



NOME ESKIMO COMMUNITY  
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## **REQUEST FOR PROPOSAL**

### **Strategic Planning and Project Management Services**

#### **INTRODUCTION and BACKGROUND**

The Nome Eskimo Community Tribe (“NEC”) is a federally recognized Indian Tribe headquartered in Nome, Alaska. It is a proud, active, functional, and leading Tribal government that provides a broad spectrum of services that benefit its Tribal members and community. NEC invites qualified candidates to submit proposals for contractual strategic planning and project management services associated with the use of federal COVID-19 relief grant funding. In response to the COVID-19 public health emergency, the federal government has instituted a range of relief programs that have or will provide funding to NEC to combat the effects of COVID-19 on our community (“Relief Funds”). These Relief Funds include, but are not limited to, the U.S. Department of Treasury Coronavirus State Fiscal Recovery Fund and Bureau of Indian Affairs funding provided under the American Rescue Plan Act.

NEC is seeking to contract with an individual or firm with the experience and expertise to assist NEC with developing a strategic plan for the use of Federal COVID-19 Relief funding and to provide project management services during the implementation phase of the programs and projects developed using the Relief Funds. The contract will be for one year with the possibility to extend depending on overall performance.

#### **PROPOSAL CONDITIONS AND INFORMATION**

Proposals must be received by NEC by 5:00 p.m. on April 28, 2023. Late proposals will not be considered. NEC highly encourages early submission of proposals.

Proposer shall submit one electronic version of the proposal including any supporting documentation to:  
Marie Tozier, Executive Director  
Email: [marie.tozier@necalaska.org](mailto:marie.tozier@necalaska.org)

Questions regarding this proposal must be submitted in writing to Marie Tozier.

#### **SCOPE OF WORK**

- Work with NEC Staff and the Tribal Council to identify short, medium, and long-term needs that may be addressed through Relief Funding.
- Develop strategic plan(s) for addressing these needs through programs/projects developed with the Relief Funds, within the confines and requirements imposed by Federal funding mechanisms.
- Provide project management services during the implementation phase of the programs and projects developed using the Relief Funds.

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## PROPOSAL REQUIREMENTS

1. A profile of the firm, including information such as year established, type of ownership, principals/partners, managerial and financial capacity to deliver the proposed services, etc.
2. A description of the proposed services.
3. A description of proposed deliverables.
4. A description of experience with strategic planning for governmental entities, including but not limited to Federally recognized Indian Tribes.
5. A description of experience with project management for governmental entities, including but not limited to Federally recognized Indian Tribes.
6. A description of experience with projects funded through federal grants.
7. A proposed budget including hourly rate(s) for services, estimated number of hours and proposed timeline to complete Scope of Work, all fees and incidental costs, such as clerical support, postage, transportation, meals, lodging, etc.
8. A list of at least 3 clients for whom the respondent has performed similar services, noting three or more that may be contacted as references.
9. Resumes of the individuals who would perform the services, with special attention to experience related to American Indian and Alaska Native Tribes and communities.
10. Written evidence that the offeror maintains:
  - Professional liability insurance in an amount of not less than \$1,000,000
  - General liability insurance in an amount of not less than \$1,000,000 per occurrence
11. Certification that the Proposer (and any proposed subcontractor) is not listed on the List of Parties Excluded from Federal Procurement or Non-procurement programs, unless authorized by the Federal Government in accordance with Subpart 9.4 of the Federal Acquisition Regulations.
12. To qualify for Tribal or Indian Preference, an Indian Enterprise Qualification Statement and evidence showing 51% or more ownership interest by a member or members of the NEC Indian Tribe or other federally recognized Indian Tribe.
13. Statement Regarding Indian Preference.
14. Any other information the firm believes is pertinent to its proposal or will assist NEC in its evaluation.

Proposers seeking to contract for only the strategic planning or project management elements of the Scope of Work may submit a proposal to do so. The scope of the services to be provided must be clearly outlined in the Scope of Work section of the proposal.

## SELECTION CRITERIA

The following criteria will be used to evaluate proposals submitted in response to this solicitation:

Points	Criteria	Points	Criteria
20	Experience with strategic planning and project management for Indian and/or Alaska Native Communities	15	Overall quality of the proposal
20	Qualifications and experience of key personnel who will be performing the Scope of Work, specifically with respect to performing similar work	10	Cost of proposal

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20	Past performance in terms of quality of work and compliance with time schedules, as evidenced by references	15	Tribal and Indian Preference
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NEC reserves the right to interview the candidates prior to the final selection. NEC also reserves the right to reject any or all of the proposals submitted and to cancel this solicitation at any time if it is in the best interest of NEC to do so.

NEC retains the right to cancel the RFP process at any time, or postpone the date and time for submitting proposals at any time prior to the proposal due date, if it is in NEC's best interest. NEC reserves the right to not award or cancel the award of the contract to a Proposer who will not agree to all of the contract's terms. NEC also reserves the right to reject any or all proposals for budgetary, conflict of interest, past performance, federal contract disbarment, or other reasons.

### **TRIBAL AND INDIAN PREFERENCE**

This RFP is not restricted to qualified Indian-owned firms; however, preference may be given to NEC Tribal member-owned and Indian-owned enterprises.