

# Request for Bids

## Consultant Services: Institutional Purchasing Pilot Design

**Issued by:** Cape Cod Commercial Fishermen's Alliance

**Project:** Elderly Seafood Access Toolkit

**Project Period:** September 1, 2026 through March 30, 2027

**RFB Issue Date:** 7/10/2026

**Questions Due:** 7/17/2026 by 9:00 am EST

**Bid Submission Deadline:** 8/2/2026 11:59 pm EST

**Anticipated Consultant Selection:** 8/24/2026

### **Contracting Organization:**

Cape Cod Commercial Fishermen's Alliance

1566 Main Street, Chatham, MA 02633

Email: [info@capecodfishermen.org](mailto:info@capecodfishermen.org)

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### **1. Overview**

The Cape Cod Commercial Fishermen's Alliance seeks bids from qualified consultants or consultant teams to support a discrete planning and pilot-design project focused on expanding stable institutional markets for locally harvested Cape Cod seafood while increasing access to nutritious, local seafood meals for older adults.

The selected consultant will help the Alliance design a repeatable institutional purchasing pathway for elder nutrition providers, assisted living dining programs, and related institutional buyers to source the Alliance's value-added seafood products: "Small Boats, Big Taste" chowder and stew. <https://capecodfishermen.org/smallboats-bigtaste/>

This project is a planning and design effort only. It does not include implementation, ongoing delivery operations, or pilot execution. The work will focus on identifying practical procurement, compliance, product specification, pricing, contracting, and delivery pathways that make recurring institutional purchases feasible and routine. The final products will include a pilot-ready implementation plan, a replicable toolkit/playbook, and an expansion blueprint for future use on Cape Cod, in Plymouth, and along the South Coast.

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### **2. Organizational Background**

The Cape Cod Commercial Fishermen's Alliance is a nonprofit 501(c)(3) organization based in Chatham, Massachusetts, working to support Cape Cod's small-boat fishing fleet, protect the working waterfront, strengthen local seafood systems, and increase community access to locally harvested seafood. For more information, visit: [capecodfishermen.org](https://capecodfishermen.org)

Through this project, the Alliance seeks to create a stable earned-revenue channel by helping institutions purchase locally harvested seafood products through standard procurement processes, including purchase orders, invoicing, vendor onboarding, and appropriate delivery arrangements.

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### **3. Project Purpose**

The purpose of this consultant engagement is to design a practical and replicable institutional purchasing model that enables elder-serving organizations and assisted living dining programs to reliably purchase local Cape Cod seafood products.

The project will determine ideal operational details to support institutional purchases, including:

- Identification of interested institutional buyers;
- Procurement and vendor onboarding requirements;
- Food safety, insurance, labeling, and compliance considerations;
- Product forms, pack sizes, and institutional specifications;
- Pricing, volume, invoicing, and payment terms;
- Delivery routes, schedules, handoffs, and vendor roles;
- Contracting needs and roles/responsibilities among the Alliance, buyers, and delivery or distribution partners.

By the end of the engagement, the Alliance expects to have 2–3 “ready-to-launch” pilot sites identified and a clear implementation plan that can be used to pursue separate funding for pilot operations.

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### **4. Scope of Work**

The selected consultant will work closely with Alliance staff to complete the following tasks.

#### **Task 1: Project Launch, Workplan, and Interview Design**

The consultant will participate in a project kickoff meeting with Alliance staff and develop a refined workplan for completing the engagement. The consultant will also prepare an interview guide, outreach plan, and decision-making framework to support feasibility interviews and readiness assessment.

#### **Expected Consultant activities include:**

- Conduct kickoff meeting with Alliance staff;
- Review existing project materials, product information, grant workplan, and partner target list;
- Develop final consultant workplan and schedule;
- Create interview guide for buyer and supply-chain interviews;
- Develop an outreach and tracking system;
- Recommend a simple readiness scoring approach for evaluating potential pilot sites.

#### **Deliverables:**

- Final consultant workplan and timeline;
- Interview guide;
- Outreach and interview tracking template;
- Draft readiness scoring criteria.

#### **Task 2: Partner Discovery and Feasibility Interviews**

The consultant will conduct feasibility interviews with approximately 8–10 prospective institutional buyers and supply-chain partners. Interviews should confirm institutional demand, purchasing constraints, decision-making processes, product needs, volume

potential, pricing sensitivity, delivery requirements, and readiness for participation in a future pilot. Potential buyer and partner categories may include assisted living dining programs, elder food service providers, Councils on Aging, congregate meal programs, distributors, processors, transportation vendors, and other implementation partners.

