

# Central Gulf of Alaska Rockfish Program (CGOA RP)

## Request for Proposal (RFP)

**Date:** August 27, 2025

**RFP Number:** 2025-2

**RFP Title:** CGOA Rockfish Program Shoreside Intercooperative and Cooperative Manager

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### 1. Introduction

#### 1.1 Purpose

The Central Gulf of Alaska (CGOA) Rockfish Program (RP) Shoreside Intercooperative is seeking proposals from qualified individuals or organizations to provide management services for both the Intercooperative and each of the four member cooperatives: North Pacific Rockfish Cooperative, OBSI Rockfish Cooperative, Silver Bay Seafoods Rockfish Cooperative, and Star of Kodiak Rockfish Cooperative. The Manager will be responsible for ensuring regulatory compliance, supporting cooperative operations, coordinating quota management, and fostering collaboration among participating entities. While an organization may provide these services, a single individual must be designated as the Cooperative Manager and point of contact.

#### 1.2 About the CGOA Rockfish Program Shoreside Sector

The CGOA RP is a Limited Access Privilege Program (LAPP) that was established to improve resource management, reduce bycatch, promote community stability, and enhance operational efficiency in the CGOA rockfish fisheries. It was initially created as a 5-year test program authorized by Congress (2007-2011), but based on its success it was reauthorized by the North Pacific Fishery Management Council ('Council') for an additional 10 years in 2012. In 2021, the Council reauthorized the RP again indefinitely without a sunset date. The CGOA RP allocates quota to three sectors: shoreside catcher vessels, catcher processors, and entry level longline vessels. This RFP is only for the shoreside component of the program.

Shoreside catcher vessel cooperatives are formed annually, each associated with a processor within the city limits of Kodiak. The program allocates quota shares to cooperatives based on qualifying catch histories, and requires coordinated management to ensure compliance with National Marine Fisheries Service (NMFS) regulations and Council policy objectives. The Shoreside Intercooperative, representing the collective interests of the four cooperatives, is responsible for shared compliance measures, intercooperative agreements, quota transfers, and consolidated reporting.

Shoreside allocations include primary rockfish (Pacific ocean perch, northern rockfish, and dusky rockfish) and secondary species (Pacific cod, sablefish, and thornyhead). Vessels also receive prohibited species catch (PSC) limits of halibut which are shared at the cooperative level. A 1,200 Chinook cap is in place for this fishery and is managed based on at-sea extrapolated basket samples; all vessels share the cap without individual allocations of salmon PSC. This fishery requires 100% at-sea vessel observer coverage; a RP electronic monitoring (EM) program has been in the pilot stage since 2022 and will be on hold for 2026, but could be continued in the future by interested parties.

There are 46 shoreside LLPs in the CGOA RP across the four cooperatives; from 2014-2023 an average of 26 vessels participated annually. In recent years, participation has dropped to 22 vessels in 2023, 18 in 2024, and 21 vessels so far in 2025 due to markets and consolidation across participants. All quota in the shoreside allocation is exclusively allocated to vessel LLPs; processor agreements are in place to establish delivery relationships between the cooperative and their associated processor. Given the program's regulatory structure (including how quota moves between cooperatives and how caps are managed) and the relatively small scale of the fishery, one entity has always been the intercooperative manager and the cooperative manager for each of the cooperatives.

#### 1.3 Objectives

The objective of this RFP is to identify and retain a single **Intercooperative Manager, who is also the Cooperative Manager** for each of the four RP shoreside cooperatives to:

- Administer the annual cooperative formation and filings with NMFS.
- Coordinate quota allocation, transfers, and monitoring among cooperatives.
- Develop and manage a Chinook salmon bycatch avoidance plan

- Facilitate compliance with NMFS regulations and reporting requirements.
- Serve as the primary liaison with NMFS, the North Pacific Fishery Management Council, processors, vessel operators, and cooperative representatives.
- Facilitate effective communication and cooperation among all four member cooperatives.
- Manage Shoreside Intercooperative finances, records, and administrative obligations.

