

REQUEST FOR PROPOSALS

Design and Build for the Native Village of Kotzebue Website

F.O.B.: Kotzebue

Closing Date: October 16, 2020, 5:00 PM AST

Proposals, including all required attachments, must be received by Puyuk Joule, Executive Director, no later than 5:00 PM AST on October 16, 2020.

Proposals may be submitted electronically to puyuk.joule@gira.org. Electronic proposal submissions must be in PDF format. The email subject title shall read: **PROPOSAL for RFP FY20 – Design and Build for the Native Village of Kotzebue Website.**

Proposals may also be mailed or hand-delivered to:

Native Village of Kotzebue
Attn: Puyuk Joule, Executive Director
600 5th Avenue
P.O. Box 296
Kotzebue, Alaska 99752

If by paper submission, the proposal shall be submitted in a sealed package and labeled appropriately - see specific instructions in General Information, Section 6.

Native Village of Kotzebue will not be responsible for action or inaction on proposals that are not properly addressed and identified. Faxed proposals will not be accepted. Proposals received after 5:00 PM on the closing date shall be considered non-responsive.

All questions shall be submitted in writing to Puyuk Joule in accordance with General Information, Section 5. Offerors are not to contact other personnel with any questions or clarifications concerning this RFP.

Proposers who request updates, addenda, or other supplemental information must send a timely statement of their interest in proposing on this invitation, to Executive Director Puyuk Joule's email, above.

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GENERAL INFORMATION

1. Purpose of the Request For Proposal

The purpose of this Request for Proposal (“RFP”) is to solicit proposals from qualified firms to provide services for Part 1 and Part 2 of the following scope of work.

Part 1

- Branding services including:
 - Guided facilitation of Tribe to support evaluation of current Mission Statement and modification upon need
 - Rebranding from the Native Village of Kotzebue to the Native Village of Qikiktagruk
 - Development of the brand strategy
 - Development of brand guidelines
 - Production of all files to support brand guidelines

Part 2

- Website Design/Build of Tribe’s on an agreed-upon platform
- Building of fillable forms to support Tribal services
- Training to support quarterly metrics
- Follow-up services including services to update website upon need, including response time to requests

TIMING: Estimated start time: 10/19/20

Part 1 - Branding plan to be completed by the Council’s November 17, 2020 meeting.

Part 2 - Website completion date of 12/18/20.

2. Description and Minimum Requirements

Part 1 (Branding)

- Experience in branding a membership-based organization or small government entities

Preferred Qualifications:

- Experience in supporting branding efforts of Tribal entities
- Experience in planning and scoping interactive platforms that will support the Tribe’s needs

Part 2 (Website Build)

- Demonstrated experience in development of interactive websites
- Demonstrated success with client follow-up and support
- Willingness to support training of tribal staff to maximize local know-how

3. Procurement Timeline

Event	Date
Release of RFP	10/2/20
RFP Responses Due	10/16/20
Review of Proposals, Selection of Vendor and Notice of Award	10/19/20
Initiate Contract Negotiations	10/21/20
Contract Start Date	10/26/20

4. Conflict of Interest and Restrictions

If any proposer, proposer's employee, subcontractor, or any individual working on the proposed contract has a possible conflict of interest that may affect the objectivity, analysis, and/or performance of the contract, a disclosure shall be declared in writing and submitted to the Tribe promptly, and no later than the response due date. The Tribe retains full discretion to rule on any conflicts.

5. Contact Person for Project

Any information required or questions regarding this RFP should be addressed to Executive Director Puyuk Joule in writing, via email, with subject title: **Design and Build of the Native Village of Kotzebue Website**, directed to: puyuk.joule@qira.org

6. Deadline for Receipt of Proposals and Submission Instructions

Proposals may be emailed, mailed, or hand delivered to the email, mailing, or physical address listed on page 1. Proposals must be received by the Tribe by **5:00 PM Alaska Standard Time on October 16, 2020**.

