



**Request for Proposals (RFP)**  
**Proposals are Due February 14, 2025**  
**(5:00 pm PST)**

**Live Trapping for 2025 Year 2 of Pilot Study for**  
**Mohave Ground Squirrel**  
**RFP MGSWCB 25-1**

MGSCC Grant Coordinator:

Kathryn Simon, Email [kathy.simon@mgsconservation.org](mailto:kathy.simon@mgsconservation.org), Phone 909-289-4649

**Proposals will be disqualified and not reviewed if they are**

- ◆ **Submitted after the submittal end time stated above,**
- ◆ **Incomplete, or**
- ◆ **Not meeting the specifications of the scope of work and costs detailed below.**

### **Introduction**

The Mohave Ground Squirrel Conservation Council (MGSCC) is a 501(c)(3) nonprofit organization formed in January 2023 with a mission to assure the perpetual survival of viable populations of Mohave Ground Squirrels throughout their historical range and any future expansion areas. More information can be found for the MGSCC at our website at [mgsconservation.org](http://mgsconservation.org).

The MGSCC has been awarded several grants related to establishing a long-term monitoring program for the Mohave ground squirrel (MGS; *Xerospermophilus mohavensis*), a California threatened species endemic to the western Mojave Desert of California. 2025 will be the second year of a pilot program designed by U.S. Geological Survey (USGS) to assist in determining methods for expanding this effort throughout the species' range. As part of this effort, live trapping will be conducted for the purpose of marking individual animals.

