFP response submitted that contains confidential, trade secrets, or proprietary commercial information must be conspicuously marked as such. Identification of the entire bid as confidential is not acceptable unless the Respondent enumerated the specific grounds or applicable laws which support treatment of the entire material as protected from disclosure according to the foregoing statutes or other applicable Alabama law.

The owner of the confidential information shall indemnify and hold the State of Alabama, ADCNR, and ADCNR’s staff harmless from all costs or expenses including, but not limited to, attorney fees and expenses related to litigation concerning disclosure of said information and documents.

**14. Disclaimers** - ADCNR reserves the right to award to multiple Proposers; to award by item, groups of items; to divide the award; to reject any and all proposals in whole or in part, and to waive any informality or technical defects if, in its judgment, the best interests of ADCNR and the State of Alabama will be served. ADCNR may seek clarification of the proposal from a Proposer at any time, and failure of the Proposer to timely respond may be cause for rejection. Clarification is not an opportunity to change the proposal. The submission of a proposal confers on Proposer no right of selection or to a subsequent contract. This process is for the benefit of ADCNR only and is to provide ADCNR with competitive information to assist in the selection process. All decisions on compliance, evaluation, terms, and conditions will be made solely at the discretion of ADCNR and made to favor the State of Alabama.