



9360 Glacier Hwy, Ste 201
Juneau, AK 99801
(907) 586-4360

www.seconference.org
www.alaskamariculturecluster.org

Alaska Mariculture Cluster

Project Management and Grant Administration Consulting RFQ

REQUEST FOR Qualifications
RFP #2025-08

Date of Issue: May 28, 2025

Closes: Proposals will be considered starting on July 2, 2025 and on a rolling basis thereafter.

Summary

The services procured under this RFQ will support Southeast Conference's administration of the Alaska Mariculture Cluster (AMC) grant, with an emphasis on program implementation, subaward and contract management, communications, and compliance. Contractors can propose specific focus areas to match interest/expertise. Multiple contractors may be selected.

Background

Southeast Conference – the state and federally recognized economic development organization for Southeast Alaska – is the lead institution administering a federal grant from the United States Economic Development Administration (EDA) to grow Alaska's mariculture industry through the Build Back Better Regional Challenge (BBBRC) program. The Alaska Mariculture Cluster (AMC) grant coalition includes a diverse group of stakeholders including Alaska state regulatory agencies, Alaska's university system, Economic Development Districts, trade organizations and more. A Governance Body, composed of AMC coalition leads as well as Tribal representatives from each of the project regions, guides the work and evaluation of the overall grant.

The AMC grant is composed of eight component projects, which have been purposely designed to be complementary to address barriers to growth and break out of the "chicken or egg" cycle of industry development:

The full project period for the AMC BBBRC project is October 1, 2022 – September 30th, 2026. More information on the Alaska Mariculture Cluster (AMC) is available at www.alaskamariculturecluster.org, including the Overarching Narrative, which explains how the different components work together to grow the mariculture industry in an equitable and environmentally responsible manner.

Scope of Work

The services procured under this RFQ will support Southeast Conference’s administration of the Alaska Mariculture Cluster (AMC) grant, with an emphasis on program implementation, subaward and contract management, communications, and compliance. We are seeking contractor(s) to add capacity to our AMC grant team at Southeast Conference and can tailor the work to the expertise of selected contractor(s). The scope of work will involve interaction with grant subrecipients and contractors, internal project management, administrative support, and strategic input.

Tasks may include but are not limited to:

- **Program and Contract Administration:** Support the development and administration of RFPs, contracts, and subawards – including drafting scopes of work and budgets, ensuring compliance with federal grant requirements, coordinating contractors, and assisting performance monitoring and reporting/communications.
- **Subaward Management and Compliance:** Assist SEC in managing AMC subaward recipients. Track project progress, provide technical assistance related to equipment purchasing, prepare budget revisions, and coordinate with finance team members to ensure subrecipient compliance.
- **Strategic Grant Support:** Participate in AMC strategy sessions regarding future funding priorities, RFP development, and grant program refinement. Provide insight to improve workflows, use of digital tools, and grant-related processes.

Work will be conducted in close collaboration with Southeast Conference staff, AMC subawardees and contractors, and other stakeholders.

Specific deliverables, project assignments, and timelines will be developed in collaboration with the selected contractor(s). All work produced under this RFQ will support the goals of the AMC program and will be publicly accessible upon completion where applicable.

Respondents should demonstrate experience in one or more of the following areas: federal grant management, contract development, project coordination, and stakeholder engagement. Familiarity with Alaska's mariculture sector, rural communities, and Tribal governance is preferred.

General Requirements:

Timeline. Selected proposals can be funded through the end of the AMC grant's SEC Management Component Project deadline of May 2027.

Single Point of Contact. The selected contractor will designate one person as the project manager and point of contact with SEC.

Progress Reports. Updates will be submitted to SEC with invoices, detailing progress to date, any difficulties encountered in accomplishing the work, and other information.

Disbarment. Applicants must have or acquire a UEI through SAM.gov prior to award finalization. Applicants, including any subcontractors, must not be disbarred from receiving federal funds.

Public Information. All products produced under this RFP will become publicly available on completion.

Proposal Contents:

Proposals are expected to be no more than 3 pages in length, excluding resumes which may be attached.

Proposals should include the following components:

- **Introduction and Understanding of the Project.** Include the RFQ title and a brief overview of the applicant's interest in and understanding of the role. This section should demonstrate an understanding of the Alaska Mariculture Cluster (AMC) initiative and the broader goals of Southeast Conference's work. Respondents should also introduce their team (or individual background) and summarize their general approach to supporting this work.

- **Experience and Qualifications.** Describe relevant experience and key team members, including any subcontractors if part of your team. Relevant experience includes projects with related content as well as project experience working on mariculture or with rural, coastal, and/or indigenous stakeholders.
- **Costs.** Provide the proposed fully loaded hourly rate(s) for each key individual expected to contribute to the work. If proposing as a team or firm, identify each person's role and rate.

Proposal Submission Process:

Deadline. Submit proposals by emailing Dan Lesh at dan@seconference.org.

- Proposals will be considered starting on July 2, 2025 and on a rolling basis thereafter.
- Proposers are encouraged to verify with SEC that the proposal has been received prior to the deadline.
- Additional information provided after the deadline may also be considered but only if such information can be accommodated by the review process.

Public Information: Proposals and work plans may be distributed throughout the organization for review and comment. Proprietary information should not be submitted in any proposal. SEC will not knowingly reveal the contents of a proposal that is not subsequently accepted for contract; however, SEC accepts no liability should such contents inadvertently be revealed to third parties.

Changes. Any changes or addendum to the RFP will be posted on the [Alaska Mariculture Cluster website](#) and sent directly to respondents who have specifically requested notification.

Preparation Costs. SEC is not liable for any costs incurred by the proposer during the proposal preparation.

Questions. Inquiries regarding this request for proposals shall be directed to Dan Lesh (dan@seconference.org).

Evaluation Criteria and Award Process:

Criteria for evaluating proposals is as follows:

- Past experience on relevant or similar projects (60%).
- Demonstration of capacity to complete deliverables successfully and within a reasonable timeline (20%).
- Costs are reasonable and fall within available/projected funding levels (20%).

Scoring of each proposal against the criteria listed above will be conducted by an RFP review committee. SEC reserves the right to reject any and all of the proposals received. If necessary, SEC may select the proposals that, in its sole view, most nearly conform to its needs as outlined in this RFP and then negotiate directly with that proposer to refine the proposal to achieve a contract that fully satisfies SEC's needs. Multiple contractors may be selected.

About Southeast Conference:

As the state and federally designated regional economic development organization for Southeast Alaska, Southeast Conference serves as the collective voice for advancing the region's economy. SEC has 240 member organizations, representing governments and businesses from the region's 35 communities and 19 Tribes. The mission of Southeast Conference is to undertake and support activities that promote strong economies, healthy communities and a quality environment in Southeast Alaska. Southeast Conference formed in 1958 with a group of people supporting the establishment of a regional transportation system in Southeast Alaska, which led to the formation of the Alaska Marine Highway System (AMHS). After that success, Southeast Conference stayed together through more than a half-century to focus on concerns unique to the region, including transportation, maritime, tourism, timber, seafood, mining, health care, government, and overall quality of life.