



To assure Kaitmukt'ana Dena'ina thrive forever

KENAITZE INDIAN TRIBE REQUEST FOR PROPOSAL Early Head Start Implementation Planner

Issued: 04/24/17

1. Overview

The Kenaitze Indian Tribe (KIT or Tribe) is seeking a vendor to provide consulting services as an Early Head Start Implementation Planner for the successful implementation of an ongoing, integrated birth to five continuum with the existing Head Start program and the new federal Early Head Start expansion grant to provide comprehensive, individualized service to the Kenai Peninsula. The purpose of this Request for Proposal (RFP) is to solicit responses from competent and experienced vendors that are capable of providing the services as specified herein in a prompt, cost effective, and efficient manner.

2. Inquiries

Questions regarding this RFP must be directed in writing to Royal Brown, Administrator of Grants & Acquisitions, at rbrown@kenaitze.org. All emails must identify the RFP title in the subject line, include the contact information for the person submitting the question, and indicate the relevant RFP section number. All questions must be submitted using this format and must be received no later than 5:00pm Alaska Standard Time (AKST), Friday, April, 28, 2017.

KIT will review the submitted questions and respond to all inquiries in writing by replying via email to all inquirers and interested vendors at one time. The email will provide every question received and each accompanying response. This will ensure all potential vendors receive the same information.

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.

4. Proposal Submission Requirements

All vendors interested in submitting a proposal in response to this RFP must adhere to the following requirements. Failure to do so may result in KIT deeming the proposal to be non-responsive and therefore not eligible for consideration.

4.1 Proposal Submittal Items

Vendors must only submit one proposal, follow the format outlined below, and clearly identify each of the following four criteria within the submittal.

- a) **Cover Letter** – submit a cover letter on company letterhead that is no more than 1 page and includes the following:
 - a. The company’s legal name and contact information
 - b. An overview of the company’s qualifications and experience relevant to the scope of work defined herein
 - c. The identity and qualifications of the person(s) whom will be assigned to the job should the vendor be chosen
 - i. The letter must be signed by an authorized company representative, and include that person’s contact information.
- b) **Scope of Work** – submit a written, detailed description of how each subsection within section 5 Scope of Work will be accomplished. The format of the vendor’s response must include the following: the specific subsection number (i.e. subsection 5.2), the subsection title, and a detailed response that addresses all items of relevance within that requirement. Please refrain from using marketing information in this part of the proposal submittal.
- c) **Deliverables** – if necessary, submit a schedule of all deliverables and milestones/due dates.
- d) **Price** – submit a written price proposal to provide the good(s) or service(s) as specified herein, using the format set forth in subsection 7.1 Proposal Price. The proposed price must include all of the vendor’s costs associated with providing the good(s) or service(s) as called for within this RFP and including, but not limited to, wages, administrative overhead, travel, transportation, lodging, and other similar costs unless stated otherwise. No other costs will be considered for payment.

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

4.2 Proposal Submission Deadline

To be considered, a complete proposal package must be received by KIT by the deadline via either of the following methods:

1. Hand delivered or mailed to: Kenaitze Indian Tribe

Attention: Royal Brown
Office of Grants and Acquisition Services
150 N Willow St
Kenai, Alaska 99611

2. Electronically transmitted to: rbrown@kenaitze.org

The deadline for submission is 5:00 PM Alaska Time, May 5, 2017. Any proposals received after the deadline may not be accepted. Proposals sent via email should be sent in a single PDF document format, with the RFP title noted in the subject line.

4.3 Proposal Preparation Cost

KIT shall not be responsible for any costs associated with preparing and/or submitting a proposal in response to this RFP, in any manner or for any reason.

4.4 Proposal Validity

A vendor's price proposal will remain valid for 45 calendar days from the RFP submission deadline or until an award is made to the successful vendor, whichever is sooner. No price proposal will be accepted if marked "price prevailing at time of delivery", "estimated price", or something similar. All price proposals must be in US dollars.

