

## **APPENDIX D - SCORING CRITERIA**

### **FORM A**

#### **Demonstrated Experience as a Big Game Guide and Guide Business Owner**

##### *Scoring Criteria 1 **75 points total***

##### *A. Sub-factor A: Experience as a Big Game Guide: **45 points total for sub-factor A***

1. Describe and document the number of years you have been a big game hunting guide. For each year, please note the following;
  - a. Number of days spent in the field within the Guide Use Area (GUA) you are applying for. Note that, "in the field," is defined as being present in a main or spike camp directly interacting with the client.
  - b. Number of days spent in the field total for the year (List by GUA). For each area, please list the specific location and type of terrain and habitat you hunted.
  - c. Class of license you held during those days reported in a & b.
  - d. For the last 10 years, please list the following details (Submit Hunt Records):
    - i. The number of clients you served. Please note where appropriate whether or not you were the contracting guide.
    - ii. The species hunted by each client.
    - iii. The number of species harvested.
2. Please list any other relevant non big game guiding activities, especially any conducted within the GUA you are applying for. Include the number of days you were afield and provide documentation where possible (Examples: personal sport hunting (provide copies of licenses, permits, or harvest tickets), fishing, trapping (provide fur sealing records), river boat guiding, leading tours, etc).
3. Please list any other relevant guiding experience (include the same information as in (b) and (d) above) that you feel is applicable. This may include guiding hunts in other states or countries. For full credit you must provide documentation such as client contracts, or the equivalent of an Alaska Hunt Report.

##### *B. Sub-factor B: Demonstrated Ability to work with clients, employees, agencies, and communities. **30 points total for sub-factor B***

1. Have you obtained all land owner authorizations as required for the last 10 years? These may include authorizations for state, federal, native, private, or borough lands. Describe where you have operated and provide copies of your authorizations.
2. Provide up to five letters of support or recommendation, or Annual Performance Evaluations, from the land owners you have worked with: boroughs, villages, native corporations, BLM, USFWS, NPS, USFS, etc.
3. Provide at least five letters of support or recommendation from clients that you have guided within the last 10 years. If you have not had that many clients in this time interval, please make note of that.
4. Please provide a contact list for clients you have served over the last 10 years. Include address, phone number, and email address if possible.
5. Describe how you educate clients and employees on being aware of local customs, traditions, and courtesies.

## FORM B

### Operating Strategies Used to Conserve and Minimize Impacts to the Natural Resources of the Concession Area

#### Scoring Criteria 2 **75 points total**

#### A. Sub-factor A: Demonstrated willingness to conserve wildlife and habitat resources. **55 points total for sub-factor A**

1. Please list examples of how you have conserved or minimized the impact to *habitat* from ATVs, snow machines, horses, boats, and human activity in the area that you are applying for. Examples: access route selection, choice of access methods, camp site selection, manure management. You must provide documentation with photos for full credit. If you have not operated in this area before, please provide examples from where you have operated or give examples of what you would propose to do in the area you are applying for.
  
2. a. Please list examples of how you have conserved or minimized the impact to *wildlife* resources from ATVs, snow machines, horses, boats, and human activity in the area that you are applying for. Examples: timing of motorized vehicle use, avoidance of sensitive wildlife areas, camp site selection to minimize wildlife disturbance. If you have not operated in this area before, please provide examples from where you have operated or give examples of what you would propose to do in the area you are applying for.  
  
b. Please describe what training methods you use to teach yourself, your employees, and clients how to identify legal animals such as 50-inch bull moose, billy goats, age and sex classes of bears, and full curl rams. Provide copies of any materials you give them or supporting documentation.
  
3. a. How do you obtain information about or recognize big game population trends in the area you are applying for?  
  
b. What wildlife population factors do you use to determine the number of clients you will take?  
  
c. Do you communicate with the wildlife management personnel in the area(s) where you operate?  
  
d. Do you provide your employees and clients with educational material on the biology of the species they are hunting prior to or while they are in the field? If so, please describe the material provided and attach copies.

Please provide a list of documents you review, correspondence, or meetings you attend as documentation. Examples would include: area management reports,

harvest data, emails between you and wildlife managers, attendance at local Advisory Committee meetings, etc.

4. a. If the area you are applying for has been designated as a predator control area by ADF&G and the Alaska Board of Game, have you directly participated in the program? Provide copies of any pertinent permits and sealing records.
- b. If you do not operate in designated predator control area, list what you have done to address predator populations in your area of operation. Examples: submission of proposals or written comments to the Board of Game addressing predators or promoting predator hunting and harvest to clients. Please document your experience by providing copies of proposals, written comments, client promotional materials, or the equivalent.

