



Request for Quotations – Contract for Facilitation Support of Collaborative Fisheries Conservation Meeting

OVERVIEW

The National Fish and Wildlife Foundation (NFWF) seeks a qualified facilitator to support NFWF and the National Oceanic and Atmospheric Administration (NOAA) staff in preparing for and hosting an in-person or virtual/hybrid meeting for the [Fisheries Communication Network and Mapping Tools Implementation effort](#). This meeting will likely occur in New Orleans, LA or a similar Gulf city in late 2026/early 2027. The purpose of this meeting is to gather NOAA staff, fishing industry representatives, modelers, data tool developers, and other related constituents to develop a shared vision for implementation of voluntary, technology-supported fisheries communication networks in the Gulf region. A facilitator will assist with the preparation for this meeting by conducting interviews with relevant parties, preparing an agenda, and facilitating the meeting.

BACKGROUND

NFWF and NOAA have partnered on a variety of projects, supported by the Deepwater Horizon (DWH) Natural Resource Damage and Assessment (NRDA) settlement funds, to restore fish and other resources injured by the spill. This DWH project focuses on the implementation of voluntary, technology-supported fisheries communication networks across various Gulf fisheries and builds upon a [prior effort to design such networks](#). Within these networks, participating fishermen are given the tools to share and visualize near-real time information (through maps or other products) on bycatch, target catch, depredation, or other conditions across the fishery. Through these networks, fishermen will be able to make more informed decisions on when, where, and how to fish, potentially leading to improved fishing experiences and reduced bycatch which ultimately helps to restore injured fishery resources.

The prior design and planning effort was collaborative with fisheries representatives and resulted in three sets of recommendations for future network implementation. As this project transitions towards a multi-year implementation, it is important to convene relevant parties to develop a shared vision of project goals. Specific topics to consider include data privacy and sharing, technology needs, implementation timeline, and how the vision connects to the species restoration purpose of the project.

MEETING OBJECTIVES

1. Develop a common awareness amongst attendees of what fisheries communication networks are and the constraints of their implementation from the perspective of the project, namely the need to align with Natural Resource Damage Assessment goals.
2. Facilitate meeting attendees in sharing motivations and desired outcomes from communication networks and associated increases in data collection and use.
3. Guide discussion to develop a shared understanding and vision for future communication network implementation programmatically across 5 and 10 year time scales.

SCOPE OF WORK

Task 1 – Partner Collaboration and Outreach

Work with NFWF and NOAA to conduct pre-meeting work as necessary, including but not limited to conducting interviews with relevant industry, federal, or other partners and researching fisheries

communication networks and fisheries by-catch issues. Help identify individuals that should participate in this meeting and help process invitations (note that NFWF will reimburse participant travel as allowable and necessary).

Task 1 Deliverable – Finalized invitation list, distributed “Save the Date” invitation.

Task 1 Timeline – Within 3 weeks of contract origination.

Task 2 – Meeting Coordination and Preparation

Assist with identification of a suitable venue in a Gulf region city, such as New Orleans, LA (note that NFWF will secure the venue). Create an agenda suited to meet the objectives outlined above in collaboration with NFWF and NOAA.

Task 2 Deliverable – Recommendations to NFWF of a venue, Meeting agenda agreed upon by NFWF and NOAA.

Task 2 Timeline – Meeting venue recommendations at least two months before the meeting. Meeting agenda finalized 2 weeks before the meeting.

Task 3 – Meeting Facilitation

Facilitate a one and a half or two-day in-person or virtual/hybrid meeting that convenes relevant stakeholders (anticipating approximately 30 attendees). Oversee discussions in a way that encourages attendees to share motivations and desired outcomes from communication networks and associated increases in data collection and use as well as develop a shared understanding and vision for future communication network implementation programmatically across 5- and 10-year time scales.

Task 3 Deliverable – Develop a brief meeting report that outlines key decisions and outcomes.

