

**Request for Proposals:
2027 National Saltwater Recreational Fisheries Summit
Project Management and Meeting Facilitation Services**

Project Title: Project Management and Facilitation of Collaborative Actions on Key Recreational Fisheries Issues

I. DESCRIPTION OF WORK

The Contractor shall perform all professional services outlined herein to support planning, facilitation, and execution of the two-day 2027 National Saltwater Recreational Fisheries Summit (Summit), which will be organized by the Atlantic States Marine Fisheries Commission (ASMFC) in partnership with the National Oceanic and Atmospheric Administration (NOAA) Fisheries. The Contractor will develop a summary of workshop outcomes/findings, priorities, recommendations, and potential solutions as a product of the Summit.

II. BACKGROUND

ASMFC and NOAA Fisheries are committed to sustainable and collaborative management of fisheries resources and have jointly hosted four previous National Saltwater Recreational Fisheries Summits, starting in 2010. Those Summits identified and described commonly held priorities of the saltwater recreational fishing community through guided and interactive discussions. In addition to strengthening dialogue and relationships, Summit findings and outputs subsequently helped to inform Commission and NOAA Fisheries actions and public engagement work.

III. SUMMIT OBJECTIVES

Convene a National Summit of the saltwater recreational fishing community during the weeks of March 15-19 or March 22-25 of 2027 to:

- Identify common priorities of the saltwater recreational fishing community, fishery managers, and scientists
- Identify potential solutions and mechanisms to collaboratively address identified priorities
- Strengthen rapport and collaboration with the saltwater recreational fishing community through engagement, open dialogue, and action

The Summit should be designed to promote open, candid discussions of the above, including novel solutions, and potential next steps with ample opportunity to clarify intentions and positions.

IV. SCOPE OF WORK

The selected Contractor will have knowledge of services sought for pre-planning and preparation; the design and facilitation of the 2027 Summit; and, for a final Summit Report to be submitted to ASMFC and NOAA Fisheries. The Contractor will act as the organizer and facilitator of the Summit as well as the Steering Committee.

Contractor

A. Preparation for the Summit

- Plan, facilitate, and document the appropriate number of pre-planning discussions (min. 12) with the Steering Committee and at least one face-to-face planning meeting in the Washington, DC area with ASMFC and NOAA Fisheries
- Coordinate with relevant federal (e.g., Office of Science and Technology for Marine Recreational Information Program items) technical staff to assist in preparation of agenda packets, technical background information, relevant documentation, and summary/final reports
- Develop agendas and materials, including meeting minutes as needed, both for the Steering Committee meetings and the Summit throughout the planning process
- Lead and develop an overall approach and meeting strategy for the Summit with assistance from the Steering Committee. This approach may include development, distribution, and analysis of a pre-Summit survey(s) of participants
- Develop a Summit agenda and related materials, as needed, in consultation with the Steering Committee
- Assist with coordination of notetaking for small group breakouts (if utilized) and record findings, outputs, and discussion during meetings
- Work with the collaborators to put together and provide Summit information to help publicize and provide outreach for all meetings, as is necessary
- Notify prospective general participants, and invite prospective speakers, panelists, plenary facilitators, etc.
- Schedule adequate facilities and technical needs and logistics (e.g., audio-visual equipment, potentially for live streaming) in coordination with ASMFC point of contact

B. Facilitation of the Summit

- Facilitate the Summit and any breakout sessions with participants. This may include use of audience response tools to enable immediate response and collation of thoughts dependent on the meeting agenda/format
- Lead coordination of staff from across the Contractor's organization, NOAA Fisheries, and ASMFC to facilitate and take notes during breakout groups during the Summit

C. Post-Summit Activities

- Prepare a Summit Report, including detailed findings, priorities, and potential solutions which were discussed for submission to ASMFC and NOAA Fisheries within 60 calendar days of the last day of the Summit
 - The product is expected to provide details sufficient to develop approaches and strategies to address key issues facing saltwater recreational fisheries
- Prepare a 1–2-page key takeaways document to share with Summit participants and the interested public
- Poll Summit participants for feedback concerning conduct of Summit (e.g., positives/negatives, coverage of relevant subject materials, feeling heard/involved)

- Consult with the Steering Committee on follow-up steps and processes, as is needed

Steering Committee

The Contractor will work with ASMFC and NOAA Fisheries to establish a Steering Committee of approximately ten people who represent recreational fisheries from across the nation. The steering committee aids in developing the Summit themes and structure (e.g., panel discussion and breakout groups) and provides guidance on the execution of the Summit.

- Appoint a Steering Committee Chair to facilitate the Steering Committee meetings, including work plans and follow-through, as well as assisting the Contractor with the planning of Summit logistical support from agency staff
- Guide development of the Summit structure, discussion agenda, participants (speakers/panelists), and desired outcomes.
- Review and provide feedback for the final Summit report.

Timeline

The Contractor will work with ASMFC and NOAA Fisheries points of contact to develop a mutually agreeable planning schedule of the Summit. The expected effort will be over twelve months (June 2026 through June 2027). Specific tasks are anticipated during the timeframe which will require the services advertised in this Request for Proposals. Vendors must have a flexible schedule to accommodate possible emerging needs.

Qualifications

A proven track record of facilitating large meetings and group discussions focused on gathering input from natural resource stakeholders is required. A facilitator with working knowledge of saltwater fisheries issues, preferably recreational saltwater fisheries, and experience working with constituents and/or agencies responsible for managing saltwater fisheries, is desired.

Application Process

Please send proposals via email to Alex DiJohnson, ACCSP Recreational Team Lead (alex.dijohnson@accsp.org). Proposals will be accepted until the closing date of May 1, 2026. If selected, you will be notified by mid-June 2026.

Proposals must contain the following items:

- Point of Contact Information
- Name/Description of Organization
- Quality of Work Samples
- Capability Statement
- Resume(s)
- Prior customer references and/or previous facilitation projects