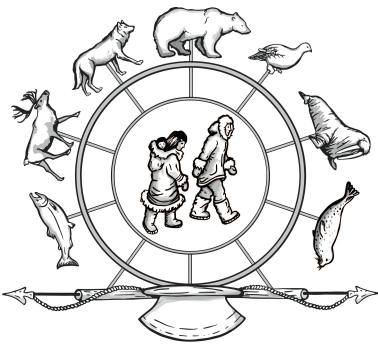


# **Kawerak, Inc. Request for Proposals**

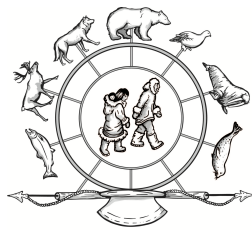
## Regional Housing Needs Assessment



**KAWERAK, INC.**

Due: April 12, 2024

**KAWERAK, INC. TRIBAL HOUSING**  
Community Services Division



**KAWERAK, INC.**

## **KAWERAK, INC.**

### **REQUEST FOR PROPOSALS** **Regional Housing Needs Assessment**

Kawerak, Inc., (Kawerak) is a nonprofit tribal consortium in Nome, Alaska. The Tribal Housing Program is seeking qualified candidates to submit proposals to conduct a Regional Housing Needs Assessment and planning meeting facilitation.

For a complete Summary please contact Kawerak, Inc. before April 12, 2024 in writing (via mail, fax or email) at:

Kawerak, Inc., Tribal Housing  
Community Services Division  
P.O. Box 948  
Nome, Alaska 99762

(907) 443-4247; fax: (907) 443-4445 or email: [gkarmun@kawerak.org](mailto:gkarmun@kawerak.org)

Kawerak, Inc. 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, withdrawal, cancel or reissue of this solicitation for any reason, or reject all proposals and proceed utilizing a different process, all at its sole discretion and without liability.

REQUEST FOR PROPOSAL  
Regional Housing Needs Assessment

**Introduction and Background**

**Housing Strategic Plan**

- Pursue access to safe and affordable housing in every community
- Assist in long-range planning and preparations for construction and renovations
- Focus on housing that aligns with family structure, culture and lifestyle
- Coordinate housing development with other infrastructure development

**Summary**

Our project will serve 19 tribes in our region and afford an opportunity to five of those tribes who are either managing their own projects or have relocated to the city of Nome proper.

**Proposal Conditions and Information**

Proposals must be received by Kawerak, Inc. Tribal Housing by 5:00 p.m. on April 12, 2024. Late proposals will not be considered. Kawerak, Inc. highly encourages early submission of proposals.

Proposer shall submit one electronic version of the proposal including any supporting documentation to:

Gloria Karmun, Tribal Housing Director  
Email: [gkarmun@kawerak.org](mailto:gkarmun@kawerak.org)

Questions regarding this proposal must be submitted in writing to Gloria Karmun.

**Scope of Work**

- Work with Kawerak, Inc. Community Services Division staff to identify regional housing needs and provide planning meeting facilitation.

- Develop plan for addressing housing needs within the confines and requirements imposed by state and federal funding mechanisms.
- Provide project management services during the implementation phase of the projects developed using the assessment as a guide.

### **Proposal Requirement**

- 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.
- A description of the proposed services.
- A description of proposed deliverables.
- A description of experience with conducting a regional housing assessment for governmental entities, including but not limited to Federally recognized Indian Tribes.
- A description of experience with project management for governmental entities, including but not limited to Federally recognized Indian Tribes.
- A description of experience with projects funded through federal grants.
- 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.

A list of at least three (3) clients for whom the respondent has performed similar services, noting three or more that may be contacted as references.

- Resumes of the individuals who would perform the services, with special attention to experience related to American Indian and Alaska Native Tribes and communities.
  
- 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
  
- 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.
  
- 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 Indian Tribe or other federally recognized Indian Tribe.
  
- Statement Regarding Indian Preference.
  
- Any other information the firm believes is pertinent to its proposal or will assist Kawerak, Inc. in its evaluation.

Proposers seeking to contract for the Regional Housing Needs Assessment and planning project must clearly outline their Scope of Work.

## Selection Criteria

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

Points	Criteria
20	Experience with Housing Needs Assessment and planning meeting facilitation for Indian and/or Alaska Native Communities
20	Qualifications and experience of key personnel who will be performing the Scope of Work, specifically with respect to performing similar work
20	Past performance in terms of quality of work and compliance with time schedules, as evidenced by references
15	Overall quality of proposal
15	Tribal and Indian Preference
10	Cost of proposal

Kawerak, Inc. reserves the right to interview the candidates prior to final selection. Kawerak, Inc. 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 Kawerak, Inc. to do so.

Kawerak, Inc. retains the right to cancel the RFP process at any time or postpone the date and time for submitting proposal at any time prior to the proposal due date, if it is in Kawerak, Inc.'s best interest. Kawerak, Inc. reserves the right not to award or cancel the award of the contract to a Proposer who will not agree to all the contract terms. Kawerak, Inc. also reserves the right to reject any or all proposal 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 Kawerak, Inc. tribal member-owned and Indian-owned enterprises.