Task 3 Timeline – Exact timing of meeting is to be determined, but NOAA and NFWF have a tentative goal of late 2026/early 2027.

REQUIRED EXPERTISE AND PROPOSED STAFF

- Meeting preparation and facilitation experience: previous experience in helping a steering committee prepare for and facilitate workshops or similar meetings. Reviewers will be looking for a clear method for approaching participant invitations and establishing an agenda to meet objectives.
- Subject matter expertise: preference for experience with and understanding of the NOAA mission, Deepwater Horizon restoration activities, and fisheries by-catch/conservation issues in the Gulf.
- Conflict resolution: applicant must demonstrate an ability to guide discussion towards the desired outcomes of the proposed meeting.

CRITERIA FOR COMPETITIVE APPLICATIONS

Proposals will be evaluated and scored on the following criteria. Offerors should organize their Proposal Narrative based on these sections:

1. **Understanding of Request.** The narrative must demonstrate an understanding of the goals of the activities involved. This section should include a description of how you will communicate with NFWF and program stakeholders and report on progress, results, and deliverables. Weight: 10%
2. **Technical Approach.** The proposed technical approach for conducting meeting preparation and facilitation should clearly describe the proposed methods necessary to complete the work. The

section must demonstrate that those methods are robust and appropriate for conducting the project and address any areas of complexity or uncertainty associated with the effort. Weight: 30%

3. **Qualifications of Proposed Personnel.** This section should clearly describe which tasks each member of the team will conduct and how their training and experience provide the requisite experience to do so successfully. Weight: 20%
4. **Contractor's Past Performance.** The proposal should include information on the primary investigator(s)'s past performance experience in meeting facilitation and associated work. List recent (last 2-5 years) accomplishments and previous services related to the technical expertise offered. If subcontractors are to be used, information should be provided that demonstrates their past performance as well. Describe how that past performance is applicable to this evaluation. Weight: 10%
5. **Budget.** The proposed budget should itemize work in sufficient detail to enable reviewers to evaluate the appropriateness of the entire funding request. You must use the [NFWF Contractor Budget Template](#). You may add columns to the template for additional tasks if needed but should not make any other changes. If applicable, please include the proposed budget for equipment purchase in the proposal separate from the Contractor Budget Template. Weight: 30%

ELIGIBLE OFFERORS & CONFLICT OF INTEREST STATEMENT

Eligible applicants include institutions of higher education, other nonprofits, commercial organizations (including professional facilitators), international organizations, and local, state and Indian tribal governments.

By submitting a proposal in response to this solicitation, the offeror warrants and represents that it does not currently have any apparent or actual conflict of interest, as described herein. In the event an offeror currently has, will have during the life of the contemplated contract, or becomes aware of an apparent or actual conflict of interest, in the event an award is made, the offeror must notify NFWF in writing in the proposal, or in subsequent correspondence (if the issue becomes known after the submission of the proposal) of such apparent or actual conflicts of interest, including organizational conflicts of interest. Conflicts of interest include any relationship or matter which might place the contractor, the contractor's employees, or the contractor's subcontractors in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests, or otherwise. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the offeror, the offeror's employees, or the offeror's future subcontractors in the matter. Upon receipt of such a notice, the NFWF Contracting Officer will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the offeror to reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies NFWF may result in the proposal not being selected for award.

By submitting a proposal in response to this solicitation, the Offeror warrants and represents that it is eligible for award of a Contract resulting from this solicitation and that it is not subject to any of the below circumstances:

Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an Contract with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government; or

Was convicted (or had an officer or agent of such corporation acting on behalf of the corporation convicted) of a felony criminal violation under any Federal or State law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government; or

Is listed on the General Services Administration's, government-wide System for Award Management Exclusions (SAM Exclusions), in accordance with the OMB guidelines at 2 C.F.R Part 180 that implement E.O.s 12549 (3 C.F.R., 1986 Comp., p. 189) and 12689 (3 C.F.R., 1989 Comp., p. 235), "Debarment and Suspension," or intends to enter into any subaward, contract or other Contract using funds provided by NFWF with any party listed on the SAM Exclusions in accordance with Executive Orders 12549 and 12689. The SAM Exclusions instructions can be found here: <https://www.sam.gov/SAM/>

