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**GLENN HEGAR**  
**TEXAS COMPTROLLER OF PUBLIC ACCOUNTS**

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**Call for Proposals  
for  
Neches River Freshwater Fishes Survey**

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<b>Anticipated Schedule of Events</b>	<b>Date</b>
Call for Proposals Issued	April 1, 2022
Proposals Due	June 1, 2022
Contract Execution	September 15, 2022

**E-mail proposal to [nat.res.research@cpa.texas.gov](mailto:nat.res.research@cpa.texas.gov)  
by 5:00 p.m. on June 1, 2022.**

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The selected Respondent will enter into an interagency contract (“Contract”) with the Texas Comptroller of Public Accounts (CPA) pursuant to Chapters 403 and 771 of the Texas Government Code. The Contract is for services; it is not a grant and should not be processed as such. The Contract between CPA and selected Respondent will require itemized expenses accompanied by appropriate documentation, which will be reviewed in detail by CPA before payment. Expenses must be justifiable, reasonable and necessary, and directly relate to the research objectives. Potential respondents should consider the reimbursement requirement burden before submitting a proposal.

## **PART 1**

### **Scope of Work**

#### **1.1 Species of Interest**

- All fishes of the Neches River watershed

#### **1.2 Geographic Area**

- Neches River watershed (including mainstem, tributaries, reservoirs, and headwaters)

#### **1.3 Project Timeline**

- 36 months

#### **1.4 Maximum Budget**

- \$500,000

#### **1.5 Research Goals**

- Document all freshwater fish species of the Neches River watershed.
- Assess relationships between distributions of potential fish hosts and freshwater unionid mussels, including Louisiana pigtoe (*Pleurobema riddellii*) and Texas heelsplitter (*Potamilus amphichaenus*).
- Provide accessible data and methodologies for stakeholders and potential end-users, which include state and federal agencies, consultants, private landowners, river authorities and public utilities.

#### **1.6 Research Objectives**

Suggested tasks include:

1. Work with stakeholders to perform a literature review including all published data, gray literature, and any other available Neches River fish survey data.
2. Before surveys are conducted, coordinate with Texas Parks and Wildlife Department on long-term storage and accessibility of all survey data and specimens; and acquire scientific collection permits.
3. Inventory all fish species of the Neches River watershed. Use multiple appropriate biological and habitat survey methodologies across different habitat types and seasons as needed to document fish assemblage dynamics across a two-year field sampling period. Identify all species and record abundance, habitat associations, and distributions.
4. Quantify species and fish assemblage trends using historical and contemporary data and assess relationships between distributions of potential fish hosts and freshwater unionid mussels.
5. Make literature review and project data available to stakeholders and potential end users for the duration of the contract (*e.g.*, <https://dataverse.tdl.org/dataverse/root>). Share data in an easily accessible format in consultation with stakeholders and potential end users. Formats may include, public meetings, an interactive website, Texas Natural Diversity Database submissions, museum vouchers, *etc.*

6. Recommend efficient and effective survey methodologies for long-term ecological monitoring of Neches River watershed fishes. Coordinate with stakeholders and potential end-users to incorporate practical considerations such as field conditions (including habitat, flow, and weather), cost, equipment, etc., and provide training if necessary, to implement recommended survey methodologies.

## **PART 2 PROPOSAL FORMAT**

### **2.1 Respondent Identifying Information**

Proposal title page shall include:

1. Proposal title
2. Responding university's full name.
3. Responding university's principal offices address.
4. Principal Investigator name and co-PI names and affiliations

Identify all personnel and subcontractor personnel in the proposed research project. Subcontractors may include but are not limited to universities, state or federal agencies and private entities.

Provide the following summaries for principal investigators and key personnel, including subcontractors:

1. Abridged curriculum vitae;
2. List of accessible publications most closely related to the proposed research project;
3. Description of each person's knowledge of and experience with:
  - A. working with and informing diverse stakeholders
  - B. conducting research on the species of interest
  - C. their particular task on the project

Limit 5 pages per person. Page limit is maximum number, not suggested number.

### **2.2 Project Description**

Organize proposed project description by section, as shown below. Page limits for each section are maximum numbers, not suggested numbers.

Project Summary: Limit one page. Provide a summary/abstract of the proposed project. Include hypothesis, design, and impact of research.

Background Information: Limit 5 pages. Provide a summary of existing scientific literature and data regarding the species of interest throughout its entire historic range. Detail how information from this study would fill knowledge gaps for the species.

Research Tasks and Methods: No page limit. Describe how each Research Objective would be addressed, including the following information:

1. Methods to address each objective. Explain deviations from Section 1.6 suggested tasks;
2. Assumptions made in the proposed design;
3. Description of access to or plan to obtain permission to access privately-owned property where necessary to perform research, including a contingency plan if the desired access cannot be obtained;

4. Description of expected challenges to the research and appropriate solutions to each challenge (including potential impacts and adaptations to SARS-CoV-2); and
5. Description of plan to disseminate publicly accessible data.

