



To assure Kaitnuht'ana Dena'ina thrive forever

KENAITZE INDIAN TRIBE REQUEST FOR QUALIFICATIONS Summer Apprenticeship 2018

Issued: 02/16/18

1. Overview

The Kenaitze Indian Tribe (Tribe) is seeking candidates for the Dena'ina Language and Culture Revitalization Project 2018 Summer Apprenticeship positions. The purpose of this Request for Qualification (RFQ) is to solicit responses from competent and experienced candidates that are capable of providing the second language learning skills as specified herein in a prompt, cost effective, and efficient manner.

2. Inquiries

Questions regarding this RFQ must be directed in writing to Joel Isaak at joelisaak@gmail.com. All emails must identify the RFQ title in the subject line, include the contact information for the person submitting the question, and indicate the relevant RFQ section number. Mr. Isaak will review the submitted questions and respond to all inquiries in writing by replying via email.

3. Background Information

KIT is a federally recognized tribal government, re-organized in 1971 under the statutes of the Indian Reorganization Act of 1934, as amended for Alaska in 1936. The Tribe serves over 5,000 community members, Alaska Natives, and American Indians in the central and upper Kenai Peninsula. KIT's Headquarters is located at 150 N Willow Kenai, Alaska 99611.

The Dena'ina Language and Culture Revitalization Project's primary goal is to work towards linguistic and cultural fluency, while striving to create lifelong learners and a living archive. The purpose of this pilot program is to in address real concerns while developing methodologies and structural systems to expand Dena'ina culture into the lives our people. By working together as intergenerational equals in a respectful positive environment we will be able to collectively overcome obstacles that have stopped us before, bring the community together, and begin to heal ourselves.

4. Qualification Submission Requirements

All candidates interested in submitting their qualifications in response to this RFQ must adhere to the following requirements. Failure to do so may result in the Tribe deeming the response to be incomplete and therefore not eligible for consideration.

4.1 Qualification Submittal Items

Candidates must only submit one response, following the format outlined below, and clearly identify each of the criteria within the submittal.

- a) **Cover Letter** – submit a cover letter including the following:
 - a. The candidate's legal name and contact information
 - b. An overview of the candidate's qualifications and experience relevant to the scope of work defined herein including familiarity with Dena'ina Language and Culture.
- b) **References** – submit contact information phone and email for two references:
 - One reference must be from a non-family member
 - One reference may be from a non-immediate family member
- c) **Resume** – include a current resume.
- d) **Scope** – For the purposes of this proposal, Kenaitze asks that candidates describe, in detail, how the candidate meets the general requirements and demonstrates ability to achieve objectives described below:

1. General Requirements:

- Research and develop language and cultural resources
- Work with transcriptionist and further develop personal Dena'ina transcription skills
- Develop personal Dena'ina literacy skills
- Work with Archeologists on local projects
- Capable of documenting language and culture at a high academic level
- Participate in:
 - Teaching the language
 - Language learning camps
 - Cultural Immersion camps
- Ability to work with archives
- Experience working in cross cultural environments and settings
- Participate in effectiveness assessment

- Ability to organize information and develop reports on a regular basis
- Ability to work in an intergenerational setting
- Work with project vendors to Identify, gather, and develop Dena'ina language and cultural curriculum.

2. **Objectives**

- Work with youth in Tribal Programs
 - Spend time training staff how to pronounce Dena'ina words
 - Teach staff how to use the Dena'ina Curriculum that has been developed
 - Further update and refine current curriculum
 - Teach children
- Interact with various Tribal programs, not limited to but may include:
 - Drumming circle
 - Dance group
 - Summer culture camps
- Apprentice with current Dena'ina language instructors
- Apprentice with Elders
- Train other language learning students
- Ability to engage interns, other apprentices, and work with volunteers
- Help foster community support

All submissions will become the property of the Tribe and may be returned only at the option of the Tribe. Any information marked as proprietary or confidential will be held in confidence to the greatest extent possible.

4.2 Submissions

To be considered, a complete submission package must be received by Joel Isaak via the following method:

1. Electronically transmitted to: joelisaak@gmail.com

Submissions sent via email should be sent in a single PDF document format, with the RFQ title noted in the subject line.

4.3 Submission Preparation Cost

The Tribe shall not be responsible for any costs associated with preparing and/or submitting a response to this RFQ, in any manner or for any reason.

4.4 Submissions Validity

A candidate's submission will remain valid for 90 calendar days from the RFQ submission date or until an award is made to the successful candidates, whichever is sooner.

5. N/A

6. General Requirements

6.1 Term of Service

The agreement resulting from this RFQ shall be effective from the date of execution of the agreement through the completion of services. In the event the work is not completed within this timeframe, the Tribe, in its sole opinion, may determine the candidate to be in breach of the terms of the agreement.

6.2 RFQ Modification

The Tribe reserves the right to:

- a. Modify or otherwise alter any or all of the requirements herein. In the event of a modification, candidates will be given an equal opportunity to modify their submission as identified in writing by the Tribe.
- b. Reject any submission not adhering to the requirements set forth within this RFQ, either in whole or in part.
- c. Reject any or all submissions received.
- d. Terminate this RFQ at any time, without reason.

6.3 Order of Precedence in the Event of a Conflict

If an agreement is awarded, all terms and conditions herein shall be incorporated into the award along with the candidate's submission. Any change to the agreement must be through a written amendment agreed upon by both Parties. In the event of a conflict between the RFQ and the candidate's submission, the more stringent language shall apply.

6.4 N/A

6.5 Insurance

As required, the candidate shall have, maintain, and provide proof of Commercial General Liability Insurance and Workman's Compensation Insurance, in addition to any applicable insurance required by the State of Alaska or the vendor's primary state of location. The candidate must provide the Tribe with proof of the insurance required herein. The candidate shall be financially responsible for all deductibles, costs, and self-insured retention's and/or self-insurance required herein.

The Kenaitze Indian Tribe is a sovereign nation, and as such the candidate waives all rights against the Tribe and its officers, employees, and agents for

recovery of damages to the extent these damages are covered by the required policies.

6.6 Indemnification

Except in the case of the sole negligence or willful misconduct of the Tribe, the candidate shall indemnify, defend and hold harmless the Tribe, and the Tribe's officers, agents, and employees from and against any and all liability, claims, damages, losses, expenses, actions, attorney fees and costs and lawsuits whatsoever (including without limitation all claims involving damage to real or personal property, civil rights claims, or claims of infringement of a patent, copyright, trade secret or trademark) caused by or arising out of the performance, acts, or omissions under this RFQ by the candidate or arising from or related to a failure to comply with the requirements herein, and/or applicable state or federal statute, law, regulation, or rule.

Nothing in this RFQ is a waiver of sovereign immunity.

7. Evaluation and Selection

Submissions will be evaluated by program staff based upon the responsiveness to the submission requirements described in Section 4, and in any other manner deemed appropriate by the Tribe. The Tribe reserves the right to waive informalities and minor inaccuracies. The Tribe reserves the right to reject any and/or all submissions which it deems to be not in the best interests of the Tribe and to proceed with the next candidate or to utilize an entirely different process at any time during the process.