Email submissions must be in PDF format. *Files shall be no larger than 20 MB.* If needed to stay within the 20 MB limit, send files in separate emails. The Tribe shall not be responsible for ensuring separate emails are successfully received. Failure to send a proposal according to the instructions in this section and by the deadline will result in the proposal being considered non-responsive and disqualification of the proposal without review.

Paper proposal submissions mailed or hand-delivered must include 3 copies. Both the outer and inner envelope shall contain the following:

Confidential: Do Not Open
Proposal For: Design and Build for the Native Village of Kotzebue Website
Attn: Puyuk Joule

7. Proposer's Review and Substantive Questions

Proposers should carefully review this RFP for items requiring clarification. Proposers shall put their comments and/or questions in an e-mail and submit them to the Tribe's contact person (Section 5). Any response of the Tribe to substantive questions will be sent to all interested parties (who have registered their interest with the Tribe). If questions involve no more than directing the questioner to a specific section of the RFP, the no publication will be issued.

8. Addendum to the RFP

The Tribe reserves the right to issue supplement, add-to, revise or clarify the RFP, respond to questions, and/or extend or shorten the due date of proposals or otherwise change the Timeline. Proposers are responsible for familiarizing themselves with any changes. Entities interested in receiving changes must register with the Tribe's contact to receive updates.

9. Discretion of Tribe

The Tribe retains the sole and exclusive discretion to cancel, modify, postpone or terminate this solicitation, before or after proposals are received. Under no circumstances with the Tribe be responsible for proposal preparation efforts of or costs incurred by interested proposers.

10. Proposal Withdrawal and Correction

A proposal may be corrected or withdrawn by a written request received before the date set for opening and reviewing proposals.

11. Multiple Proposals

The Tribe will not accept multiple proposals from the same proposer.

12. Disclosure of Proposal Contents

A proposal's content shall not be disclosed to other proposers. Proposals are treated as nonpublic information, owned by the Tribe, for its business purposes. All proposals and other material submitted become the Tribe's property and will not be returned.

13. Governmental Requirements

It is the responsibility of the proposer to comply with all applicable federal, state, and local statutes, regulations, ordinances, and/or requirements.

14. Binding Contract

This RFP is an invitation to receive offers from proposers, and the Tribe shall not be bound by any proposal prior to executing a contract with the successful proposer. The Tribe shall not be responsible for any pre-contract work performed by a proposer. Proposal preparation may be part of the proposer's general overhead, only. The Tribe fully reserves full discretion to reject any and all proposals for any reason, and to negotiate with any proposer, in order of ranking.

PROPOSAL CONTENT AND REQUIREMENTS

Proposal Format: Proposals should be organized according to the following outline:

1. **Table of Contents:** The proposal will have a table of contents with page numbers and pages numbered throughout the proposal.

2. **Introduction:** Brief introduction which includes:
 - a. The proposer's name and address;
 - b. Statement that indicates the proposal is valid for at least 90 days from the proposal submission deadline;
 - c. Statement that indicates the proposer's willingness to perform the services described in this RFP and demonstrates the proposer's qualifications to perform the full scope of work;
 - d. Provide a detailed and precise discussion of services and positions being offered;
 - e. Examples of like work completed successfully
 - f. Statement demonstrating that the personnel and other resources who are required to perform the services described in this RFP will be qualified and available over the life of the anticipated contract;
 - g. Statement that the signatory has authority to bind the proposer; and
 - h. Signature of authorized individual.

3. **Firm Profile**

Offeror must provide a table or chart that shows the firm's organizational structure, chain of supervision, and lead for the project. Include both the respondent firm and any sub-consultant firms/subcontractors. Indicate whether the firm is licensed to conduct business in Alaska or will obtain an Alaska business license if selected.

4. **Professional Qualifications**

Proposal must include professional qualifications and technical excellence of the firm's proposed Project Manager, other key personnel, and/or team members necessary for satisfactory performance of required services. Personnel qualifications, professional designations and certifications, experience with overall installation, integration and maintenance capabilities based upon performance record and availability of sufficient high-quality vendor personnel with the required skills and experience for the specific approach. Include all personnel that will actively be involved with performing the work, to include a listing of all subcontractors, if any, with an explanation of purpose.

