



# Rural CAP

Rural Alaska Community Action Program, Inc.

731 E. 8<sup>th</sup> Avenue  
Anchorage, AK 99501  
907.279.2511  
[www.ruralcap.org](http://www.ruralcap.org)

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## REQUEST FOR PROPOSAL (RFP)

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### RESILIENT ALASKA YOUTH - OUTDOOR EXCURSIONS

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Prepared By: Liza Krauszer  
Date: 4/20/2021

# RESILIENT ALASKA YOUTH - OUTDOOR EXCURSIONS RFP

## REQUEST FOR PROPOSAL

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**SUBMISSION DEADLINE: 5/7/21**

**QUESTION SUBMISSION DEADLINE: 5/5/21**

**PRE BID INSPECTION OF THE FACILITY IS SCHEDULED: n/a**

**BID LOCATION: 731 E. 8<sup>th</sup> Ave., Anchorage, AK 99501**

Questions may be submitted in written form no later than **5/5/21** to:

**RFP Contact Name:** Liza Krauszer

**Contact Address:** RurAL CAP  
731 E. 8<sup>th</sup> AVE.  
Anchorage, AK. 99501

**Telephone Number:** (907) 865-7396

**Email Address:** [lkrauszer@ruralcap.org](mailto:lkrauszer@ruralcap.org)

### INTRODUCTION

Rural Alaska Community Action Program, Inc. (RurAL CAP) Community Development Manager is requesting proposals from qualified licensed to do business in Alaska.

Enclosed is pertinent information for use in preparing your bid. This information will be used as a guide in the preparation of any subsequent contract.

Bids must be received at RurAL CAP's central office by mail, 731 East 8<sup>th</sup> Avenue, Anchorage, Alaska 99501, or via email to [lkrauszer@ruralcap.org](mailto:lkrauszer@ruralcap.org), by 4:30 PM 5/7/2021. All bids must include the reference on letter or email subject, "RESILIENT ALASKA YOUTH - OUTDOOR EXCURSIONS RFP," and be labeled, Attn: Liza Krauszer. Bids received after the deadline specified above will be returned to the bidder unopened.

All questions regarding this bid request must be emailed prior to **5/5/21** at 5 pm (Alaska Standard Time). Responses to questions will be sent to all parties who have received bid packages, proposals and who have registered their email address. To register your email, email Liza Krauszer.

One (1) copy of your proposal is required for submission to RurAL CAP.

Proposals are encouraged from Minority and Female owned business.

RurAL CAP reserves the right to reject any and all bids and waive informalities in procedures.

### INDEX

# RESILIENT ALASKA YOUTH - OUTDOOR EXCURSIONS RFP

## SECTIONS

1. General Information
2. Rules Governing Competition
3. Scope of Work
4. Proposal and Submission Requirements:
5. Evaluation and Selection Process

# RESILIENT ALASKA YOUTH - OUTDOOR EXCURSIONS RFP

## SECTION 1: GENERAL INFORMATION

Rural Alaska Community Action Program (RurAL CAP) requests that your company make a proposal for your services for our Resilient Alaska Youth AmeriCorps Program - Outdoor Excursions project. The following proposal request will outline the project goals and detail the format you should submit your proposal. Please read the timeline carefully. In order for your proposal to be considered, your proposal must meet our deadlines included in the timeline under Section 3.

RurAL CAP runs a program called Resilient Alaska Youth (RAY), in which staff (called AmeriCorps members) in approximately 15 rural Alaska communities implement positive youth activities for 10-18 year olds. The program is expanding to include multi-day outdoor excursions for youth participants during the summer months. RurAL CAP is seeking a contractor to develop safety protocols, logistics, manuals and training for this new program component.

The program's intention is for members (who are adults with varying but limited amount of camping experience) in rural Alaska to plan and implement multi-day outdoor excursions for local youth participants, likely one trip per community per summer. These would be small groups of youth (max of 10) and short, entry level camping trips lasting approximately 1-3 days. Most trips would leave from the rural site, not cover a large amount of land, and may include a subsistence component (for example, a trip to a local fish camp.) The majority of these communities are located off the road system across Alaska, are only accessible by boat or small plane, and have a wide variety of natural environments (ex: tundra, mountains, coastal areas). RurAL CAP's main office, located in Anchorage, will loan needed gear and facilitate the purchase of supplies (food, bear spray, etc.) for each trip.