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## 2. Scope of Work

### 2.1 Overview of Responsibilities

The Intercooperative & Cooperative Manager duties fluctuate throughout the year, with some months having minimal workflow while other months may be nearly full time; some individual weeks when vessels are actively fishing may be more than full time. The Total Annual estimate is approximately 866 hours. The bulk of the work occurs in the months leading to the April 1 opening of the fishery through June, and again from late October through November. Table 1 shows an estimated breakdown of hours per month for each of the main responsibilities. At all times, it is the responsibility of the Manager to facilitate compliance with the CGOA Rockfish Program regulations, protect the confidentiality of sensitive fisheries information, follow all necessary regulatory requirements, and maintain positive relationships with vessel owners/operators, shoreside processors, and NMFS Agency partners. During the annual application process and when issues arise, significant communication with NMFS Alaska Regional Office (AKRO) contacts can be required.

Responsibilities include:

**2.1.1. Initial Training and Transition:** Beginning in Fall 2025 and through the beginning of 2026, the incoming Manager would complete initial training with the current Intercoop Manager as all 2025 duties are completed. This includes quota management and leasing for any Fall fishing that occurs, assisting processors with Ex-Vessel Value & Volume Reports, reminding vessels of important deadlines, and any other end of season wrap up. In early 2026 this will include filing the 990 EZ postcards with the IRS for each cooperative, and putting together the Intercoop Report to the Council. Applicants should expect to spend up to 75 hours on the initial transition beginning in October 2025. Note that initial training and transition hours are not included in Table 1. The incoming Manager would also be provided with an instruction manual, existing handouts, and all spreadsheets that are currently in use to complete duties.

**2.1.2. Intercooperative Meetings:** The Intercooperative Board consists of the President from each of the four cooperatives and the Intercooperative Manager, who also has a voting seat. There are two regularly scheduled Intercooperative Board Meetings each year, in February and March, to form the cooperatives for the year, set the budgets, determine Agreement details, and set the Intercooperative budget, ahead of the season opening. While there are always at least two meetings, there are potentially additional meetings held during the year to discuss issues that arise in the fishery, like salmon bycatch. The Manager is expected to be engaged with the fishery to know when to reach out to Intercooperative Board members and decide to call a meeting. The Manager is expected to provide an agenda and supplemental materials as needed for the meetings, run the meetings according to Roberts Rules of Order, and write and distribute minutes for each meeting.

**2.1.3. Cooperative Meetings:** Each year, each cooperative must either hold a cooperative meeting or sign a Consent in Lieu of Annual Meeting agreement. Typically, coops default to the consent in lieu unless there are new cooperative members, elections need to be held, or there is some other cooperative specific issue that requires a meeting. If a Cooperative meeting is held, the Manager is expected to complete the same duties as they would for an Intercoop meeting. If a Consent in Lieu of Annual meeting is chosen, then the Manager is responsible for distributing the document to each coop for each of their members to sign and return. Regardless of which path a cooperative chooses, it must be completed prior to the March 1 Cooperative CQ Application deadline.

**2.1.4. Cooperative CQ Applications:** In order for Cooperatives to receive their Cooperative Quota (CQ) each year, each of the four cooperatives must file a cooperative CQ application with NMFS RAM (Restricted Access Management) prior to March 1. On an annual basis, the applications need minimal updates except when there are member or ownership changes for the individual cooperatives. However, updating and compiling all necessary documentation, communicating with members to ensure timely signature submission, and reviewing each application to ensure accuracy is a time intensive process.

**2.1.5. NMFS Ex-Vessel Value & Volume Reports/Cost Recovery:** Like all other LAPP programs, NMFS requires vessels to pay Cost Recovery Fees for the additional expenses NMFS incurs in managing a fishery with cooperative structure. After the season closes and landings are final each Fall, processors are required to submit an ex-vessel value and volume report to NMFS. The Intercoop Manager works with each processor to analyze landings, compare numbers, and ensure the report the processor is submitting is accurate. NMFS then uses these reports from the shoreside and catcher processor sectors to determine the standard ex-vessel prices for each allocated species for each month of that year. The standard pricing is used by NMFS to assess each cooperative their cost recovery fee in January of the following year, which the Intercoop Manager pays on the cooperative's behalf for the previous fishing year's fees prior to the annual February 15 deadline. The cost recovery fees are withheld from member vessels by the processor throughout the fishing year so that they can pay the fees the following year.

