

Request for Proposals

Professional Data Analyst Services

The [Henry L. Ferguson Museum](#) invites proposals from qualified individuals or firms to analyze, evaluate and summarize a small dataset. This is a short-term contract that will require remote, independent work with project completion required by **April 30th, 2021**.

PROJECT PURPOSE AND BACKGROUND

The Fishers Island Seagrass Management ([FISM](#)) Coalition was formed in 2017 by the Henry L. Ferguson Museum and partners; bringing together a variety of stakeholders with direct or indirect interactions with Fishers Island's seagrass habitats. Fishers Island is surrounded by approximately 350 acres of seagrass, making up about 25% of the remaining seagrass in Long Island Sound. Current threats to seagrass in this region include excess nutrient input via fertilizer runoff and boating activities. The mission of the FISM Coalition is to promote community learning about eelgrass meadows and how to protect, sustain and care for them; strengthen productive collaborative relationships among stakeholders, both within and outside the community; and foster the protection and effective management of this important resource and the benefits it provides Fishers Island and the region.

The Data Analyst will summarize human use data collected during the summers of 2019 and 2020 in the vicinity of seagrass meadows. These data were collected in partnership with [MPA Watch](#), a network of programs that support healthy oceans through community science by collecting human use data in and around marine protected areas. Data at Fishers Island were collected by volunteers from five sites around the island, chosen due to the presence of eelgrass meadows and the potential for high volumes of human activity in, or adjacent to, at-risk habitat. Observations are recorded on data sheets in the field, then later entered in an online database. Knowledge gained from this monitoring program will help inform the development of a Fishers Island Seagrass Management Plan and Seagrass Management Areas (SMAs).

SCOPE OF SERVICES

The FISM Coalition seeks services for each of the following tasks indicated below:

- Task 1:** Develop a QA/QC plan for the data (provided in Excel format)
- Task 2:** Carry out QA/QC plan to ensure the data are free of entry errors
- Task 3:** Group consumptive and non-consumptive activities in a practical and meaningful way. Sort types of activities by location and when they are happening (e.g. season, weekdays, weekends, holidays, time of day)
- Task 4:** Make comparisons between sites, activities and times
- Task 5:** Create figures and/or tables illustrating findings from the data that are

easily understandable by a lay audience

- Task 6:** Write a report that includes figures/tables and summarizes the data findings (report should be robust enough to inform and accompany a seagrass management plan that will be submitted to local and state offices)
- Task 7:** Based on the data, propose recommendations for management actions to address priority issues
- Task 8:** Develop a PowerPoint presentation to report summarizing the monitoring data collection methods, data analysis methods, findings and management recommendations in this project
- Task 9:** Present to FISM Coalition
- In addition to a project kick-off meeting, the analyst will also be required to organize and participate in up to 4 check-in meetings with the project leads (after completion of Task 2, 4, 6 and 8) to report on progress and present deliverables

DELIVERABLES

- After Task 2, submit your revised dataset
- After Task 4, share how you have grouped and sorted activities
- After Task 5, submit figures and tables
- After Task 6, submit your report
- After Task 8, present for project leads over Zoom
- The final deliverable will be to present the PowerPoint during one of the Coalition's bi-monthly meetings

PROPOSAL CONTENT (max. page limit: 5 pages)

Please submit a proposal, including the following information:

1. **Contact Information.** Your name, email address and telephone number.
2. **Qualifications and Experience.** List degrees, certifications and experience with programs such as ArcGIS, Google Earth, Statistical packages, Microsoft Word, Excel, PowerPoint and web browsers.
3. **Similar Projects.** Provide a summary of **one to three** similar projects completed within the last 5 years. Project descriptions should include the following: the client, services provided, budget, and schedule.
4. **References.** Provide **three** references (professional or academic) for whom you have performed services of similar scope within the past three years. Include the organization name and address, the name, email address and telephone number of a contact person, and a brief description of the relevant services performed.

5. **Project Approach.** Include a narrative statement that illustrates your understanding of the project requirements.

6. **Proposed Work Plan.** For each of the eight tasks stated above, describe your intended methodology and how that methodology will deliver the described services.

7. **Timeline.** Include a timeline, Gantt chart, or similar project plan for completion of the project. Include key project milestones, dates, and deliverables, as appropriate.

8. **Project Cost.** Indicate the total cost for completion of the project described in this Request for Proposals and a proposed payment schedule.

Proposal must be submitted by **5pm EST on Monday, November 30th, 2020** as a single PDF to Connor Jones, FISM Project Coordinator, at fisherislandseagrass@gmail.com