***B. Sub-factor B: Protecting Historical, Cultural, and Archaeological Resources 5 points total for sub-factor B***

1. Describe and document the type of information you will provide to your clients and employees aimed at protecting the historical and archaeological environment. Provide copies of information sources such as brochures or pamphlets, a reference list of sources, or the equivalent.

***C. Sub-factor C: Proven commitment to Improving the Hunting Industry 5 points total for sub-factor C***

1. Please describe your involvement on any committee, board, or organization related to the management of natural resources in Alaska, and/or your involvement with any hunting, shooting, or related state program. This may include but is not limited to:

ADF&G Advisory Committees (ACs)  
Regional Advisory Councils (RACs)  
ADF&G Working Groups (Ex: Unit 23, Upper Tanana Fortymile Caribou, etc)  
Boards of Game or Fish  
Subsistence Board  
Big Game Commercial Services Board  
Hunter Education  
Becoming an Outdoor Woman  
Citizen's Advisory Committee for Tanana Valley State Forest  
Alaska Natural Resource Conservation and Development Board  
Agency Land Use Plans

Document your service or participation by providing copies of proposals, testimony, instructor certifications, meeting attendance rosters, letters of reference from organizers or chairs, or equivalent.

***D. Sub-factor D: Stewardship Program 10 points total for sub-factor D***

1. Identify and describe in detail any problem areas you have found in the natural environment of the area you are applying for. Examples: areas of trail degradation, sensitive wetlands areas that are being impacted by human use, erosion of soils, garbage or fuel dumping, spill, and/or storage problems, trespass sites, or similar. Document with photos or detailed location information.
2. For one problem area, describe and document how you resolved the issue or propose how you would solve the problem. Provide details and costs for your solution for maximum credit.

## FORM C

### **Business Plan for Operating a Successful Business While Providing Quality Service to Clients and Financial Ability and Commitment**

#### *Scoring Criteria 3 150 points total*

#### *Sub-factor A – Providing client and visitor services in a safe manner. 15 points for sub-factor A*

1. For the last 10 years, list all accidents, incidents, and safety related violations or enforcement actions involving you or your guiding operation.
  - a. Submit reports from the following agencies: Federal Aviation Administration (FAA), United States Coast Guard (USCG), and State of Alaska, Department of Public Safety (state troopers).
  - b. If records cannot be obtained, please describe the accident, incident, or violation in detail and provide the name and number of the person you contacted that informed you that the record could not be provided.
  - c. Information for records requests can be obtained from:
    - US Coast Guard: 17<sup>th</sup> Coast Guard District legal office (907) 463-2050.
    - FAA: Written requests are submitted to FAA, Po Box 25082, Oklahoma City, OK 73125, Attention: AVN 124. The letter must include the full name of the person the records are being requested for, certificate numbers, return address, stipulate that you request records for accidents, incidents, and enforcement actions occurring in the past 10 years and be sure to sign the letter. For more information, you can also call the FAA at (405) 954-3261.
    - Department of Public Safety reports can be obtained from any State Troopers office. A personal visit may be necessary.
2. List all safety related training that you, your partners, and your employees have taken (advanced first aid, ETT, EMT, arctic survival, wilderness first aid, etc.). Give dates of training or participation and indicate if certification is current. Provide copies of all certifications.
3. Describe your emergency preparedness or safety plan. List your emergency communications capabilities and detail your plan on how you will deal with accidents and incidents in the field, including evacuation.
4. In addition to the items listed in #3 above, list all safety related equipment and supplies that are currently present in your base camp(s) and spike camp(s).

5. Please list any bear deterrent safety training you have taken and training you provide to employees and staff. What safety measures do you have in place in the field and in camp to both prevent and deal with bear conflicts?

*Sub-factor B – Providing a quality hunting experience. **20 points for sub-factor B***

1. Describe your current business practices. Include: A list of the types of hunts you offer, client rates, payment options, reservation and cancellation policies, hunter contract forms, and acknowledgement of risk forms. Submit your current advertisement pamphlets, website address and information, and any other literature that demonstrates your business practices.
2. What is your employee hiring policy for all levels of service you provide (assistant guides, packers, cooks, etc.)? How do you ensure that your employees comply with Alaska Statute Title 8, Chapter 54 and the Alaska Administrative Code (AAC) Title 12, Chapter 75? What disciplinary actions have you taken with employees who have not performed well (dismissal, probation, etc.).
3. Describe and document your knowledge, skills, abilities, and experience in caring for meat, capes, and hides from big game. List the number of years and estimated number of animals of each species that you and your employees have taken care of (field dressed, skinned, caped, boned out, etc.). Document any training that you or your employees have received on the care of meat or trophies (e.g., butcher training, taxidermy work, etc.). Provide photos or other documentation for full credit.
4. Besides the safety equipment you have already documented, please list all equipment you currently provide to your employees and clients. Include types of facilities such as structures, tent platforms, tents, stoves, backpacks, etc. Describe and document your equipment maintenance, replacement, and upgrade policy. Document with photos, receipts, or equivalent.