**2.1.6. Agreements:** The regulatory structure of the Rockfish Program dictates that multiple types of Agreements be in place prior to the April 1 season start for the Intercooperative and Cooperative to function. While the majority of the Agreements may stay the same annually, there are key decision points that may come up each year that need to be addressed and approved at the Intercooperative meeting before they can be signed and put into place. The three types of Agreements are:

**Intercooperative Agreement:** This Agreement is across all four of the cooperatives and establishes an intercooperative structure with rules to enhance the ability to harvest effectively, facilitate optimal use of the resource allocated to them, collect funds for payments and establish self-imposed monitoring and enforcement provisions. Specific management concerns that are annual decision points include how to harvest Pacific cod, ensuring enough remains available for incidental use, targeting thornyheads, halibut bycatch rates and fee collections for quota overages, coop fees and cost recovery fees. The Intercooperative Agreement includes the final Salmon Avoidance Bycatch Measures Agreement, but since that is generally a larger, more-indepth task it is addressed separately below.

**Salmon Bycatch Avoidance Agreement:** The Salmon Bycatch Avoidance Agreement is a key component to ensure the fishery functions successfully and in recent years the agreement has been evolving with technology and best fishery management practices to reduce Chinook salmon bycatch. Ensuring that all aspects of the agreement are functioning as intended and recommending changes to the Intercoop when improvements can be made, is a crucial part of the Intercoop Managers role.

**Processor Agreements:** The cooperatives enter into a processor agreement with their affiliated processor each year. The agreement is in place to provide stability to processors so they know how much RP quota they will receive and allows processors to communicate their commitment to buy RP quota from their cooperative. Each cooperative must have a finalized Agreement in place, signed by the cooperative president and the processor, before any vessels from that cooperative may begin fishing for the year.

**2.1.7. Vessel Information Packets:** The Manager is responsible for ensuring that members have the correct information to harvest their quota while in compliance with regulations. Prior to each season, Vessel Information Packets are updated for accuracy/relevancy and distributed to vessels. This includes a Vessel FAQ handout which interprets rules in the Intercoop and Processor Agreements into plain language, Table 30 - Rockfish Program Maximum Retainable Amounts, Initial CQ Allocations, Salmon Bycatch Avoidance Agreement, Halibut Bycatch Management Plan, and a copy of the Cooperative CQ Permit that they are required to have on board at all times.

**2.1.8. Maintain Cooperative Standing:** The Manager is responsible for maintaining the functional status of the four cooperatives according to State of Alaska and Federal Requirements. This includes filing State of Alaska Biennial Reports, maintaining the Business License, and filing Federal taxes annually (N-990). The Manager is also responsible for conducting all other affairs of the Intercooperative and Cooperatives as directed by the respective boards. Each year when establishing the budget, the Intercoop Board may direct the Manager to collect and hold onto funds allocated for research or specific projects. The Manager is then responsible for completing all banking duties, providing financial reports, and should also be willing to complete administrative duties as requested by the Board to support research projects, etc.

**2.1.9. Cooperative Fee Billing:** The Cooperative Fees paid to the Manager for their work managing the Intercoop and each cooperative currently consist of two components: the LLP fee and the CQ fee. The LLP fee is a flat rate fee based where every LLP holder with assigned RP quota pays a set fee for their LLP. These bills are sent to each affiliated

processor for their cooperative annually in May/June. Each LLP holder pays regardless of whether they intend to fish. The CQ fee is based on each vessel's actual harvest of POP, sablefish, and P cod in proportion to the actual harvest of those species across the Intercooperative. This is billed to the affiliated processor after the season closes for the year and all landings are final. Future Intercooperative Managers could propose a different cooperative fee collection structure to the Intercooperative Board, who would give final approval.

**2.1.10. Quota Management and Harvest Tracking:** Quota management includes pre-season tasks such as proofing allocations with NMFS, setting up cooperative spreadsheets and vessel accounts, and updating annual caps. During the season, quota management shifts to tracking harvests at the vessel, cooperative, and intercooperative level, monitoring for overages and negative balances, transferring quota as needed, and tracking harvest towards the Processor and Vessel Harvest Caps. There are multiple regulations that govern both harvest and caps so accurate, timely accounting is essential to ensure cooperatives, vessels, and processors remain in regulatory compliance at all times, because consequences for failing to do so can be severe. NMFS also uses eFish to track quota, transfers, and harvests on their end, so the Manager must complete all transfers in eFish and balance their own quota, transfers, harvest, and remaining amounts with eFish to ensure processors are submitting correctly coded eLandings and the Managers own accounting is correct. However, eFish does not adequately track harvest at the vessel level in a way that would allow the Manager to solely use eFish as an accounting system, which is why the Manager must use both eFish and another method (currently spreadsheets). While not necessary, applicants who have skills to program a database that communicates with eLandings and/or eFish, or who will subcontract with an entity who could program this work and potentially make it more efficient.

