Alaska Fisheries Development Foundation

Request for Quotes: Disaster Recovery Project Manager

Issued: 11/4/26 · Revised: 11/25/26 · Quotes due: 12/9/26 by 5:00 p.m. AKDT

Alaska Fisheries Development Foundation has received a federal award and is seeking quotes from qualified individuals or firms to serve as Disaster Recovery Project Manager for the Building Readiness: Alaska Seafood Modernization & Competitiveness project.

AFDF anticipates this role working approximately 8 hours per week for an engagement running through most of the award period (an estimated 720 hours total). The total contract value will not exceed $54,000.

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**
11/4/2026	RFP issued
12/2/2026	Questions due
12/9/2026	Quotes due by 5:00 p.m. AKDT
By 12/23/2026	AFDF selects a Disaster Recovery Project Manager

1/7/2027	Engagement begins

SCOPE OF WORK

For an engagement running through most of the award period at an estimated 8 hours per week, the Disaster Recovery Project Manager will:

1. Coordinate statewide stakeholder engagement, including regional sessions, the executive roundtable, and ongoing partner communication to assess disaster recovery needs and develop plans for recovery.
2. Oversee contracted consultants performing feasibility, market, and financial studies, including tracking deliverables and timelines.
3. Manage day-to-day project coordination and support AFDF staff in meeting project milestones.
4. Support preparation of semi-annual progress reports and other EDA reporting requirements.
5. Help produce the statewide Modernization and Resilience Roadmap and related project deliverables.
6. Maintain organized records of stakeholder engagement, consultant deliverables, and project correspondence.

AFDF may distribute the contractor's hours unevenly across the engagement, with more hours during active phases such as stakeholder sessions, assessments, and reporting periods, and fewer hours during quieter stretches, provided total hours and total cost stay within the estimate above.

QUALIFICATIONS WE'RE LOOKING FOR

AFDF is looking for a Disaster Recovery Project Manager with:

- Experience working with federally funded grants or economic development projects.
- Strong skills coordinating multiple stakeholders across different organizations.
- Clear, effective written and verbal communication.
- Knowledge of Alaska's fishing industry or coastal economies.
- Ability to sustain a long-term, part-time engagement across the full award period.

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. Describe your experience managing federally funded grants or economic development projects over the past five years. Please identify the agencies you worked with.
2. Describe your experience coordinating multi-stakeholder initiatives, ideally involving Alaska's fishing industry or coastal economies.
3. Confirm your availability for approximately 8 hours per week across roughly 22 months, beginning Dec 15th, 2026 and continuing through approximately Sept 30th, 2028. Describe your capacity to sustain a long-term, part-time engagement, and note any scheduling constraints.
4. Please quote your hourly rate for this engagement. If different from $75/hour, 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 project coordination or grant management experience.

HOW WE WILL DECIDE

AFDF will evaluate received quotes based on:

- Relevant experience with federally funded or economic development projects
- 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 12/9/26 at 5:00 p.m. AKDT. Questions regarding this RFP should be submitted to the same contact by 12/2/26. AFDF will provide responses to substantive questions to all known prospective respondents to ensure consistent access to information.