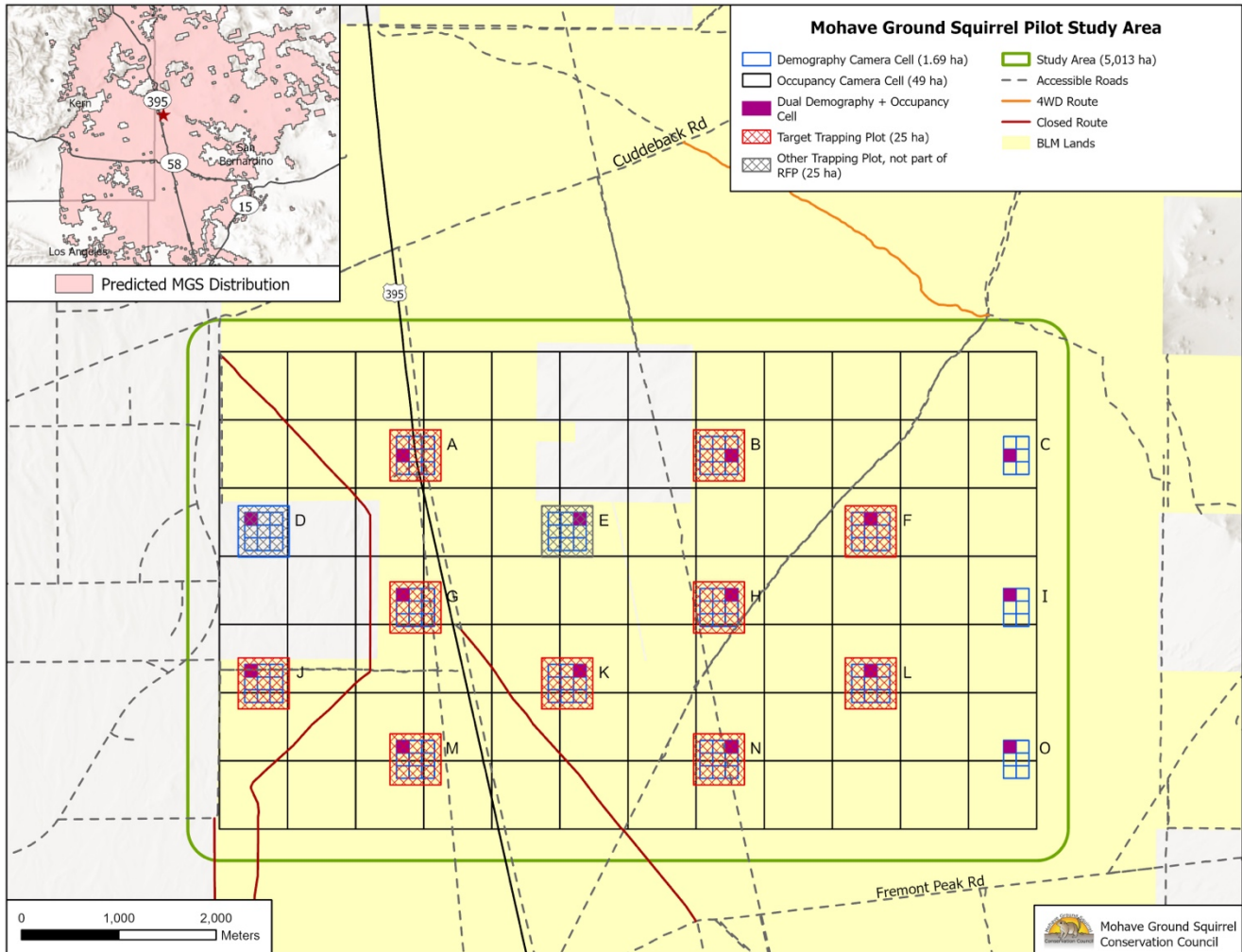
### **Proposal Schedule**

January 31, 2025, 5pm PST	Questions sent to contact(s) above.
February 3, 2025, 5pm PST	All questions and answers to be posted on MGSCC website.
February 14, 2025, 5pm PST	All final proposals due to contact listed above via email.

### **Performance Period and Locations**

During approximately May 19-30, 2025, a total of ten (10) live-trapping areas will be trapped for a period of ten (10) consecutive days, with one additional day required for setup/pre-baiting. Assume that trapping will be conducted between the hours of 0600 and 1900 each day.

The figure on the following page shows the location of the study area and the live-trapping areas. Half of the areas will be trapped using a configuration of 7x7 traps evenly spaced at 70 meters (called a grid plot) and half by placing 25 traps in locales where experienced lead trappers determine is most likely to capture the species (called a strategic plot). Each trapping team will be responsible for one grid plot and one strategic plot.



## Scope of Work

### Permitting and Training

This scope of work will require a minimum of 5 teams consisting of a Lead Trapper and an Assistant on site during each day of active trapping. The Lead Trappers may be either

1. Individuals with a Memorandum of Understanding (MOU) that allows fecal and tissue sampling and PIT tagging, as well as marking of individuals; or
2. Individuals with the ability to be added as Independent Investigators under the project permit.

A dedicated Assistant will be assigned to each Lead Trapper for the entire trapping period and are required under this contract. MGSCC may also provide additional volunteer assistants. All assistants (volunteer or paid) will be required to complete a 1-day training session with USGS and MGSCC personnel on site immediately prior to trapping (likely to be May 18).

All field personnel will be expected to maintain a high-level of professionalism and cooperation in completing this scope of work. The MGSCC Grant Coordinator will remain on site throughout the fieldwork to assist in any way needed.

### Scope of Work Tasks

1. Set up of traps and shades (configuration and equipment as specified by the project) for a minimum of one (1) day, with a minimum of one (1) day of pre-baiting (this can be the same day). Pre-baiting will be done by placing bait in closed traps and a small amount of bait outside each trap.
2. Trapping for ten (10) days as required under the project permits and the MOU of the Principal Investigator.
3. For every MGS and white-tailed antelope ground squirrel (*Ammospermophilus leucurus*) trapped, the following data will be collected, and tasks will be completed:
  - a. Time trapped,
  - b. Trap number,
  - c. Age class (adult or juvenile),
  - d. Comments on any parasites or other abnormalities observed.
  - e. All will be individually marked with ear tags and a pelage identifier based on a numbering system using non-toxic dye or shaving pattern.
  - f. Recording recaptures by individual animal identification number.
  - g. Emptying scat from traps and re-baiting with each capture.
4. In addition, the following tasks will be completed for each MGS trapped (only by personnel approved for these tasks):
  - a. Tasks on initial capture of an MGS
    - Weighing (g).
    - Collecting fecal and tissue samples in marked vials.
    - Marking using one or more of these methods: scientific marker, shaving, ear tag
    - PIT tagging
  - b. Tasks on each recapture of a previously marked MGS:
    - Recording physical markings and PIT tag information.
    - Comments on any abnormalities observed.
5. After completion of trapping each day and prior to leaving the study site, the following tasks will be completed:
  - a. All paper and Survey 123 forms will be completed and QCed. Expect a higher than anticipated level of data collection.
  - b. All traps will be closed until re-opened the following morning.
6. After completion of the 10-day trapping effort, the following tasks will be completed:
  - a. All paper datasheets will either be handed to the MGSCC Project Manager or be scanned and sent to the MGSCC Project Manager via email.
  - b. All materials that are property of the MGSCC will be returned to the Project Manager or the MGSCC storage unit in Ridgecrest and checked in by a member of the MGSCC.