5. Scope of Work

The Tribe is seeking an Implementation Planner to work collaboratively to develop a Kenaitze Early Head Start start-up and technical assistance plan for the delivery of high quality, comprehensive, center based Early Head Start services for eligible families.

The start-up technical assistance plan will address organizational readiness, management systems, program services, including culturally responsive and respectful early care and learning services beginning at prenatal to three years old and a sustainable financial plan to ensure that the necessary resources are available to meet federal, state, and child care licensing compliance.

The plan will also serve as a comprehensive strategic plan to guide stakeholder involvement which would include but not limited to community partners, MOA partners, parents, Tribal Council, Kenaitze Tribal agencies and Office of Head Start Region XI T/TA providers.

The Implementation Planner may be required to attend start-up training and/or other potential planning opportunities offered locally or out of state.

This collaborative partnership will result in the commencement of the Kenaitze Indian Tribe being ready to fully implement a new comprehensive 48 slot Early Head Start

program in collaboration with the existing 57 slot Head Start and 20 slot Alaska Native Education preschool programs by the September 2018.

6. General Requirements

6.1 Term of Service

The agreement resulting from this RFP shall be effective from the date of execution of the agreement through the completion of services. In no event shall services under the agreement extend beyond September 1, 2018. In the event the work is not completed within this timeframe, KIT, in its sole opinion, may determine the vendor to be in breach of the terms of the agreement.

6.2 RFP Modification

KIT reserves the right to:

- a. Modify or otherwise alter any or all of the requirements herein. In the event of a modification, vendors will be given an equal opportunity to modify their proposals as identified in writing by KIT.
- b. Reject any proposal not adhering to the requirements set forth within this RFP, either in whole or in part.
- c. Reject any or all proposals received.
- d. Terminate this RFP 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 vendor's proposal. Any change to the agreement must be through a written amendment agreed upon by both Parties. In the event of a conflict between the RFP and the vendor's proposal, the more stringent language shall apply.

6.4 Subcontracting

The vendor must disclose to KIT the use and identity of all subcontractors it uses in carrying out the requirements herein. KIT reserves the right to approve all subcontractors if it so chooses. The vendor is solely responsible for the satisfactory performance of and compensation to any and all subcontractors.

6.5 Insurance

The vendor 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 vendor must provide KIT with proof of the insurance required herein. The vendor shall be financially responsible for all deductibles, costs, and self-insured retention's and/or self-insurance required herein.

KIT is a sovereign nation, and as such the vendor 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 vendor 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 RFP by the vendor or any of its officers, agents, representatives, employees or subcontractors 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 RFP is a waiver of sovereign immunity.

7. Price and Payment

7.1 Proposal Price

The vendor must submit a written price proposal to provide the good(s) or service(s) as specified herein. The proposed price must include all of the vendor's costs associated with providing the good(s) or service(s) as called for within this RFP and including, but not limited to, wages, administrative overhead, travel, transportation, lodging, and other similar costs unless stated otherwise. No other costs will be considered for payment.

7.2 Payment

The vendor shall be paid for actual work completed in accordance with the requirements herein and the accepted price proposal. The total amount to be paid to the vendor shall not exceed the vendor's quoted amount, unless otherwise specifically agreed to in advance with supporting justification and in writing by both parties.

Payment to the vendor is contingent on the vendor delivering a bill or invoice to the Tribe on a monthly basis. The Tribe retains the right to require additional documentation to support the submitted invoice. The Tribe will provide payment to the vendor within 30 calendar days of acceptance of the invoice.

The vendor shall provide the following information with each monthly invoice:

- Identification of billing period;
- A statement describing the actual work completed with sufficient detail to reconcile the charges against the work performed and/or work product received by the Tribe;
- Total amount of hours multiplied by the rate billed for the billing period;
- Total cost billed for the billing period;
- Date invoice was submitted;

- Entity name and contact information; and
- Name of authorized person originating or submitting the billing for the entity.

Submit invoices to:
Accounts Payable
Kenaitze Indian Tribe
PO Box 988
Kenai, Alaska 99611

8. Evaluation and Selection

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