Effective quota management and harvest tracking also requires maintaining good working relationships and open lines of communication with harvesters, processors, and NMFS so that the Intercoop manager can determine a plan for handling issues like overages prior to seeing the final fish ticket information. As further consolidation occurs across Alaska's seafood industry, the RP has also seen an increase in leasing and quota transfers. This adds another layer of complexity to quota management since vessels may harvest leased quota from outside their cooperative, but are required to deliver it to the processor associated with the cooperative the quota belongs to. The Manager is also responsible for calculating overage and lease amounts for processors so that those monies can be withheld from the vessels settlement and paid to the vessel that provided the leased or overage quota.

Typically there are few, if any, harvests of RP quota during July, August, and September with the exception of a few trips at the end of August before B season pollock opens Sept 1. Depending on when the B season pollock fishery wraps up, vessels will finish harvesting remaining RP quota; how much Fall effort occurs is largely dependent on remaining quota available, amount of time left before the season closure Nov 15, and weather. Note that the estimated quota management and harvest tracking hours shown for October and November are likely the maximum for recent years and could be significantly less; conversely if pollock TACs are greatly reduced in the future with earlier season closures, then more RP harvest could likely occur in October and November.

**2.1.11. Chinook Salmon Hotspot and Bycatch Management:** The ability to fully harvest the RP quota providing economic benefit to vessels, processors, and the entire community of Kodiak, relies on staying within the 1,200 Chinook cap, so salmon bycatch management is equally as important as quota and harvest management. Since NMFS calculates catch towards the cap based on extrapolated at-sea basket samples, which are hard to predict, the Intercooperative manages vessel behavior based on actual harvest of Chinook according to fish tickets. Effective management requires monitoring for salmon counts for all deliveries, sending out vessel hotspot reports, analyzing data, tracking location of bycatch, issuing area closures, and monitoring observer data.

**2.1.12. Vessel/Processor Communication & Support:** As mentioned previously, maintaining positive lines of communications with both harvesters and processors is essential to performing Manager duties. Much of the communication between the Manager, harvesters, and processors is related to quota, harvest, leasing, and chinook bycatch. However, given the significant amount of time that these conversations, emails, and texts may take, and how staggered they can occur, the communication hours have been broken out separately in Table 1 regardless of the topic of the conversation. Another key aspect of vessel communications is being available to check vessels into the RP via eFish 24 hours in advance of when they can deploy gear, as required by regulation. Vessels also must be checked out of the RP before they can participate in another fishery. Failing to check vessels in and out when they request and/or failing to communicate that you have done it, can prevent a vessel from being able to fish or lead to enforcement action against the vessel if they begin fishing without being checked in, or begin another fishery without being checked out. **Applicants**

should understand that when the RP season is open, fishing occurs seven days a week and vessels may need urgent assistance on weekends and outside of business hours to ensure their compliance with regulations or to address major management concerns such as salmon PSC.

**2.1.13. Annual Intercooperative Report to the Council:** Although not officially required by regulation, each year the Manager provides the Council with an oral Intercooperative Report with accompanying slides at their April meeting. This allows the Intercoop to update the Council on any program challenges, improvements in management, or research and also provides an opportunity for the Council to ask questions on relevant issues. It is recommended that the incoming Manager continue to provide Intercoop reports and maintain this relationship with the Council.

