



Alaska Fisheries Development Foundation
Request for Quotes: Grant Management Services

Issued: October 5th, 2026 · Quotes due: October 19th, 2026 by 5:00 p.m. AKDT

Alaska Fisheries Development Foundation has received a federal award and is seeking quotes from qualified firms or individuals to provide grant management and compliance support throughout the award period.

AFDF anticipates this will be a modest, ongoing engagement rather than a full-time role. The total contract value will not exceed \$25,000 for the full award period.

ABOUT THE AWARD

Funder and program	Economic Development Administration: Public Works and Economic Adjustment Assistance
Award number	ED26SEA0G0157
Award amount	\$500,000
Project period	9/1/2026 - 9/30/2028
Our organization	The Alaska Fisheries Development Foundation (AFDF) is a non-profit leading Alaska's fisheries toward a sustainable future through collaborative partnerships, research-driven initiatives, and community focused programs.

SCOPE OF WORK

For the full 24-month award period, AFDF is seeking an individual or firm to provide that will provide ongoing grant management and compliance support, including:

1. Develop and maintain a compliance calendar covering all reporting and prior-approval deadlines in the award, kept current throughout the grant period.
2. Prepare and/or review required performance and financial reports and support timely submissions.
3. Monitor expenditures against the approved award budget and identify potential variances or compliance concerns early.
4. Advise AFDF on circumstances requiring EDA or other federal prior written approval and assist in preparing approval requests.
5. Support procurement and contracting documentation for expenditures made with award funds to help ensure compliance with applicable federal

requirements and AFDF policies.

6. Maintain organized grant documentation sufficient to support monitoring, audit readiness, and federal record-retention requirements.
7. Provide ongoing guidance to AFDF staff regarding federal grant requirements and identify potential compliance issues as they arise.
8. Support grant closeout requirements, including final performance and financial reporting and any applicable property, equipment, data, or other closeout obligations.

WHAT TO SEND US

Please provide written responses to the questions below. Responses should not exceed two pages. Please also include a resume, not to exceed two pages. If you are registered in SAM.gov, please give your UEI.

1. How many federal awards have you managed after award in the last five years, and with which agencies did you work with?
2. Who specifically will do the work requested above? If working with others, please attach their resume(s). How will the work progress if that person is unavailable for an extended period of time?
3. Please describe your fixed price for the full award period, broken out by year. Please include your hourly rate for work outside the scope described above, and describe what other items are not included in your fee.
4. Are you, or is any other principal, debarred, suspended, or excluded from federal awards?
5. Include two references that can speak to your work with federal awards, including at least one you carried through closeout.

HOW WE WILL DECIDE

AFDF will compare received quotes based on:

- Federal post-award experience
- Qualifications of the person performing the work
- Quality of submitted answers
- Price.

We may request for a short call before deciding on the successful bid. Before awarding a bid, AFDF will run a SAM.gov exclusion check.* The resulting contract will include the federal provisions.

HOW TO SUBMIT

Email your response to Kristy Clement at Kclement@afdf.org by October 19th at 5:00 p.m. AKDT. Send any questions to the same contact. We will send answers for all questions received to all bidders who apply.

*Required by 2 CFR 200.327 and Appendix II to 2 CFR Part 200. This request does not obligate Alaska Fisheries Development Foundation to award a contract.