**Kawerak, Inc. Request for Proposals**

Climate Pollution Reduction Grants (CPRG) – Tribal Energy Planning



DUE September 22, 2023

Kawerak environmental program

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# **Document Purpose and Background**

Kawerak, Inc. is a non-profit tribal consortium located in northwest Alaska, providing a multitude of services to residents of the Bering Strait Region, in one of the most remote parts of the world. Kawerak represents 20 federally recognized Tribes residing within 16 communities.

Our project will serve 15 of the 20 Tribes in our region, as the remaining 5 are managing their own similar projects. A qualified consultant will be chosen to work with each individual Tribe to conduct initial outreach and education virtually as part of a Priority Climate Action Plan (PCAP) and Comprehensive Climate Action Plan (CCAP). Additionally, the consultant will work with each electric utility, each local municipal government, and several important regional organizations to develop a comprehensive and robust PCAP and CCAP.

This effort will be led by Kawerak’s Environmental Programs Director, Anahma Shannon, and be supported by a qualified consultant. The contractor will be expected to maximize use of existing data tools to include previously completed regional energy plans, climate plans completed by coalition member Tribes, and existing research and measure compiled and documented by the State of Alaska.

Kawerak, Inc.’s Environmental Program seeks a contractor to develop these documents over the course of the 6-month project (by March 1, 2024), the contractor will complete a Priority Climate Action Plan and a Comprehensive Climate Action Plan for each of the 15 federally recognized Tribes identified here:

Native Village of Brevig Mission, Native Village of Diomede, Native Village of Elim, Gambell IRA Council, Chinik Eskimo Community, The Native Village of Koyuk, Mary’s Igloo Traditional Council, Native Village of Savoonga, Native Village of Shaktoolik, Native Village of Shishmaref, Native Village of St. Michael, Stebbins Community Association, Teller Traditional Council, Native Village of Wales, White Mountain IRA Council

**Overall, the goal of this project is to develop a Priority Climate Action Plan and a Comprehensive Climate Action Plan for energy planning purposes to serve 15 of the Tribes in the Bering Strait Region.**

**II. Summary of Deliverables**

To be considered, Responders must deliver proposals to the address below, on or before the deadline, and in the number of copies indicated below.

*Deadline:* Proposals will be accepted via email (preferred) or postal mail until **Friday, September 22, 2023, at 5pm Alaska Standard Time (AKST).**

*Email responses to:* Anahma Shannon, Environmental Director, ashannon@kawerak.org

*Address hard copy responses to:* Kawerak Environmental Program, Attn: Anahma Shannon, CPRG Proposal, P.O. Box 948, Nome, Alaska, 99762

*Mark Proposals as Follows:* **“CPRG Proposal”**

**PROPOSAL PAGE LIMITS**The proposal shall include a maximum of 33 pages, in total, consisting of the following sections:
 Cover Letter: 2 pages maximum

Narrative: 25 pages maximum

Resumes: 6 pages maximum

# **III. Project Information**

The contractor will complete aPriority Climate Action Plan and a Comprehensive Climate Action Plan for 15 Tribes including the following scope of work elements:

Key Deliverable #1: Priority Climate Action Plan

1. **Develop Draft Data Collection Forms, Greenhouse Gas Inventory Formats, etc.** Develop appropriate forms for community outreach and data collection to inform greenhouse gas inventories by sector for each Tribe and identify project priorities. Contractor will additionally prepare a Quality Assurance Project Plan at this time.
2. **Conduct data collection and community outreach** Contractor coordinates with the State of Alaska to standardize data collection. The selected contractor will perform data collection and contact each Tribe, typically through their Tribal Administrator, leadership, and/or environmental coordinator.
3. **Develop GHG Inventory for each community** The State of Alaska will develop GHG Inventories for every census designated place in Alaska. The selected contractor will provide data and community coordination to support accurate GHG inventory development for each Tribe.
4. **Identify and define potential GHG Reduction measures/projects** Through community outreach and discussion, the contractor will identify previously developed, identified, and completed GHG reduction projects. Additionally, the selected contractor will additionally evaluate a number of potential projects for feasibility, to include identification of potential climate pollution reduction and cost of implementation, and authority to implement.
5. **Quantity benefits and authority to implement measures/projects** The selected contractor will identify potential benefits from each identified project to include climate pollution benefits, financial benefits, and other considerations to include the populations and stakeholders who would benefit from each proposed project. Additionally, authority to implement each project will be identified and evaluated.
6. **Complete Draft PCAP Report** Prepare a draft PCAP report compiling the GHG Inventory, potential GHG reduction projects, identifying authority to implement for each project for Kawerak to review, edit and complete.