**2.1.14. Supplemental Work and Projects:** Responsibilities in sections 2.1.1 - 2.1.13 listed above are the core, necessary components that are either required by regulation directly, or support the ability of the cooperatives to function and vessels to remain in compliance during the fishery. However, there is supplemental work that would enhance the Intercoop Manager's role in supporting the fishery and maintain a relationship between the industry and fishery management process. For example, applicants should consider attending (virtually or in person) the annual GOA Groundfish Plan Team meetings in September and November, following the annual TAC setting process at the October and December Council meetings, and tracking any other issues at the Council process that are either directly or indirectly related to the fishery. This would include Rockfish Program Reviews, spatial management of rockfish in the GOA, etc. There may be workshops or meetings on bycatch mitigation or other topics that would be applicable to the role as Intercoop Manager. With Board approval, additional research or Exempted Fishing Permit (EFP) projects, such as restarting the Rockfish EM project could be considered in the future for the right person, *once the basic Intercooperative and Cooperative needs are being met.*

## 2.2 Data Management and Tools Needed to Perform Duties

### 2.2.1 Computer and Internet Access

The Manager will need to provide their own password-protected computer and secure internet connection. Since this role handles sensitive, confidential fisheries information, the Manager is responsible for keeping their workstation secure.

### 2.2.2 Microsoft Office/Google Suite

Currently, the Rockfish Cooperative data is handled in Google Sheets due to its higher connectivity and remote access capabilities but it could be migrated to Microsoft Excel. At a minimum, familiarity with either Microsoft Office or the Google versions is necessary for analyzing data and Word/Docs is necessary for meeting agendas, minutes, season summaries, and reports. The annual report to the Council also includes a powerpoint presentation, so the Manager should be comfortable making presentations in powerpoint.

### 2.2.3 eFish Access, eLandings Access, Data Sharing Agreements, and/or Programming Capabilities

The current entity has confidentiality agreements and eLandings access directly with processors to fulfill their roles in management of the fishery, including the Rockfish Cooperatives. Currently, eLandings data is accessed by the Manager to ensure accurate coding, track harvests, and salmon PSC. While processors are also required to send finalized information, direct access is essential for the Manager to be able to complete duties in a timely manner. The Manager will also need access to the cooperatives in eFish in order to complete transfers and balance their own accounting with NMFS. To facilitate this work, the Manager must have data sharing agreements in place with shoreside processors. While not necessary, applicants who have the skills to program a database that communicates with eLandings, or who will subcontract with an entity with those skills, could program this work and make it more efficient.

**Table 1. RP Intercoop/Coop Manager Estimated Hours per Month by Duty**

Responsibility Category	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Total
Intercooperative Meetings <sup>1</sup> (Prep, Agendas, Meeting Time, Minutes)	0	10	10	0	5	0	0	0	0	0	0	0	25
Cooperative Meetings or Consent in Lieu of Annual Meeting Agreement <sup>2</sup>	0	10	0	0	0	0	0	0	0	0	0	0	10
Cooperative CQ Applications	0	20	0	0	0	0	0	0	0	0	0	0	20
NMFS Ex-Vessel Value/Volume Reports & Cost Recovery Fees	1	1	0	0	0	0	0	0	0	0	10	0	12
Agreements (Intercooperative, Salmon Bycatch Avoidance, and Processor)	0	20	20	0	0	0	0	0	0	0	0	0	40
Vessel Information Packets	0	0	15	0	0	0	0	0	0	0	0	0	15
Maintain Cooperatives Standing (Biennial Reports, business licenses, 990 EZs)	0	2	0	0	0	0	2	0	0	2	0	0	6
Cooperative Fee Billing	0	0	0	0	0	10	0	0	0	0	15	0	25
Quota Management and Harvest Tracking <sup>3</sup>	4	10	20	80	80	80	4	5	4	20	60	0	367
Chinook Salmon Hotspot and Bycatch Management <sup>4</sup>	0	0	0	60	60	60	0	0	0	10	15	0	205
Vessel Communication & Support	0	0	0	10	20	20	0	0	0	10	15	0	75
Annual Intercooperative Report to Council <sup>5</sup>	0	0	5	25	0	0	0	0	0	0	0	0	30
Supplemental Work: Plan Teams & Specs <sup>6</sup>	0	0	0	0	0	0	0	0	8	6	16	6	36
<b>Total Hours</b>	<b>5</b>	<b>73</b>	<b>70</b>	<b>175</b>	<b>165</b>	<b>170</b>	<b>6</b>	<b>5</b>	<b>12</b>	<b>48</b>	<b>131</b>	<b>6</b>	<b>866</b>

<sup>1</sup> There are two regularly scheduled Intercoop meetings in February and March each year, but additional meetings can be called if issues arise. Additional time was allotted for one meeting during the fishery.

