



NATIVE VILLAGE OF EKLUTNA
Tribal Government

REQUEST FOR PROPOSALS
Tribal Government Services

Proposal Due Date: May 15, 2020 at 4:00 pm
Owner: Native Village of Eklutna
Contact: Richard Farber, Tribal Administrator

Scope: The Native Village of Eklutna (NVE) invites qualified and experienced tribal consultants and/or tribal code writers to provide tribal court/code development technical assistance proposals; specific projects to be determined. At the conclusion of the project, any tribal code work, training curriculum, desk & policy templates will become the exclusive property of the NVE.

The selected tribal consultants may propose technical assistance projects to include:

- IRA and Tribal Constitution updates/amendments
- Tribal Code Development
- Tribal Court Development
- Tribal Court Facilitation
- Personnel Policy & Financial Policy work/amendments
- Tribal Government Training/Presentations
- Tribal Court Training/Presentation
- Circle/Peacemaking Training
- Circle/Peacemaking Facilitation
- Tribal Government/ Tribal Court/ Justice grant writing
- Technical Assistance

The tribal consultants will be expected to provide deliverables upon completion for proposed projects, such as but not limited, to the following

- Adopted Constitutions
- Template codes and/or Adopted code work
- Template policies and/or Adopted policies
- Reports of tribal court facilitation
- Signed tribal/state agreements
- PowerPoints and/or curriculum for any presentations
- Attendance and/or agendas for any workshops hosted/held
- Reports of circle/peacemaking facilitation
- Copies of grant applications submitted
- Reports of any technical assistance provided and/or requested

The tribal consultants will be expected to provide deliverables upon completion for proposed projects, such as but not limited, to the following

- Adopted Constitutions
- Template codes and/or Adopted code work
- Template policies and/or Adopted policies
- Reports of tribal court facilitation
- Signed tribal/state agreements
- PowerPoints and/or curriculum for any presentations
- Attendance and/or agendas for any workshops hosted/held
- Reports of circle/peacemaking facilitation
- Copies of grant applications submitted
- Reports of any technical assistance provided and/or requested

Term: Contracts awarded will be for FY20 beginning on June 1, 2020, ending on September 30, 2020. NVE will have the sole option of extending the award.

Selection Process: Tribal consultants will be selected through a competitive and fair process based on the most responsive bids with the qualifications indicated below. Final selection is planned on or before May 27, 2020.

Note: All tribal consultants selected are required to comply with Alaska Native and American Indian Preference in accordance with Public Law 93-638.

Solicitation and Proposal Rejection. NVE reserves the right to cancel this solicitation, reject any proposal and award the Contract to the bidder that provides the best overall value, which may be determined by factors other than the lowest quoted price, in NVE's sole discretion.

Submittal Requirements: Please submit proposals to the attention of:

Richard Farber, Tribal Administrator

Address: Native Village of Eklutna 26339 Eklutna Village Road Chugiak, AK 99567

Phone: (907) 688-6020

Fax: (907) 688-6021

Email: rfarber@eklutna.org

The submittal package must be printed (or formatted for printing) on single-sided 8.5 X 11-inch paper. The proposal must have a cover letter that provides the name of a single person to contact for all information.

Statements of Qualifications and Proposals should include the following:

- HISTORY – Describe history and size of consulting services, including its form as a sole proprietorship, partnership, or corporation, as well as its growth history and staff experience.
- PROJECT EXPERIENCE – Describe the expertise in the preparation of tribal government and tribal court technical assistance and code development.
- REFERENCES – Provide references and contact information for previous clients (ideally 3 projects).
- AVAILABILITY OF STAFF – List availability of designated staff and resumes

- CONTACT INFORMATION – Provide all relevant contact information for the tribal consultant, including phone, email, and mailing address.
- TRIBAL INVOLVEMENT – Describe experience working with tribal governments or TCC or other Alaska Native organizations, nations, tribes, or communities, and examples of Alaska Native or American Indian involvement on previous projects, and
- PROPOSED PROJECTS/TECHNICAL ASSISTANCE- Tribal Development is seeking tribal consultants for a variety of technical assistance projects. Detail the specific technical assistance and/or proposed projects to be achieved under the proposed contract, and deliverable outcomes to reach during the proposed time frame of the contract, i.e. # of tribes, etc...
- PROPOSED PRICES/COSTS – Detail the proposed prices/rates with consideration of the term of the contract (see term above) and the amount of work to be done on the proposed project.

Note: Tribal Development is looking for proposed projects with flat rates and/or quarterly rates and not hourly rates, please consider this when proposing contract costs.

NVE reserves the right to reject any or all proposals for budgetary, conflict of interest, past performance, federal contract disbarment, or other reasons.

Please direct any questions regarding this project to:

Attention: Richard Farber, Tribal Administrator

Address: Native Village of Eklutna 26339 Eklutna Village Road Chugiak, AK 99567

Phone: 907-688-6020

Email: rfarber@eklutna.org