Key Deliverable #2: Comprehensive Climate Action Plan

1. **Conduct data collection and community outreach** Conduct Zoom community meetings to present PCAP’s, acquire additional feedback, present to Tribal Councils, and develop key components of the CCAP. Any additional data collection required for the expanded requirements of the CCAP will be completed by Kawerak.
2. **Revise GHG Inventory for each community** The State of Alaska will develop GHG Inventories for every census designated place in Alaska. Contractor will provide data and community coordination to support accurate GHG inventory development for each Tribe. Within the CCAP, the GHG Inventory will be revised, updated, and expanded to include additional emissions sectors of the community not previously considered in the PCAP – specifically this will include local transportation, and carbon sinks.
3. **Expand potential GHG Reduction measures/projects** Through community outreach and discussion, the contractor will identify additional projects for inclusion as GHG reduction measures, to include local transportation projects and coordinate/include any identified inter community transportation projects that may have been identified by the State of Alaska.
4. **Estimate GHG Projections** Contractor will complete analysis and estimates of growth in future GHG Emissions for multiple scenarios – to include a no action scenario, a partial implementation of GHG emissions reductions scenario, and a full implementation of identified GHG emissions reductions.
5. **Set GHG Reduction Targets** Contractor will develop multiple GHG Reduction Targets for each tribe based upon internal standards for reduction and consideration of potential reduction measures identified for each Tribe.
6. **Quantity benefits and authority to implement measures/projects** Contractor will identify potential benefits from each of the newly identified projects to include climate pollution benefits, financial benefits, and other considerations to include the populations and stakeholders who would benefit from each proposed project. Additionally, authority to implement each new project will be identified and evaluated. All older projects will be reviewed, updated, and expanded as relevant.
7. **Workforce Analysis and Federal Funding Plan** Contractor will complete an analysis of workforce strengths, weaknesses, opportunities, and threats. Additionally, recommendations will be provided for funding sources – Federal, State, and other opportunities for each potential GHG reduction measure identified.
8. **Complete Draft CCAP Report** Contractor will prepare a draft CCAP report compiling the GHG Inventory, potential GHG reduction projects, identifying authority to implement for each project that Kawerak will review, edit, and complete.

**FURTHER DESCRIPTION OF SCOPE OF WORK ELEMENTS**

Note: The contractor will coordinate directly with The State of Alaska DEC, Alaska Energy Authority, and Alaska Municipal League to coordinate state Climate Pollution Reduction Efforts. It is anticipated that greenhouse gas inventories will be developed, with data stored and displayed publicly, by the State of Alaska. It is also anticipated that a standardized community outreach and input survey and firm will be developed in coordination with the State of Alaska and distributed and collected by Kawerak and their consulting support.

Kawerak and contractor will conduct video conference outreach with tribal and community leaders of each tribal community participating in our coalition. Tribal and community leadership will be given the opportunity to review draft documents before finalization of these deliverables. Kawerak and their consultants will participate in a working group with the State of Alaska and the Alaska Native Tribal Health Consortium to ensure consistency in deliverables and work projects of the grant.

Kawerak plans to procure limited GHG software, printing, mail costs, and other costs necessary to successfully oversee and deliver the scope of the CPRG award.

# **IV. Evaluation Process**

Proposals will be evaluated based on the contractor’s understanding and plan for the project, preliminary budget, previous experience, specialized experience, and the overall feasibility of the proposal.

1. The general narrative will outline how the contractor proposes to develop this project, including an overall timeline (approximately October 1, 2023-March 1, 2024), an activity matrix including major projects and deadlines for the elements outlined in this RFP. The narrative should detail the overall approach to providing the services and should address who, what, when, how, and in what sequence the work will be performed. ***50 points***
2. A preliminary budget will outline staff time and any other expenses. Please note that the contractor will undergo budget negotiations, if selected, to fit into Kawerak’s budget for the project. ***25 points***
3. Previous Experience: Provide a summary of projects similar in scope and complexity that demonstrate relevant experience, preferably in rural Alaska. Resumes of the main team members should be included for review, not to exceed 6-pages in total, as an addendum to the proposal. ***15 Points***
4. Specialized Experience: Demonstrate working knowledge and previous experience within the areas of rural Alaska energy systems, energy planning and feasibility studies, rural Alaska energy consumption (to include electrical, heating and transportation), and working with our federally recognized Tribes, etc. ***10 Points***

**Contractor Selection Criteria Weight**

1. Narrative, general 50
2. Budget, preliminary 25
3. Previous Experience 15
4. Specialized Experience 10

 **Total 100**

If Kawerak cannot successfully negotiate a contract with the highest ranked Responder, staff will terminate negotiations with that Responder and initiate negotiations with the next highest ranked Responder. This process will be followed until Kawerak, and a Responder have reached agreement and a contract is executed, if at all, unless circumstances warrant otherwise.

# **V. Additional Information**

* + 1. 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.
		2. 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.
		3. The successful Contractor must agree to comply with Kawerak’s Mandatory Vaccine Policy, which requires that any personnel of Contractor that will be performing the Scope of Work and who will be on site within Kawerak facilities or in physical contact with Kawerak staff or clientele while providing such services, will be vaccinated. Should the Centers for Disease Control (“CDC”) recommend that COVID 19 boosters are necessary, all such personnel will have received a booster to the extent recommended by CDC.

**Questions:**

Interested firms may submit questions in writing to the address Kawerak, Inc. P.O. Box 948, Nome, Alaska, 99762 (attn.: Anahma Shannon, ENV PROGRAM), or by email (**preferred**) to ashannon@kawerak.org by COB **September 15, 2023.**

# **VI. Other**

*Travel*

No additional travel funding can be requested. Any travel costs for consultations, site visits, etc. must be outlined within the proposal’s budget. Contractor and Kawerak staff can determine if it is appropriate to travel during the time of the contracted work, or if digital meetings can be conducted. Travel may not be possible due to COVID-19 restrictions or other travel restrictions due to weather or unforeseen circumstances. If this is the case, the contractor and Kawerak staff will work together to amend the proposal.