SUBMISSION REQUIREMENTS

Proposals must be submitted under the same cover at the same time, in three distinctly labeled and separate documents: 1) Technical Proposal, 2) Budget, and 3) Evidence of Financial Stability. Interested parties should submit proposals electronically to NFWF (Gray.Redding@nfwf.org and Annabel.Chase@nfwf.org) using the requirements below:

1. Technical Proposal

- Format: Proposals must be provided in Word format or searchable PDF with a font size no smaller than 11 pt.
- Contact information: Primary contact person, company name, address, phone, email, website, UEI number, and EIN/Taxpayer ID#.
- Narrative: Concise (5-page limit) description of the work plan and a summary of the applicant's expertise and experience, organized by the Criteria for Competitive Applications.
- In addition to the 5-page limit narrative:
 1. Biographies: Resumes and/or Vitae of key staff and their role in the proposed work area.
 2. References: List two clients who have received services from the applicant that are similar in nature to the proposed work; include names, phone numbers, and email address.

2. Budget: The budget proposal must be submitted using the [NFWF Contractor Budget Template](#).

3. Evidence of Financial Stability: The applicant shall provide proof of financial stability in the form of financial statements, credit ratings, a line of credit, or other financial arrangements sufficient to demonstrate the applicant's capability to meet the requirements of this solicitation.



SELECTION PROCEDURE

A panel of NFWF and NOAA staff will review the proposals. Offerors may be asked to modify objectives, work plans, or budgets prior to final approval of the award. ***Only one award will be made for this project.*** If multiple institutions are involved, they should be handled through subcontracts.

COMPLIANCE WITH APPLICABLE LAWS

NFWF is committed to operating in full compliance with all applicable laws, regulations, and Executive Orders. We continuously monitor legal and regulatory developments to ensure our policies, procedures, and operations align with current federal directives. We encourage all applicants to do the same.

The ability and extent to which NFWF is able to make awards is contingent upon receipt of funds from federal agencies and/or other funding partners. Final funding decisions will be made based on the applications received and the level and timing of funding received by NFWF.

Compliance with American Security Drones Act (ASDA)

Pursuant to the American Security Drone Act (ASDA), effective December 22, 2025, applicants proposing activities funded in whole or in part with federal funds may not use, operate, or purchase any drone or uncrewed aerial systems (UAS) included on the Covered Foreign Entities (CFE) List. This prohibition applies to both new purchases and continued use of existing UAS, including certain widely used commercial platforms, such as DJI and Autel. Applicants are responsible for ensuring that all proposed and existing UAS used in connection with federally funded activities comply with applicable federal law and are not included on the CFE List. Noncompliance may affect eligibility for funding.

SUBMISSION DEADLINES

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| Friday September 4, 2026 | Deadline for questions about the solicitation to NFWF.

Offerors should submit questions regarding this solicitation via email to Gray.Redding@nfwf.org and Annabel.Chase@nfwf.org . NFWF will post all the questions and responses to all questions so that all offerors have access to them at the same time. In order to provide equitable responses, all questions must be sent to NFWF no later than 12:00 PM ET on September 4, 2026. |
| Tuesday, September 8, 2026 | NFWF will post the questions submitted regarding the solicitation and responses on the NFWF website at https://www.nfwf.org/programs/bycatch-hotspots-initiative . |
| Thursday, September 10, 2026 | Deadline for receipt by NFWF of proposals.

Proposals must be sent electronically as an email attachment |



to Gray.Redding@nfwf.org and Annabel.Chase@nfwf.org by
5:00 PM ET on September 10, 2026.

Proposals must be provided in Word format or searchable
PDF.

Anticipated: October 5, 2026 Contract award to selected Offeror

Anticipated: March 1, 2027 Deliverables Due