

Kawerak Request for Proposals

Pilgrim Hot Springs Food Distribution Model

DUE November 1, 2021

KAWERAK ENVIRONMENTAL PROGRAM

Table of Contents

Project Description	3
Scope of Work	3
Pricing and Evaluation	4
Bid Response	5
Terms and Conditions	5

Project Description

Kawerak, Inc. is soliciting Proposals as a co-managing owner of Unaatuq, LLC for Pilgrim Hot Springs. This Request for Proposals is for conducting a community food assessment in the Bering Strait Region, and developing a food production and distribution model for Pilgrim Hot Springs. The contractor should use data collected by Kawerak, Inc. during the growing & harvesting season, as well as historical data from previous agricultural efforts. The contractor will be able to determine a supply and demand chain that works best for our agriculture program to utilize into the future.

Scope of Work

1. Data Review (Information to be provided by Kawerak, Inc.)
 - a. Review and assess all current and historical data related to agriculture efforts at Pilgrim Hot Springs including, but not limited to:
 - i. Historical agriculture information from Pilgrim Springs Diary (Diocese records)
 - ii. 2016 Community Supported Agriculture Analysis
 - iii. 2017 Pilgrim Produce: A Whole Farm Plan
 - iv. NRCS and FSA Data for Unaatuq, LLC
 - v. Other agriculture information collected by Unaatuq, BSDC, BSNC, Kawerak
2. Survey of Regional Residents
 - a. Review past surveys conducted related to Pilgrim Hot Springs agriculture models.
 - b. Work with Kawerak staff to create participant target list for new survey (Regional Tribal members and/or Native Corporation shareholders should constitute 90% or more of survey participants)
 - c. Determine a distribution method and (or methods) for the survey (i.e. phone, email, Facebook, etc.) & timeline for distribution and completion.
 - d. Develop survey questions, coordinate survey distribution, and manage all survey activities, including the collection of responses & organization of results for review.
3. Community Food Assessment
 - a. Gather all food vendor information for the region including a list of village stores & contact information; delivered food CSA products (i.e. Full Circle and NSHC veggie boxes)
 - b. Develop a list of produce availability in regional villages and their corresponding prices
 - c. Explain all current distribution models in regional villages
 - d. Produce prices and availability in region
4. Stakeholder Meeting – Virtual
 - a. Meet with Pilgrim Hot Springs stakeholders to discuss historical data, survey results, community food assessment, and expectations for future agriculture needs in the region
 - b. Stakeholders to include Unaatuq Management Board and owner organizations, community organizations involved in food security, regional and statewide entities with an interest in food security, etc.
 - c. Coordinate in advance with PHS GM to arrange virtual meeting date, time, logistics and invite all guests.
5. Food Distribution Model (Final Product)
 - a. Model will utilize and showcase all data collected to determine best distribution plan for getting the produce grown at Pilgrim Hot Springs to regional villages in the most efficient and effective way.
 - b. Present an Options Analysis section to illustrate at least two other distribution options that were considered.
 - c. Determine produce supply and demand chain that works best for Pilgrim Hot Springs current and future programming plans and Unaatuq's business development plan.
 - d. Contractor to notify Kawerak 20 days prior to completion of food distribution plan for draft review and comments, before final publication.

Pricing and Evaluation

Pricing - The Responder shall submit a cost proposal to support all required time, labor, supplies, etc. as needed to complete the scope of work. The cost proposal should have a detailed list with individual costs to perform the requested services. After reviewing the cost proposal, Kawerak and co-managing owners of Unaatuq have the right to request additional pricing for items that were not included in the Responder's cost proposal. All prices shall include all costs associated with completing the scope of work as specified and completion of the final food distribution model plan by January 15, 2022. ***Note that all cost proposals will remain confidential and will not be distributed.***

Method of Award – A Procurement Evaluation Committee will be assembled to review and rank proposals submitted to Kawerak. Proposals will be evaluated based on the following breakdown.

1. 60 pts: Total Price
 2. 40 pts: Narrative & Schedule for deliverables
- Total 100 pts: Responders (see immediately below)

Narrative

In the response to this RFP, please provide a narrative description for how the contractor plans to execute this project. Description shall include contractor relevant experience and portfolio, cost of services, supplies needed, completion dates, etc. With this narrative provide a detailed schedule of deliverables with proposed dates. The Responder shall include at a minimum the following:

1. Completion of agriculture data review
2. Dissemination of survey and collection of responses
3. Community food assessment completion
4. Meeting with stakeholders
5. Final version of distribution model provided to Kawerak, Inc.

Onsite Visits

Note that the contractor may not be able to visit Pilgrim Hot Springs in person during the timeline of this project, as the work will take place in the off-season winter months. An in-person meeting in the community of Nome may be possible during the winter for the stakeholder meeting, depending on current travel restrictions and COVID-19 protocols.

Covid-19

Contractors shall abide by the Covid-19 protocols required by the City of Nome, and coordinate with Kawerak to ensure the most recent policies are used.

Bid Response

Total Price: \$ _____ (attach itemized cost breakdown)

Completion Date _____

Responder (company): _____

Contact Person: _____

Telephone: _____ Email: _____

Mailing Address: _____

Terms and Conditions

- 1) Kawerak, Inc. reserves the right to reject any and all Proposals, and to define and waive informalities, and select 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.
- 2) Minor informalities of this RFP that do not affect responsiveness and do not reflect a material change to the Scope of Work may be waived by Kawerak, Inc.
- 3) Payment will be authorized with terms identified in the contract with Kawerak, Inc.
- 4) Privacy: This project involves reviewing data that may be deemed of a sensitive or confidential nature, and contractor agrees to adhere to all privacy requests by Kawerak, Inc. and agrees to not share any information provided related to Pilgrim Hot Springs without prior consent of Kawerak, Inc. and all Unaatuq, LLC managing members.
- 5) Debarment: The Responder certifies, by submission of this proposal or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this proposal that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Responder or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/proposal.
- 6) 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.
- 7) Award of this contract pursuant to this RFP does not obligate Kawerak to the award of any future work of the selected Contractor.