



Nunamiut Corporation

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REQUEST FOR PROPOSALS

Project: RFP 24-01 Board Strategic Planning Services
Deadline: Monday July 10, 2023 at 3:00 p.m. AST
Contact: Nancy Andrew, CEO; (907) 830-3700; nancy.andrew@nunamiut.com

Introduction:

Nunamiut Corporation (“**Nunamiut**”) is an Alaska Native corporation (ANC), established May, 3 1973 formed as a result of the Alaska Native Claims Settlement Act (ANCSA). Headquartered in Anaktuvuk Pass, Nunamiut Corporation is owned by more than 250 Iñupiat shareholders.

Nunamiut is seeking sealed proposals from qualified consultants/firms/individuals to guide its development of a Strategic Plan for its Board of Directors and corporation overall.

Please visit our website at www.nunamiut.com for more information.

Submission Summary:

Proposals, including all required attachments, must be received by Nancy Andrew, CEO, **no later than 3:00pm (AST) on Monday July 10, 2023.**

Proposals must be submitted electronically to nancy.andrew@nunamiut.com in PDF format. *Files shall be no larger than 20 MB.* If needed to stay within the 20 MB limit, send files in separate emails. Nunamiut shall not be responsible for ensuring separate emails are successfully received. Failure to send a proposal according to the instructions in this section and by the deadline will result in the proposal being considered non-responsive and disqualification of the proposal without review.

Faxed proposals will not be accepted. Proposals received after 3:00 PM (AST) on the closing date shall be considered non-responsive.

All questions shall be submitted in writing to Nancy Andrew, CEO, through email to nancy.andrew@nunamiut.com. Proposers are not to contact other personnel with any questions or clarifications concerning this RFP. Proposers who request updates, addenda, or other supplemental information must send a timely statement of their interest in proposing on this invitation, in writing.

GENERAL INFORMATION

1. **Purpose of the Request for Proposal**

The purpose of this Request for Proposal (“RFP”) is to solicit proposals from qualified firms to provide services for Board Strategic Planning Services for the below outlined scope of work.

Proposals for the requested Strategic Planning Services should include, but are not limited to:

- ❖ Consultant will work with the Board to revise Nunamiut’s Vision and Mission statements. Work will start at contract signature through electronic means, followed by an in-person facilitation occurring at a Board retreat tentatively scheduled for September 14-15, 2023, in Fairbanks, Alaska.
- ❖ Consultant will assist the Board in defining the over-arching goals and priorities for the Board and Nunamiut and facilitate the development of performance metrics and key indicators and outcomes that serve as performance measurements.
- ❖ Consultant will work with the Board, Board President, Executive Director, staff, and identified consultants on setting and achieving priorities, in accordance with the updated mission, vision, goals, and priorities, while incorporating shareholder engagement. This work will occur through a combination of in-person and electronic communications.
- ❖ Consultant will work with Nunamiut to identify strengths, weaknesses, opportunities, and threats (SWOT) of the organization.
- ❖ Consultant will produce and deliver a written Strategic Plan document to Nunamiut that presents the planning process, research, analyses, opportunities and strategies, and a Strategic Plan that will guide Nunamiut for the next (3) three years.
- ❖ Consultant will propose recommendations to relevant policies, procedures, and administrative guidelines that promote and empower the overall vision, mission, and goals of Nunamiut.

2. **Board Session Preparation**

Topics that can be addressed at the Board Retreat include but are not limited to:

- ❖ *Needs Assessment* – Assessment of the values, strengths, weaknesses, and competencies.
- ❖ *Program Inventory and Analysis* – Inventory existing businesses, program offerings, and partnerships to serve as a baseline to identify gaps and opportunities.
- ❖ *Identification of Opportunities, Strategies, and Vision* – Refining the vision for Nunamiut which identifies priorities, opportunities, and strategies as well as clarifies Nunamiut’s alignment with our strategic plan.
- ❖ *Shareholder Services and Communications* – Outline recommendations that maximize shareholder services and communications to increase awareness of business activities.

