



Washington Maritime Blue  
1900 W Nickerson St  
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Seattle, WA 98119

August 22, 2024

### Request for Proposals (RFP) - Nonprofit Data Collection and Analysis

Washington Maritime Blue is seeking competitive proposals from qualified vendors to provide guidance, scoping, and support across the organization's data collection and analysis efforts.

Washington Maritime Blue is a non-profit, strategic alliance formed to accelerate innovation and sustainability in support of an inclusive blue economy. With a mission to implement Washington State's Strategy for the Blue Economy delivered by Governor Jay Inslee's Maritime Innovation Advisory Council, we are a partnership between industry, public sector, research & training institutions, and community organizations. Maritime Blue works to create a world-class, thriving, equitable and sustainable maritime and ocean industry through knowledge sharing, joint innovation, entrepreneurship, commercialization, business and workforce development.

#### **Project Overview:**

Washington Maritime Blue has four program areas, each with its own data collection needs and methods. We are looking for a firm to support the development of an organization-wide data management plan as well as the integration of our program's distinct data sets. We are seeking guidance on data collection frequency, recordkeeping and analysis platforms, visualization templates, and more.

#### *Type of data sets at Maritime Blue*

- Membership
- Program Participants
- Program Alumni
- Partners, Mentors, Advisory Groups
- Sector/Industry



*Examples of data collection needs:* Funding received by program participants, number of internships for founders via workforce programs, number of instruction hours, hires made in startups, out of intern programs, member engagement (event attendance).

*Key questions:*

What information does Washington Maritime Blue care about and why?

How do we know if we are doing well and having an impact?

How do we stay connected to and understand our members' goals?

How do we compare against our peers?

How much of a connector are we, how unique are we in this sector?

How do we stay updated on industry trends?

The timeline for this work is flexible, but must be completed by October 30, 2026.

**Proposal Submission Deadline:**

All proposals must be submitted by September 24, 2024 at 5:00 PM (local time). Late proposals will not be considered.

**Proposal Submission Address:**

Submit proposals to [devon@maritimeblue.org](mailto:devon@maritimeblue.org) with the subject line "Data Collection and Analysis Proposal - Your Firm Name"

**Pre-Proposal Info Session:**

A pre-proposal info session will be held on September 4, 2024 on Zoom at 11 a.m.

Attendance is optional but strongly encouraged. [Register here.](#)

**Point of Contact:**

All communications regarding this RFP should be directed to:

Devon Emily Thorsell

[devon@maritimeblue.org](mailto:devon@maritimeblue.org)

**Proposal Requirements:**

Executive Summary: Provide a brief summary of your proposal, highlighting key strengths and differentiators.



Company Overview: Describe your company, including its history, capabilities, and relevant experience.

Project Approach: Outline your proposed approach to the project, including a timeline, milestones, and any unique methodologies.

Qualifications and Experience: Provide information on your team's qualifications and relevant experience for similar projects.

Cost Proposal: Clearly outline the cost of your proposed services, including a detailed breakdown of all associated costs. ***The not to exceed amount is \$40,000.***

References: Provide references from at least three clients for whom you have completed similar projects.

Compliance: Confirm your willingness and ability to comply with all applicable laws, regulations, and standards.

**Selection Criteria:**

Proposals will be evaluated based on the following criteria:

- Proposal completeness and compliance with RFP requirements
- Vendor qualifications and experience
- Proposed approach and methodology
- Cost competitiveness
- References

**Proposal Evaluation and Selection Process:**

Washington Maritime Blue will review proposals beginning after September 26 and will notify top proposers of next steps by October 2. Maritime Blue reserves the right to request additional materials including an informal interview with top proposers.

**Terms and Conditions:**

This contract will be paid using federal funds. Subcontracting is prohibited.

**Right to Reject Proposals:**

Washington Maritime Blue reserves the right to reject any or all proposals received in response to this Request for Proposals (RFP). The rejection of a proposal may occur if, in



the sole discretion of Washington Maritime Blue, it is determined that the proposal does not meet the specified requirements, lacks key information, or if the proposer fails to comply with the terms and conditions outlined in this RFP.

Washington Maritime Blue also reserves the right to reject any proposal, in whole or in part, if it is deemed in the best interest of Washington Maritime Blue to do so. The decision to reject a proposal will be final, and Washington Maritime Blue is under no obligation to provide feedback or justification for the rejection.

Vendors submitting proposals acknowledge this right of Washington Maritime Blue and agree not to challenge or dispute the decision to reject any proposal. In the event of a rejection, Washington Maritime Blue may, at its discretion, enter into negotiations with another vendor or reissue a revised Request for Proposals.

Washington Maritime Blue appreciates the effort and resources invested by all participating vendors and will notify each vendor of the outcome of the proposal evaluation process.

Washington Maritime Blue looks forward to receiving your proposal and appreciates your interest in working with us on this project. Should you have any questions or require further clarification, please contact [devon@maritimeblue.org](mailto:devon@maritimeblue.org)