<sup>2</sup> Each cooperative must either hold a meeting or complete a Consent in Lieu (CiL) of Annual Meeting. Coops typically only hold a meeting if an election is needed or another issue arises. CiLs still take considerable time to track down all signatures.

<sup>3</sup> Time estimate includes pre-season tasks like proofing allocations and setting up cooperative spreadsheets, plus inseason harvest tracking, transfers, overages and leasing)

<sup>4</sup> Time estimate only includes active inseason management of salmon data, sending out hotspots, determining closures, and monitoring compliance with agreement. Pre-season time creating the initial annual Bycatch agreement is included under Agreements. Extra meeting time for salmon Intercoop meetings is allocated for May under Meetings.

<sup>5</sup> Annual Intercoop report to Council includes time to create powerpoint for oral report and travel time to attend person in meeting, since in person is preferred for the Coop report if possible.

<sup>6</sup> Following the Specifications process through the Plan Teams and Council, as described in Section 2.1.14 is the only part of the Supplemental Work that can be estimated. It assumes remote participation in meetings and only estimates time needed for RP-related agenda items, not the entire meetings.

## 2.3 Deliverables

The Manager will be responsible for submitting the following for each cooperative and/or the intercooperative:

- Annual CQ Cooperative Applications, including consent in lieu of annual meetings or annual meeting minutes, any required adherence agreements, and changes in ownership information
- Annual Intercooperative Agreement, signed and completed
- Processor Agreements, signed and completed
- Cooperative Workbooks for processors
- Allocations for vessels
- Annual Intercoop Report to the Council
- Biennial Reports, Business License, and 990 EZ postcards
- Meeting Agendas, materials, and minutes
- Financial Reports as requested
- Cooperative Fee Invoices
- Cost Recovery Payments
- Overage and Lease payment calculations

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## 3. Proposal Requirements

### 3.1 Proposal Submission Instructions:

Proposals must be structured to include the following:

1. **Executive Summary** – A brief overview of your qualifications, relevant experience, and approach to managing the Rockfish Intercooperative and Cooperatives. The Executive Summary should also include a brief description about why you are choosing to submit a proposal for this RFP.
2. **Experience and Qualifications** – A detailed resume or organizational background that highlights your experience in fisheries, accounting, and administrative duties. Indicate whether you currently have, or have had in the past, data sharing agreements with fishery participants, processors, or NMFS.
3. **Approach/Methodology** – A detailed description of how you would manage the RP Intercooperative and cooperatives, including stakeholder communication, regulatory compliance, and data management. Please also clearly state:
  - a. Whether you intend to use excel/sheets to manage the RP Intercoop/Coop, would be programming the work yourself, or would be sub-contracting to have the programming work completed.
  - b. If you intend to subcontract with a programming entity, you should jointly apply for this RFP. Their background, experience, and costs should also be included.
  - c. Your approach to Cooperative Billing: Maintaining the status quo as described in Section 2.1.9 is not required, but these Cooperative fees pay the service contract for the duties outlined in this RFP. The Intercooperative Board typically sets the budget and approves how and when the fees are collected in March of each year. Your methods for assessing those fees and when payments need to be made should be described in your proposal narrative.
  - d. Whether you intend to also apply for the GOA Trawl EM Incentive Plan Agreement Manager RFP (2025-1).
4. **Cost Proposal** – A detailed breakdown of fees, including any estimated costs related to travel, reporting, and other project expenses that would be included in your annual service contract with the Rockfish Intercooperative.
5. **References** – At least three references familiar who can speak to your experience and expertise.

### 3.2 Submission Deadline

All proposals must be submitted no later than October 1, 2025 at 12:00 PM AKST. However, the current Intercoop Manager will distribute applications to the Board for review as they arrive. There is a limited amount of time to review proposals after the October 1 deadline, so applicants are urged to submit completed proposals as soon as possible to maximize the amount of time the Board has to review and consider your proposal. Late submissions will not be considered.