3. **Information Gathering**

The Consultant will collect data to become more familiar with Nunamiut. The consultant shall perform a SWOT (strengths, weaknesses, opportunities, and threats) analysis related to

Nunamiut. Such analysis may include but not be limited to an inventory of Nunamiut’s corporate and community resources, including finances, infrastructure, staff, contractors, education, health care, business development, job opportunities, housing, culture, demographics, socioeconomics, and technology.

The Strategic Plan will define implementation steps and techniques along with a schedule of target dates to further define goals. Benchmarks or milestones will be identified to help measure success.

4. Report Review

Consultant and will work Nunamiut to draft a final plan document to review and present to the Board. The Board and Consultant will work to develop a series of implementation techniques designed to keep Nunamiut and the Board engaged in implementing goals, objectives, and initiatives of the Strategic Plan.

The Nunamiut will coordinate efforts for oversight by meeting regularly to ensure the Strategic Plan remains a viable “living” project for the next (3) three years. The Consultant will provide the following deliverables:

- ❖ A recommended package of materials suitable for shareholder distribution and outreach.
- ❖ A final Strategic Plan document that includes an implementation plan with defined milestones and benchmarks intended to measure Nunamiut’s progress.
- ❖ An Executive Summary of the Strategic Plan.

5. Procurement Timeline

Event	Date
Release of RFP	06/27/23
RFP Responses Due	07/10/23 3:00 p.m. AST
Review of Proposals, Selection of Vendor and Notice of Award	07/10/23 through 07/15/23
Initiate Contract Negotiations	07/15/23 (approximately)
Contract Start Date	07/15/23 (approximately)

6. Conflict of Interest and Restrictions

If any proposer, proposer’s employee, subcontractor, or any individual working on the proposed contract has a possible conflict of interest that may affect the objectivity, analysis, and/or performance of the contract, a disclosure shall be declared in writing and submitted to Nunamiut

promptly, and no later than the response due date. Nunamiut retains full discretion to rule on any conflicts.

7. Deadline for Receipt of Proposals and Submission Instructions

Proposals may be emailed to nancy.andrew@nunamiut.com by **3:00 PM Alaska Standard Time on July 10, 2023.**

Email submissions must be in PDF format. *Files shall be no larger than 20 MB.* If needed to stay within the 20 MB limit, send files in separate emails. Nunamiut shall not be responsible for ensuring separate emails are successfully received. Failure to send a proposal according to the instructions in this section and by the deadline will result in the proposal being considered non-responsive and disqualification of the proposal without review.

8. Proposer's Review and Substantive Questions

Proposers should carefully review this RFP for items requiring clarification. Proposers shall put their comments and/or questions in an e-mail and submit them to Nunamiut's contact person.

9. Addendum to the RFP

Nunamiut reserves the right to issue supplement, add-to, revise or clarify the RFP, respond to questions, and/or extend or shorten the due date of proposals or otherwise change the Timeline. Proposers are responsible for familiarizing themselves with any changes. Entities interested in receiving changes must register with Nunamiut's contact to receive updates.

10. Discretion of Nunamiut

Nunamiut retains the sole and exclusive discretion to cancel, modify, postpone or terminate this solicitation, before or after proposals are received. Under no circumstances will Nunamiut be responsible for proposal preparation efforts or costs incurred by interested proposers.

11. Proposal Withdrawal and Correction

A proposal may be corrected or withdrawn by a written request received before the date set for opening and reviewing proposals.

12. Multiple Proposals

Nunamiut will not accept multiple proposals from the same proposer.

13. Disclosure of Proposal Contents

A proposal's content shall not be disclosed to other proposers. Proposals are treated as nonpublic information, owned by Nunamiut, for its business purposes. All proposals and other material submitted become Nunamiut's property and will not be returned.