**Expected Consultant activities include:**

- Support Alliance outreach to priority interview targets and identify any additional targets based on Consultant expertise/networks;
- Schedule and conduct interviews with 8–10 institutions or supply-chain partners;
- Document findings in a consistent format;
- Identify key barriers, opportunities, and decision points;
- Recommend a shortlist of potential pilot candidates.

**Deliverables:**

- Interview notes or summaries;
- Synthesis of findings;
- Shortlist of potential pilot sites;
- Readiness assessment and decision criteria.

**Task 3: Compliance, Procurement, and Product Specification Mapping**

The consultant will help map the procurement and compliance steps needed for institutional buyers to purchase the Alliance’s seafood chowder/stew products through routine purchasing channels. This task should address buyer requirements related to food safety, insurance, vendor onboarding, labeling, invoicing, procurement rules, purchase orders, product specifications, pack sizes, storage, handling, delivery frequency, and payment terms.

**Expected Consultant activities include:**

- Identify common buyer procurement and vendor onboarding requirements, based on interview findings and industry standards;
- Map compliance needs for institutional purchasing;
- Review and recommend product specification needs, including pack size, labeling, storage, and service format;
- Develop a buyer-ready procurement packet;
- Draft pricing and volume assumptions, including delivery scenarios and payment terms.

**Deliverables:**

- Compliance and procurement map;
- Buyer-ready procurement packet;
- Product and pack-size specification sheet;
- Draft pricing and volume model;
- Summary of procurement barriers and recommended solutions.

**Task 4: Pilot-Ready Implementation Plan and Replicable Toolkit**

The consultant will synthesize the project findings into a practical pilot-ready implementation plan and a replicable toolkit/playbook that the Alliance can use with future institutional buyers and partners. The final materials should be clear, usable, and designed for implementation by Alliance staff and partners.

### Expected Consultant activities include:

- Identify 2–3 ready-to-launch pilot sites;
- Develop a pilot implementation plan, including tasks, timeline, staffing, budget assumptions, and launch steps;
- Create a replicable toolkit/playbook for elder nutrition providers and assisted living dining programs;
- Include templates, standard operating procedures, outreach materials, procurement materials, and decision tools where appropriate;

### Deliverables:

- Final pilot-ready implementation plan;
- Replicable toolkit/playbook;
- Templates, SOPs, and outreach materials;
- Identification of at least 2–3 ready-to-launch pilot sites;
- Final presentation or briefing for Alliance staff.

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## 5. Definition of “Ready-to-Launch” Pilot Site

For this project, a site will be considered “ready-to-launch” when:

- Participation is confirmed in writing;
- Procurement and compliance steps are mapped;
- Product specifications are set;
- A delivery model is selected;
- A draft pilot timeline is complete;
- A draft pilot budget is complete;
- Roles and responsibilities are clearly identified.

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## 6. Anticipated Timeline

The final timeline will be confirmed with the selected consultant. The anticipated schedule is:

| Phase                                        | Timing             | Key Activities                                                          | Deliverables                                         |
|----------------------------------------------|--------------------|-------------------------------------------------------------------------|------------------------------------------------------|
| Consultant Selection and Project Launch      | Aug -Sept          | Contracting, kickoff, final 2026 workplan, interview guide              | Final workplan, interview guide, outreach plan       |
| Partner Discovery and Feasibility Interviews | Oct - Nov          | Interview 8–10 buyers and 2026 supply-chain partners                    | Interview findings, shortlist, readiness criteria    |
| Compliance and Product Specification Mapping | Dec 2026- Jan 2027 | Map procurement, compliance, product specs, pricing, volume assumptions | Procurement packet, spec sheet, pricing/volume model |
| Toolkit and Pilot-Ready Plan                 | Feb – Mar          | Final synthesis, toolkit, pilot 2027 plan, expansion blueprint          | Toolkit, pilot plan, 2–3 ready-to-launch sites       |

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## 7. Budget

The anticipated consultant/technical assistance budget for this engagement is approximately **\$15,000–\$25,000**, inclusive of consultant time, meetings, interviews, analysis, materials development, and final deliverables.

Bidders should submit a proposed fixed fee or not-to-exceed amount, including a detailed budget that shows:

- Personnel or consultant time by task;
- Hourly rates, if applicable;
- Estimated hours;
- Any travel or meeting expenses;
- Any subcontractor costs;
- Any other direct costs.

The Alliance reserves the right to negotiate the final scope and budget with the selected consultant.