5. **Project Approach**

Narrative submittal must address the approach the offeror will take to provide the services.

6. **Past Performance and References**

Please provide a description of past performance in last five (5) years, and at least three (3) references in Alaska for individuals and/or organizations for whom you have provided services similar to those which are the subject of this solicitation during the last two (2) years. Provide contact name, phone numbers and email addresses for the references.

7. Capacity to Respond and Accomplish the Work

This statement should demonstrate the firm’s timeliness and capacity to perform the work. Identify contracts that are or will be underway for Proposer during the expected work of the Tribe’s project.

8. Price Proposal

Provide pricing for services detailed in Description and Service Requirements, Section 2 of this request for proposal. A detailed breakdown of the rates for each of the services the proposer is offering shall be included. A realistic statement of estimated cost for Part 1 and for Part 2 shall be separately identified in the proposal, to allow for appropriate contract negotiations and to ensure the proposal is balanced. Costs and rates must be valid for the term of the contract. Cost of travel should be included in a separate line along with the number of anticipated trips, if any.

9. Alaska Native /Native American Contracting Preference

The Tribe shall give preference to qualified Alaska Native/Native American owned organizations pursuant to P.L. 93-638. Moreover, contractors are required to provide Alaska Native/Native American preference in subcontracting and training and employment. Proposals shall include a statement agreeing to provide preference in subcontracting, training, and employment. Proposers must provide documentation of Alaska Native/Native American ownership, if claiming eligibility for preference.

REVIEW OF PROPOSALS

1. Evaluation Process

An evaluation committee consisting of the Tribe’s representatives will evaluate responsive proposals. The evaluation will be based on the response to the proposal content and requirements stated in this RFP.

2. Evaluation Criteria

Proposals will be evaluated on the following criteria:

- Firm Profile: scored on a 0-10 point scale
- Professional Qualifications: scored on a 0-10 point scale
- Project Approach: scored on a 0-10 point scale
- Documented Past Performance: scored on a 0-15 point scale
- Capacity to Respond and Accomplish Required Work: scored on a 0-25 point scale
- Price Proposal: scored on a 0-25 point scale
- Proposer qualifies for Alaska Native/Native American Preference – 5 additional points for qualifying firms

3. Discussions

The Tribe has the option of discussing proposals with responsive proposers and request adjustment to proposals as a result of discussion. Proposers may also be allowed to submit a best and final proposal as a result of discussion with the Tribe.

4. Presentations

The Tribe reserves the right to require an oral presentation.

5. Notice of Award and Contract Negotiations

After the evaluation process is complete, the Tribe will initiate contract negotiations with the top-ranked proposer. The Tribe reserves the right to terminate contract negotiations in its sole discretion for any reason, at any time, without liability to the proposer. Examples of common situations which may result in termination of negotiations: failure to provide information, budgetary issues, proposer's lack of capacity to complete full scope on time, inability to reach prompt agreement, etc. The Tribe will not be responsible for costs incurred by the proposer resulting from contract negotiations.

INFORMATION ABOUT THE NATIVE VILLAGE OF KOTZEBUE

The Native Village of Kotzebue is the Federally-recognized Tribal government representing the Qikiktagrukmiut, the original inhabitants of the area of northwest Alaska surrounding modern day Kotzebue (Qikiktagruk). The Tribe, a sovereign entity, is commonly called the Kotzebue IRA due to its organization pursuant to the 1934 Indian Reorganization Act and as amended for Alaska in 1936.

The main goal and driving force of the Tribe is to serve our members by providing them the maximum amount of benefit possible with the resources available. A large part of the Tribes responsibility is the administration of Federal programs and services directed at Native Americans. Besides the social and service programs such as Realty, General Assistance, Child Welfare, Enrollment, and Education, efforts are being made to expand the Tribes mission through the creation of a Tribal immersion school (Nikaitchuat Ilisagviat), development of a housing program, and creating economic projects, such as a facility to manufacture foam house panels and a game meat/fish processing business.

The current website with more information about our organization is www.kotzebueira.org.