*Sub-factor C – Business Practices that demonstrate cooperation with local communities. **15 points total for sub-factor C***

1. Do you hire residents, rent facilities or equipment, and/or purchase supplies from within Game Management Unit (GMU) where the GCA that you are applying for is located? Provide details and documentation such as store name and location, receipts, or employee forms.
2. Do you facilitate or provide information to clients regarding the utilization of all big game meat or do you offer meat to local communities, individuals, families, shelters, or food pantries? Please provide copies of the transfer of possession forms or equivalent documentation.

3. Identify conflicts you have had with other groups such as local sport or subsistence hunters, private property owners, other commercial operators, or any other groups within the GCA you are applying for. Using one example, explain how you resolved the conflict and whether or not it was successful. Also describe your policy on avoiding conflicts with other users. Please describe how you implement this policy and how you train your employees to deal with conflicts.

*Sub-factor D – Operations Plan for all facets of the business. **85 points total for sub-factor D***

Complete Operations Plans are required to operate within a GCA. Complete plans will include a minimum of the following and will discuss how your business prepares for and implements the plan. Add additional sections if needed to fully document the type and extent of services you will offer. For each of the items below, please describe what you have done for the past 5 years and what you are proposing to do for the next ten years if you are awarded a concession. Your proposed actions for the next ten years may be incorporated into the stipulations and terms of the final contract if you are awarded a concession.

1. Dates of operations; for the past, include camp establishment and closure dates as well as all of the dates when clients were served.
2. Species hunted and types of hunts offered for each (E.g. guided hunt, drop-off hunt, camp provided).
3. The maximum number of clients for each species and each type of hunt offered.
4. Please describe your employee staffing plan. Include the number of master, registered, and/or assistant guides that will be working with you, any support staff (cooks, packers, etc), and any other relationships you have with other businesses (such as transporters, air taxis, hired pilots, etc).
5. Number, type, and location of existing camp and/or any new camps proposed (tent, tent platform, cabin, boat, etc.). Please provide the following details:
  - a. Camp locations for base and spike camps, GPS location information, legal description, and/or location plotted on USGS map.
  - b. Habitat type each camp is located in – photos of camps are requested.
  - c. Structures and facilities used or needed at camps (weatherports, caches, etc.).
  - d. Source of water supply for the camps.
6. Methods and facilities for management and disposal of solid and liquid garbage and trash.
7. Methods and facilities for management and disposal of human waste. For pit privies or outhouses, please give location information and proximity to nearest water body.

8. Methods and facilities for care and storage of food, gear, and meat. Please demonstrate how your methods and facilities minimize the potential for wildlife to gain access.
9. Please document how you access your site(s). Include:
  - a. If using aircraft to and/or from the field, please provide:
    - b. Number and type of aircraft
    - c. Maximum and average number of flights and hours of daily use for each aircraft used
    - d. Location and type of landing strips
    - e. Methods employed to reduce impacts of aircraft use on resources and other users
10. Document other modes of transportation you use in your operation (ATVs, boats, snowmachines, self-powered, pack animals, etc). For each different type:
  - a. Number and type of vehicle or animal used
  - b. Maximum and average frequency of use and hours of daily use for each mode of transportation.
11. On site fuel storage and re-fueling needs:
  - a. Provide locations of all fuel storage locations – provide maps and photos
  - b. Types of fuel and fuel storage containers, including number of gallons.
  - c. Describe on-site re-fueling operations
    - i. Document plans, methods, materials, and other provisions for spill prevention, response, and cleanup.
12. Please detail any services you use that are provided by others (contracts for transportation, food services, etc.). Provide copies of service contracts or receipts.

*Sub-Factor E - Financial Ability and Commitment to Operate as Big Game Hunting Business **15***  
**total points for sub-factor E**

Past Financial Performance

1. Using the attached form, please document the financials for the past five years for your guiding operation. Only the attached form will be accepted.

## Revenue

1. Using the attached form, please detail your proposed financial plan for the duration of the concession you are applying for. Document that your business will generate enough revenue to provide the level of service you proposed in your Operations Plan.
2. What new employees, insurance, equipment, facilities, supplies, or stock will you need to facilitate your proposed plan of operations? How do you propose to secure the funding required by your proposed level of service?