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## **8. Consultant Qualifications**

Qualified consultants or consultant teams should demonstrate relevant experience in one or more of the following areas:

- Institutional food procurement;
- Seafood, local food systems, agriculture, fisheries, or value-added food products;
- Elder nutrition, assisted living dining, congregate meal programs, or food service operations;
- Feasibility studies, market channel development, or pilot program design;
- Food safety, labeling, insurance, vendor onboarding, and compliance mapping;
- Distribution, delivery logistics, route planning, or supply-chain analysis;
- Stakeholder interviews, facilitation, and synthesis.

Experience working with nonprofit organizations, local food producers, seafood businesses, institutional buyers, or Massachusetts-based food systems is preferred.

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## **9. Bid Submission Requirements**

Interested bidders should submit a concise proposal that includes the following:

- 1. Cover Letter**  
Briefly introduce the bidder or consultant team and summarize interest in the project.
- 2. Approach**  
Describe the proposed approach to completing the scope of work, including any suggested changes to improve the end product or if the bid is only for a portion of the scope of work.
- 3. Proposed Timeline**  
Provide a timeline for completing the work that fits within the project duration.
- 4. Relevant Experience**  
Describe comparable projects and relevant qualifications. Include examples related to institutional procurement, food systems, seafood, elder nutrition, logistics, toolkit development, or pilot design.
- 5. Project Team**  
Identify key personnel, roles, responsibilities, and qualifications.
- 6. Budget**  
Provide a detailed fixed-fee or not-to-exceed budget, including hourly rates and estimated hours if applicable.

## 7. Work Samples or References

Provide up to three relevant work samples, references, or brief descriptions of similar completed projects.

## 8. Potential Conflicts of Interest

Disclose any actual or potential conflicts of interest.

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## 10. Submission Instructions

Bids must be submitted electronically by **August 2, 2026 11:59 pm EST**

To: **Jill Petell**

Cape Cod Commercial Fishermen's Alliance

Email: [info@capecodfishermen.org](mailto:info@capecodfishermen.org)

Please use the subject line:

**Bid Submission: Elderly Seafood Access Toolkit Consultant**

Questions may be submitted by email no later than **July 17, 2026 by 9:00 am EST**

Responses to questions may be shared with all prospective bidders at the Alliance's discretion. Late submissions may not be considered.

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## 11. Evaluation Criteria

Bids will be reviewed based on the following criteria:

| Criteria                                         | Weight |
|--------------------------------------------------|--------|
| Relevant experience and qualifications           | 25%    |
| Strength and practicality of proposed approach   | 25%    |
| Ability to complete deliverables within timeline | 15%    |
| Budget reasonableness and value                  | 25%    |
| References, work samples, and overall fit        | 10%    |

The Alliance may request interviews the week of August 17<sup>th</sup> with one or more bidders before making a final selection.

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## 12. Anticipated Contract Terms

The selected consultant will enter into a written agreement with the Cape Cod Commercial Fishermen's Alliance. The agreement is expected to include:

- Final scope of work and deliverables;
- Project timeline;
- Payment schedule tied to milestones or deliverables;
- Confidentiality requirements;
- Ownership of final work products by the Alliance;
- Independent contractor status;
- Insurance requirements, if applicable;
- Conflict of interest disclosure;
- Termination provisions.

The selected consultant must be available for regular coordination with Alliance staff throughout the project period.

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## 13. Reservation of Rights

The Cape Cod Commercial Fishermen's Alliance reserves the right to:

- Accept or reject any or all bids;
  - Waive minor irregularities in submitted bids;
  - Request clarification or additional information from bidders;
  - Negotiate scope, timeline, deliverables, and budget with the selected bidder;
  - Modify or cancel this Request for Bids at any time;
  - Select the proposal that best meets the needs of the project, which may not be the lowest-cost proposal.
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#### **14. Optional Target Interview List**

Final interview participants will be confirmed during the project. Potential outreach and discovery targets may include:

##### **Buyer Targets**

- Broadreach Healthcare, Chatham;
- Lauretide, Mashpee;
- Maplewood, Brewster and West Yarmouth;
- AdviniaCare The Woodlands, Brewster;
- Wampanoag Elder Food Services, Mashpee;
- Thirwood Place, South Yarmouth;
- Cape Cod Senior Residences, Pocasset;
- Liberty Commons, Chatham;
- Veterans' Alliance Foundation, Cape-wide.
- Plymouth Council on Aging

##### **Supply Chain and Implementation Interview Targets**

- Chatham Fish & Lobster Co.;
- CapeAbilities;
- Ryder Rental Truck;
- Midnight Our Seafood.