

# Kawerak, Inc.

## REQUEST FOR PROPOSAL (RFP)

Conduct a Community Needs Assessment for  
Victim Services and Develop a Strategic Plan and Feasibility Study for  
Purchasing an Existing Building or New Construction to Address Victim Needs.

### FAMILY JUSTICE CENTER

Kawerak, Inc.

PO Box 948

Nome, Alaska 99762

Phone: 907.443 4376 | Fax: 907.443.4452 [tmcgarry@kawerak.org](mailto:tmcgarry@kawerak.org)

**Prepared By: Traci McGarry**

**Date: May 7, 2024**

REQUEST FOR PROPOSAL

FAMILY JUSTICE CENTER

Nome - Alaska

**PROPOSAL SUBMISSION DEADLINE:** June 14, 2024, close of business.

**QUESTION SUBMISSION DEADLINE:** May 25, 2024

## **INTRODUCTION**

Kawerak, Inc. invites and welcomes proposals for their Family Justice Center project. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.*

## **PROJECT AND LOCATION**

The project associated with this RFP is or shall be located at Bering Strait Region, Nome, Alaska 99762.

## **PROJECT MANAGER CONTACT INFORMATION**

The following individual(s) are the assigned contacts for the following:

For questions or information regarding project, contact:

**Name:** Traci McGarry

**Title:** Child and Family Services Director

**Phone:** 907 434 1062

**Fax:** 907 443 4452

**Email:** [tmcgarry@kawerak.org](mailto:tmcgarry@kawerak.org)

## **PROJECT OBJECTIVE**

The objective and goal for this project is to expand its current Child Advocacy Center support services to adult victims of physical and sexual abuse in the Bering Strait Region. This project will explore the need and feasibility of developing a Family Justice Center for the Bering Strait Region with coordinated multi-victim services to include Law Enforcement, Medical, Mental Health, Legal, and emergency and temporary housing in one location.

## **PROJECT SCOPE AND SPECIFICATIONS**

The Project Scope and Specification are:

The successful contractor will conduct planning activities to assess the need for and feasibility of a multiagency approach to provide victim support adult victims of domestic violence and sexual assault in conjunction with its Child Advocacy. This scope of work expands the ability of the Kawerak Child Advocacy Center to provide victim services in the Bering Strait Region.

## **SCHEDULED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary Kawerak, Inc.

<b>MILESTONE</b>	<b>DATE</b>
Contract Award:	June 28, 2024
Start of Project: Needs Assessment; Feasibility Study:	July 03, 2024
Projection Completion:	January 3, 2025

## **PROPOSAL REQUIREMENTS**

**All proposals will be accepted until June 14, 2024, at 5pm Alaska Daylight Time (AKDT).**

*Address Responses To:* Kawerak Child Advocacy Center, Attention: Dana Langston, P.O. Box 948, Nome, Alaska, 99762. Alternatively, hand deliveries may be made to Kawerak's Tribal Affairs office on the Second Floor of the Ublugiaq Office Building at 505 Seppala Drive, Nome, Alaska 99762.

## **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals submitted by the deadline will be reviewed and evaluated based upon information provided in the submitted proposal. The following criteria will be used by the evaluation team to score and select the proposals submitted:

1. Management Plan: Summarize how you will staff, organize, and manage work, including task orders. This is the approach to providing the services (who, what when, where, how, and in what sequence the work would be performed). Overall cost effectiveness of the proposal. 25 points

2. Qualifications and Experience of Key Personnel: Provide professional qualifications and experience of project team in relation to particular services required. Provide an organizational chart of the proposed team. 25 Points
3. Experience with Tribes, Tribal Justice in Rural Alaska: Provide a summary of relevant experience specifically regarding working with Tribes and Tribal Consortia in rural Alaska and assessing and planning for a Tribally run Family Justice Center similar to that described herein. Provide relevant experience working in rural Alaska on these issues. 30 Points
4. Capacity: Provide a summary of your firm’s current and anticipated workload from July 3, 2024, through January 3, 2025. Include a brief description of projects for which your firm is responsible during this period. Identify all project responsibilities for the key personnel included in this proposal. 10 Points
5. Native Preference: Kawerak provides a preference for Native ownership of firm in accordance with P.L. 93-638, Section 7(b). 10 Points

<u>Contractor Selection Criteria</u>	<u>Weight</u>	<u>Score</u>	<u>Max. Score</u>
1. Management Plan	25	250	25%
2. Qualifications/Experience	25	250	25%
3. Experience w/Tribes/Tribal Justice Ctrs	30	300	30%
4. Capacity	10	100	10%
5. Native Preference	10	100	10%
	<b>Total</b>	<b>1,000</b>	<b>100%</b>

Kawerak, Inc. will assemble an evaluation team that will rank the firms and make recommendations for award of the contract.

**PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

**Summary of Bidder Background**

1. Responder’s Name(s)
2. Responder’s Address
3. Responder’s Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Responder’s Company was formed
6. Description of Responder’s company in terms of size, range and types of services offered and clientele.

7. Responder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Responder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in Alaska (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
11. Organization chart showing key personnel that would provide services to Kawerak, Inc.

### **Financial Information**

- Provide a copy of the most recent audited financial statement, or an annual report by a certified public accountant.
- State whether the Responder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Responder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

### **Proposed Outcome**

- Summary of timeline and work to be completed.

### **Equipment or Service**

- List any and all equipment or services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or service.
- List any accommodation, services, or space required from Kawerak, Inc., along with a brief explanation.

### **Cost Proposal Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

### **Licensing and Bonding**

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

### **References**

- Provide 3 references

By submitting a proposal, the Responder agrees that Kawerak, Inc. may contact all submitted references to obtain all information regarding the responder's performance.

### **Additional Information**

1. Responders should be aware that the information presented in this document is preliminary, and subject to change.
2. Any costs incurred in response to this request are at the Responder's sole risk and will not be reimbursed by Kawerak or any project funders.
3. Kawerak reserves the right to define and waive informalities, and to make a selection as deemed in its own best interest. This includes the right to decline to enter into any contracts based on this solicitation, withdraw, cancel or reissue this solicitation for any reason, or reject all proposals and proceed utilizing a different process, all at its sole discretion and without liability. Kawerak, Inc. shall award the contract to the proposal that best accommodates the various project requirements.