## FORM D

**Violations, Citations, Convictions, and Default History – what will count against you are any game and non-game related convictions of class: felony, misdemeanor, and violation or any guide licensing actions.**

*Scoring Criteria 4 Loss of points only, amount of points an applicant can lose is TBD*

1. In the last 10 years, have you or any of your former, current, or proposed business partners, been convicted, forfeited collateral, pled no contest, had a guiding license or privilege suspended, or been administratively penalized for violation of any federal, state, or local laws, regulations, or permit conditions, related to hunting, fishing (include commercial), or guiding? Are you or any of your former, current, or proposed business partners under pending charges for any violation as indicated above? If the answer to either of these questions is yes, list each incident and give the name of the person, place of occurrence, and name/address of the law enforcement agency and/or court involved. Explanations of violations will be considered.
2. In the past 10 years, have any of your employees, while in your employment, been convicted, forfeited collateral, pled no contest, had a guiding license or privilege suspended, or been administratively penalized for violation of any federal, state, or local laws, regulations, or permit conditions, related to hunting, fishing (include commercial), or guiding? Are any current or proposed employees presently under pending charges for any violation as indicated above? If the answer to either of these questions is yes, list each incident and give the name of the person, place of occurrence, and name/address of the law enforcement agency and/or court involved. Explanations of violations will be considered.
3. In the last 10 years, has any client or other individual been convicted, forfeited collateral, pled no contest, or is now under pending charges for any violation that occurred while being guided or accompanied by you or individuals associated with your guiding business? If yes, list each incident and give the name of the person, place of occurrence and name/address of the law enforcement agency and/or court involved. Explanations of violations will be considered.
4. Attach copies of official background reports documenting history of violations or convictions for yourself, and all current and proposed business partners associated with your guide operations. You and each of your business partners must obtain a copy of an, "Any Persons Report," from the Alaska Department of Public Safety (AK State Troopers), and specify that hunting, fishing, and guiding related records are to be included on the report. These reports must be obtained in person and you are responsible for any required report cost. You must provide copies of the background check for yourself and all partners identified in your application to be considered for a GCA.

5. Have you ever been in default or non-compliance with any public land agency? Please explain the problem/incident and the resolution.

Form C: Subfactor E: Past Financial Performance - Question 1  
Income Statement

Financials for the past 5 years

	<u>Last Year</u>	<u>2 Years Ago</u>	<u>3 Years Ago</u>	<u>4 Years Ago</u>	<u>5 Years Ago</u>
<b>Gross Receipts</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Salaries and Wages	_____	_____	_____	_____	_____
Payroll Taxes and Benefits	_____	_____	_____	_____	_____
Operating Supplies	_____	_____	_____	_____	_____
Office Expenses	_____	_____	_____	_____	_____
Depreciation and Amortization	_____	_____	_____	_____	_____
Repair and Maintenance	_____	_____	_____	_____	_____
Insurance	_____	_____	_____	_____	_____
Advertising	_____	_____	_____	_____	_____
Interest	_____	_____	_____	_____	_____
Legal and Accounting	_____	_____	_____	_____	_____
Car & Truck Expenses	_____	_____	_____	_____	_____
Travel, Meals, & Entertainment	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>Total Expenses</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Net Income</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**Form C: Subfactor E: Revenue - Question 1  
Income Statement**

**Annually for Term of Concession Area**

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
<b>Gross Receipts</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Salaries and Wages	_____	_____	_____	_____	_____
Payroll Taxes and Benefits	_____	_____	_____	_____	_____
Operating Supplies	_____	_____	_____	_____	_____
Office Expenses	_____	_____	_____	_____	_____
Depreciation and Amortization	_____	_____	_____	_____	_____
Repair and Maintenance	_____	_____	_____	_____	_____
Insurance	_____	_____	_____	_____	_____
Advertising	_____	_____	_____	_____	_____
Interest	_____	_____	_____	_____	_____
Legal and Accounting	_____	_____	_____	_____	_____
Car & Truck Expenses	_____	_____	_____	_____	_____
Travel, Meals, & Entertainment	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>Total Expenses</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Net Income</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**Form C: Subfactor E: Revenue - Question 1**  
**Income Statement**

**Annually for Term of Concession Area**

	<u>Year 6</u>	<u>Year 7</u>	<u>Year 8</u>	<u>Year 9</u>	<u>Year 10</u>
<b>Gross Receipts</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Salaries and Wages	_____	_____	_____	_____	_____
Payroll Taxes and Benefits	_____	_____	_____	_____	_____
Operating Supplies	_____	_____	_____	_____	_____
Office Expenses	_____	_____	_____	_____	_____
Depreciation and Amortization	_____	_____	_____	_____	_____
Repair and Maintenance	_____	_____	_____	_____	_____
Insurance	_____	_____	_____	_____	_____
Advertising	_____	_____	_____	_____	_____
Interest	_____	_____	_____	_____	_____
Legal and Accounting	_____	_____	_____	_____	_____
Car & Truck Expenses	_____	_____	_____	_____	_____
Travel, Meals, & Entertainment	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>Total Expenses</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Net Income</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____