14. Governmental Requirements

It is the responsibility of the proposer to comply with all applicable federal, state, and local statutes, regulations, ordinances, and/or requirements.

15. Binding Contract

This RFP is an invitation to receive offers from proposers, and Nunamiut shall not be bound by any proposal prior to executing a contract with the successful proposer. Nunamiut shall not be responsible for any pre-contract work performed by a proposer. Proposal preparation may be part of the proposer's general overhead, only. Nunamiut fully reserves full discretion to reject any and all proposals for any reason, and to negotiate with any proposer, in order of ranking.

PROPOSAL CONTENT AND REQUIREMENTS

Proposal Format: Proposals should be organized according to the following outline:

1. Labeling and Table of Contents

The proposal will have appropriate labels and headings, with page numbers, for all documents. The proposal may include a table of contents that corresponds to the proposal page numbers.

2. Introduction

The proposal will include a brief introduction, which includes:

- a. The proposer's name and address;
- b. Statement that the proposal is valid for at least 90 days from the proposal submission deadline;
- c. Statement that indicates the proposer's willingness to perform the services described in this RFP and demonstrates the proposer's qualifications to perform the full scope of work;
- d. Provide a detailed and precise discussion of services and positions being offered;
- e. Examples of relevant experience and like strategic planning work successfully completed;
- f. Statement demonstrating that the personnel and other resources who are required to perform the services described in this RFP will be qualified and available over the anticipated contract life;
- g. Statement that the signatory has authority to bind the proposer; and
- h. Signature of authorized individual.

3. Firm Profile

Proposer shall provide the firm's organizational structure, chain of supervision, and lead for the project. Include both the respondent firm and any sub-consultant firms/subcontractors. Indicate whether the firm is licensed to conduct business in Alaska or will obtain an Alaska business license if selected. Copies of current and valid Alaska Business License shall be provided.

4. Professional Qualifications

Proposal must include professional qualifications and resume of the firm's proposed Project Lead, other key personnel, and/or team members necessary for satisfactory performance of required services.

5. Past Performance and References

Please provide a description of examples of the firms three recent past successful strategic planning efforts, and at least three (3) references in Alaska for individuals and/or organizations for whom

you have provided services. Please include reference contact names, phone numbers and email addresses.

6. Price Proposal

Provide a detailed timeline, hourly fee and total budget. This includes a detailed breakdown of the rates for each of the services and a realistic statement of estimated costs, including travel.

REVIEW OF PROPOSALS

1. Evaluation Process

An evaluation committee consisting of Nunamiut's representatives will evaluate responsive proposals. The evaluation will be based on the response to the proposal content and requirements stated in this RFP.

2. Evaluation Criteria

Proposals will be evaluated on the following criteria:

- ❖ (0-10 points) Firm Profile
- ❖ (0-10 points) Professional Qualifications
- ❖ (0-20 points) Project Approach
- ❖ (0-15 points) Documented Past Performance
- ❖ (0-15 points) Capacity to Respond and Accomplish Required Work
- ❖ (0-30 points) Price Proposal

3. Discussions

Nunamiut has the option of discussing proposals with responsive proposers and request adjustment to proposals as a result of discussion. Proposers may also be allowed to submit a best and final proposal as a result of discussion with Nunamiut.

4. Presentations

Nunamiut reserves the right to require an oral presentation.

5. Notice of Award and Contract Negotiations

After the evaluation process is complete, Nunamiut will initiate contract negotiations with the top-ranked proposer. Nunamiut reserves the right to terminate contract negotiations in its sole discretion for any reason, at any time, without liability to the proposer. Examples of common situations which may result in termination of negotiations: failure to provide information, budgetary issues, proposer's lack of capacity to complete full scope on time, inability to reach prompt agreement, etc. Nunamiut will not be responsible for costs incurred by the proposer resulting from contract negotiations.