### 2.3 Project Management

The proposed project timeline is 36 months.

Provide a schedule of work for each of the research tasks and deliverables described in this section using a format similar to the table below.

Task	FY 1 Sept. 1, 2022 - Aug. 31, 2023				FY 2 Sept. 1, 2023 - Aug. 31, 2024				FY 3 Sept. 1, 2024 - Aug. 31, 2025			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4

Table 1: Project Management Timeline

A Fiscal Year begins Sept 1 and ends the following August 31. Quarters are as follows:

Q1: Sept 1 – Nov 30

Q2: Dec 1 – Feb 29

Q3: Mar 1 – May 31

Q4: June 1 – Aug 31

The proposed schedule should address the following:

1. submission of detailed Research Plan to Comptroller for review prior to commencement of work;
2. procurement of permissions necessary to access sites, and plan to allow scheduled and coordinated observation by stakeholders;
3. specific milestones for research tasks and project deliverables (*e.g.*, X number of sites sampled for species Y, data submitted to Comptroller);
4. meeting with Comptroller (in person or via conference call) prior to commencement of work;
5. quarterly status updates with Comptroller (in person or via conference call);
6. annual public stakeholder meetings or webinars to present/discuss the research;
7. submission of annual and final reports and data sets; and
8. meeting with Comptroller and interested stakeholders following the completion of the Final Report to discuss findings and conclusions.

### 2.4 Budget, Justification and Explanation

Attachment A details the budget section of the proposal. The budget should demonstrate an efficient use of project funds. Costs, including personnel and subcontractors, must be justifiable, reasonable, and necessary, and directly relate to the research objectives.

In the event Respondent is funded for other research projects related to the species of interest, Respondent must identify the funding source and percentage of salary, time, and other resources dedicated to the other project. Respondent must describe plans for leveraging the proposed funding such as collaborating with other researchers, institutions, and agencies to avoid duplication of effort and ensure funds are used efficiently.

## ATTACHMENT A

### Budget

The maximum budget allocated for this project is \$500,000, with the understanding that this amount is contingent upon the availability of legislated funds provided to the Comptroller for endangered species research.

Enter budget costs in the Excel spreadsheet attached to the Call for Proposals email (CPA-NR Project-Budget-By-Fiscal-Year). Green cells are fillable. In Attachment A to the proposal, include narratives for each Direct Cost category as noted below.

**Contractual:** Costs for services under contract with third parties. Proposals which subcontract a significant amount of work must include a detailed justification of why the work cannot be done in-house.

1. Excel “Contractual” tab: list each subcontractor name, contact information and cost per contract year.
2. Proposal narrative: Describe subcontractor work and include any clarifying comments.

**Personnel:** All individuals receiving pay for work on project from project budget. Budgeted amounts should be based on and clearly describe the amount of effort each individual contributes to the project.

1. Excel “Personnel” tab: list names (if known), roles, compensation rates (including benefits and tuition), months dedicated to project per year, and cost per contract year.
2. Proposal narrative: include clarifying comments on personnel roles and justify any tuition requested.
  - A. CPA will only consider tuition reimbursement if a student’s thesis or dissertation research directly addresses project goals and the student works at least 20 hours/week on the project during the semester for which reimbursement is sought.

**Travel:** Lodging, transportation, and meal reimbursement in accordance with State of Texas travel guidelines. Meals are reimbursed for actual expenses. The Comptroller does not pay a per diem amount and will not reimburse for tips or alcohol.

1. Excel “Travel” tab: list trip type and annual costs per trip type.
2. Proposal narrative: justification for any conferences and other clarifying comments.

**Supplies:** Routine costs for items needing replenishment throughout project.

1. Excel “Supplies” tab: list supply type and cost per contract year.
2. Proposal narrative: include any clarifying comments.

**Equipment:** Capital expenses for equipment costing over \$1,000 per item.

1. Excel “Equipment” tab: include name of item, make and model, and cost per contract year.
2. Proposal narrative: include item purpose, direct benefit to the project and other clarifying comments.

**Indirect Costs:** Indirect costs must be capped at ten percent (10%) of Direct Costs. A proposal will be disqualified if indirect costs are not capped at ten percent (10%). The Comptroller does not reimburse for indirect costs calculated on subcontractor-billed indirect costs.

**Note:** Expenses generally not eligible for reimbursement by the Comptroller are computers, software, vehicles, vehicle maintenance or repairs, journal publications, laundry services, registration or cancellation fees, out-of-state conferences, or in-state conferences unless personnel are presenters. If requesting any of these items, include a detailed explanation of the item’s value to the project.