Alaska Fisheries Development Foundation

Request for Quotes: Community Needs Assessment

Issued: 11/12/26 · Quotes due: 11/25/26 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 conduct a Community Needs Assessment for the Building Readiness: Alaska Seafood Modernization & Competitiveness project.

This is one of three planned assessments under the award (Community Needs, Market, and Feasibility). AFDF is procuring the Community Needs Assessment first. The total contract value will not exceed $66,667, and AFDF expects the work to be completed within approximately six months of the contract start date.

ABOUT THE AWARD

Funder and program	Economic Development Administration: Public Works and Economic Adjustment Assistance
Award number	ED26SEA0G0157
Award amount	$500,000 federal, plus $125,000 AFDF match
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.

TIMELINE

Date	**What Happens**
11/12/2026	RFQ issued
11/18/2026	Questions due
11/25/2026	Quotes due by 5:00 p.m. AKDT

By 12/9/2026	AFDF selects a contractor
1/7/2027	Contract begins

SCOPE OF WORK

The Community Needs Assessment contractor will:

1. Design and lead a statewide needs assessment that identifies the infrastructure, workforce, processing, and recovery needs facing Alaska's seafood industry, with priority attention to the communities covered by the award's federally declared disasters.
2. Gather input directly from processors, harvesters, Alaska Native corporations, municipalities, and other stakeholders, through surveys, interviews, and the first two of AFDF's four regional stakeholder sessions, which are scheduled early in 2027 to support this assessment.
3. Compile and analyze the data gathered to document economic conditions, infrastructure gaps, and workforce challenges across the disaster-impacted regions.
4. Document stakeholder priorities and place-based insights gathered through the engagement process.
5. Produce a written Community Needs Assessment report, with findings and prioritized recommendations, for use in AFDF's statewide Modernization and Resilience Roadmap.
6. Coordinate with AFDF's Disaster Recovery Project Manager and the Market and Feasibility assessment contractors (procured separately, in 2027) to avoid duplicate outreach and keep data consistent across deliverables.

This is a fixed-price contract for the deliverables above. AFDF expects a draft report with preliminary findings partway through the engagement, followed by a final report.

QUALIFICATIONS WE'RE LOOKING FOR

AFDF is looking for a firm or individual with:

- Experience conducting needs assessments or similar community and economic research, ideally for a federally funded project.
- Experience designing and leading stakeholder engagement, such as surveys, interviews, or listening sessions, across multiple, geographically dispersed communities.
- Clear, effective written communication, and the ability to produce a public-facing report.
- Knowledge of Alaska's fishing industry, coastal communities, or disaster recovery planning.
- Ability to complete the assessment within the timeline and budget described above.

WHAT TO SEND US

Please provide written responses to the questions below. Responses should not exceed four pages total. If a named individual will do the work, please also include their resume, not to exceed two pages. If you are registered in SAM.gov, please give your UEI.

1. Describe your experience conducting community needs assessments or comparable research over the past five years, especially for federally funded economic development or disaster recovery projects. Please identify the organizations you worked with.
2. Describe your experience designing and leading stakeholder engagement (surveys, interviews, or

listening sessions) across multiple, geographically dispersed communities, ideally involving Alaska's fishing industry or coastal economies.

3. Describe your proposed approach and timeline for completing this assessment, including a draft report with preliminary findings and a final report, within approximately six months of the contract start date.
4. Please quote your fixed price for the full scope of work described above. If your quote exceeds $66,667, please explain.
5. Are you, or is any other principal, debarred, suspended, or excluded from federal awards?
6. Please disclose any actual or potential conflict of interest involving AFDF, its Board of Directors, or staff.
7. Please provide two references who can speak to your needs assessment or stakeholder engagement work.

HOW WE WILL DECIDE

AFDF will evaluate received quotes based on:

- Relevant experience conducting needs assessments or comparable research
- Familiarity with Alaska's fishing industry or coastal communities
- Quality, clarity, and completeness of submitted responses
- Price and overall value to AFDF

AFDF may request a brief interview before making a selection. Prior to contract award, AFDF will verify applicable federal exclusion status. The resulting contract will include the federal provisions.

HOW TO SUBMIT

Email your response to Anna Nelson at anna@osswriting.com by 11/25/26 at 5:00 p.m. AKDT. Questions regarding this RFQ should be submitted to the same contact by 11/18/26. AFDF will provide responses to substantive questions to all known prospective respondents to ensure consistent access to information.