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## 4. Qualifications and Evaluation

## **4.1 Applicant Qualifications**

To be considered for this position, the Manager must meet the following qualifications:

- Strong understanding of the CGOA Rockfish Gulf of Alaska fisheries, specifically the Rockfish Program and its regulatory framework.
- A minimum of a basic understanding of other GOA trawl fisheries and federal fishing regulations. Proven experience in managing fisheries-related programs, particularly cooperative or bycatch management, in any region is beneficial.
- Familiarity with Alaska fishery management processes, including the Alaska Fisheries Science Center and NMFS Alaska Regional Office, and the Council.
- Ability to pay strong attention to detail and stay organized when completing office administration duties, invoicing and catch accounting tasks with accuracy.
- Ability to maintain strict confidentiality and integrity when working with sensitive fisheries data and managing the Rockfish Intercooperative and Cooperative.
- Experience in managing data systems.
- Excellent communication and interpersonal skills to manage relationships with multiple stakeholders, including government agencies and industry participants.

## **4.2 Evaluation Criteria**

Proposals will be evaluated by the CGOA RP Shoreside Intercooperative Board of Directors based on the following criteria:

- Relevant experience and qualifications of the candidate or organization, especially in fisheries management.
- Familiarity with the GOA RP or other LAPP/cooperative fishery programs.
- The proposed approach to managing and implementing the Intercoop and Cooperative, including methodologies for stakeholder engagement and regulatory compliance.
- Cost-effectiveness and financial transparency.
- Quality and comprehensiveness of the proposal.
- While not required, there is interest in having a single entity to manage both the TEM IPA and Rockfish Cooperatives. All other aspects of applications being adequate and equal, preference would be given to an entity willing to manage both programs. However, given the differences in complexity of these two programs, and the short timeline to have a transition in place, the Board encourages all applicants to apply even if only interested in the RP Intercooperative/Cooperative.
- Also note, that while it is technically possible for separate entities to manage the Intercooperative and/or each cooperative separately, given the regulatory and logistical complexities of the program the Intercooperative board has a strong preference for a single entity to continue managing the Intercooperative and all cooperatives as one moving forward. Separate cooperative managers will only be considered if a sole entity is not viable.

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## **5. Terms and Conditions**

### **5.1 Confidentiality**

All proposals and related materials will be treated as confidential and used solely for the purpose of this RFP process.

### **5.2 Contract Terms**

The selected vendor will be required to enter into a formal contract, which will include terms and conditions regarding payment schedules, deliverables, milestones, and performance evaluations.

### **5.3 Right to Reject**

CGOA RP Shoreside Intercooperative Board reserves the right to reject any or all proposals, without obligation, and to negotiate with selected candidates to arrive at mutually agreeable terms.

### **5.4 Legal Compliance**

The Intercooperative and Cooperative Manager must comply with all relevant local, state, and federal laws and regulations throughout the course of the contract.

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## **6. Questions and Clarifications**

The deadline for submitting questions is September 12, 2025 at 12:00 PM AKST, and all responses will be issued by September 19, 2025 at 5:00 PM AKST. Responses will be provided to all applicants, including those who submit questions; applicants who do not submit questions, but would like to receive responses should indicate so via email. Questions should be submitted *via email* to:

Chelsae Radell  
CGOA RP Shoreside Intercooperative/Cooperative Manager  
Assistant Director  
Alaska Groundfish Data Bank  
Email: [cradell@alaskagroundfish.org](mailto:cradell@alaskagroundfish.org)

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## **7. Proposal Timeline**

- **RFP Issued:** August 27, 2025
- **Deadline for Submitting Questions:** September 12, 2025 at 12:00 PM AKST
- **Response to Questions Issued:** September 19, 2025 at 5:00 pm AKST
- **Proposal Submission Deadline:** October 1, 2025 at 12:00 PM AKST
- **Scheduling Applicant Interviews:** October 1 - 15, 2025
- **Final Selection and Notification:** October 17, 2025 at 5:00 PM AKST
- **Contract Negotiation/Execution Completed By:** November 1, 2025 at 5:00 PM AKST

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## **8. Submission Information**

Completed proposal packages should be submitted to Chelsae Radell via email at [cradell@alaskagroundfish.org](mailto:cradell@alaskagroundfish.org).  
Alaska Groundfish Data Bank  
Email: [cradell@alaskagroundfish.org](mailto:cradell@alaskagroundfish.org)