### **Materials Provided by MGSCC**

MGSCC maintains a project field house in Ridgecrest, CA, approximately 30-45 minutes from the study area. The successful contractor will be provided full access to the house, yard, and storage area, which may be shared with a separate camera-trapping crew and other working on the project. Amenities at the house include high-speed internet, printer, sleeping and shower facilities, fully equipped kitchen, and laundry facilities. Additional materials and information to be provided by MGSCC include:

1. Access letters for this project will be provided to the successful bidder (BLM and private landowners), as well

as indications in FieldMaps where access has not been granted on private parcels. Contractor will follow all requirements of BLM and other landowners regarding access. Access will only be by open BLM routes and by foot. Four-wheel drive or similar vehicles may be needed to access some sites as most of the study area is accessible only by dirt roads.

2. Access to FieldMaps and Survey 123 as needed to complete the scope of work.
3. Digital file(s) of paper datasheets to be completed daily.
4. Bait and shades for traps.
5. Marking supplies, PIT tags and PIT tag applicators(s). Extra materials will be available in the field.
6. Vials for collection of fecal and tissue samples.

### **Contractor Provided Materials**

Contractor is expected to provide the following in their scope of work and cost estimate:

1. Traps. Traps will be 12" Sherman™ or comparable in size, either with perforations or mesh, and as required by the MOU of the Principal Investigator.
2. Supplies required for measuring and weighing small mammals, all in good working order.
3. Supplies required for taking fecal and tissue samples.
4. Transportation and food.
5. Insurance, including auto and commercial liability insurance.

### **Deliverables**

Deliverables include those that are daily, monthly and end of funding agreement as outlined below.

#### **Daily Deliverables**

Completion of FieldMaps and/or Survey 123 forms daily.

Completion of paper datasheets daily.

Notification by phone and/or email to the MGSCC Project Manager within 24 hours of any issues affecting this work, including theft or vandalism, with specific information on location and details.

#### **Monthly Deliverables**

Invoicing for the previous month within 5 business days of the end of the month.

#### **End of Contract**

Return of all MGSCC equipment to Ridgecrest storage unit and clearance from MGSCC member on all equipment being present and in acceptable condition

Final invoicing by July 5, 2025.

### **Proposal Elements**

Note: If personnel have experience and/or have had a MOU with CDFW in the past but do not currently have these authorizations, please explain what authorizations and/or training your team would need in order to complete this scope of work.

Provide an approach and costing information.

Approach will complete the scope of work described above, or a portion of that work. If a portion is being proposed, list the specific trapping plots your scope and cost would cover (as shown on the figure on page 2). For example, only grids G and M. Preference will be given to proposals that cover the full scope of work.

The approach should be no more than 6 pages single-sided, 1.5 line spacing and will include the following information:

- ◆ Approach to completing scope, or portion of scope proposed.
- ◆ All personnel to be used in teams of Lead Trapper and Assistant.
- ◆ 2 similar projects with brief description.

Resumes and/or CVs for all Lead Trappers and Assistants will be included as an attachment and are not included in the proposal page length. Please limit each resume to two pages maximum of most relevant information.

Provide costing as a Not-to-Exceed amount, for the entire scope of work presented above, or for a specific portion of this scope. If a portion is being proposed, list the number of teams and specific trapping grids your scope and budget would cover. For example, only grids G and M. While a detailed costing is not required, please list rates being used, and any discounts provided to MGSCC in recognition of the project being a research effort being conducted by a non-profit for the benefit of a state-listed species.

### **Additional Information**

*Retention: the MGSCC grants have a retention clause and up to 10% of each invoice may be held in retention until the end of each state fiscal year. MGSCC does intend to pass the same retention to subcontractors in contacts.*

*Evaluation Criteria: Proposals will be evaluated based on the following criteria: project understanding and technical approach, technical expertise, and cost. Each proposer will also be screened for potential conflict of interest.*

*Intellectual Property and Data Ownership: All intellectual property rights and data generated from this research project shall remain the exclusive property of MGSCC. The contractor acknowledges and agrees that they do not have any ownership rights, title, or interest in any intellectual property or data produced during this project.*