By the end of this project we hope to achieve the following: to have user-friendly, flexible, culturally sensitive and thorough systems in place to safely bring youth on multi-day excursions in rural Alaska; have systems and tools to train current and future AmeriCorps members; and systems and tools to loan, transport, and manage outdoor gear.

### Background

In the Resilient Alaska Youth (RAY) AmeriCorps Program, RurAL CAP partners with rural schools, tribal governments, and rural youth-serving organizations to hire local adult individuals to serve as AmeriCorps members for 11-month service terms. One or two members are recruited in approximately 15 rural communities. RAY AmeriCorps members plan and implement positive youth activities for 10-18 year olds, with the goal of increasing youth resilience and decreasing substance use and suicide using Project Venture, an experiential learning framework with an indigenous lens. Members create intensive youth groups that include in-school, afterschool, and multi-day activities, to increase connections to culture, community, and nature. More information can be found on our program website: [www.rayprogram.com](http://www.rayprogram.com)

### 1.1

# RESILIENT ALASKA YOUTH - OUTDOOR EXCURSIONS RFP

## 1.2 Preparation Costs & Fees

RurAL CAP shall not be responsible for bid preparation costs, nor for costs including attorney's fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked bidder and/or award of a contract and/or rejection of bids. By submitting a bid each bidder agrees to be bound in this respect and waives all claims to such costs and fees.

## SECTION 2: RULES GOVERNING COMPETITION

### 2.1 Examination of Bids

Bidders are encouraged to thoroughly review the complete RFP package prior to preparing and submitting a response.

### 2.2 Confidentiality and Public Information

The content of all bids will be kept confidential until the selection of the successful bid is announced. After contract award all bids will be open for review and will become public information.

### 2.3 Proposal Format

Bids are expected to be brief and specifically address the criteria listed under the scope of work.

### 2.4 Signature Requirements

All bids must be signed.

### 2.5 Bid Submission

Bids shall be mailed to:

Rural Alaska Community Action Program, Inc.  
731 E. 8<sup>th</sup> Avenue  
Anchorage, Alaska 99501  
Attention:

Or, emailed to [lkrauszer@ruralcap.org](mailto:lkrauszer@ruralcap.org)

### 2.6 News Releases

News releases pertaining to any award that may result from the RFP shall not be made without prior written approval of the RurAL CAP CEO.

# RESILIENT ALASKA YOUTH - OUTDOOR EXCURSIONS RFP

## 2.7 Disposition of Bids

All materials submitted in response to this RFP shall become the property of RurAL CAP. The original shall be retained for the official file and will become public record after the award of the Contract or Contracts.

## 2.8 Modifications/Withdrawal of Proposals

A respondent may withdraw a bid at any time prior to the final submission date by sending written notification of its withdrawal and signed by an agent authorized to represent the respondent. The respondent may thereafter submit a new or modified bid prior to the final submission date. Modifications offered in any other matter, oral or written, will not be considered. A final bid cannot be changed or withdrawn after the time designated for receipt except for modifications requested by RurAL CAP after the date of receipt.

## 2.9 Oral Change/ Interpretation

No oral change or interpretation of any provision contained in this RFP is valid.

## 2.10 Late Submissions

Bids received after the RFP deadline (date and time) will not be considered and will be returned unopened after recommendation of award.

## 2.11 Rejection of Proposals

RurAL CAP reserves the right to reject any or all bids if determined to be in the best interest of RurAL CAP.

## 2.12 Equal Employment Opportunity Reporting Requirements

The successful bidder may be required to execute and return EEO reporting forms if required.

## 2.13 License and Insurance Requirements

The successful bidder is required to provide, with the bid, a current Alaska Business License, Proof of Liability Insurance, Workers Compensation Insurance and other required federal, state or local licenses. Please review attached Schedule A, this covers RurAL CAP's insurance requirements to consider while submitting your bid.

## SECTION 3.0: SCOPE OF WORK

Should your proposal be accepted, we expect you to contribute the following to the project. **The list below is not intended to be exhaustive – the contractor will work with the program to identify and create needed systems and tools.** All program materials should be developed with a culturally inclusive lens, particularly geared towards Alaska Native members/participants:

# RESILIENT ALASKA YOUTH - OUTDOOR EXCURSIONS RFP

## Program Manual

- Policies and procedures
- Safety protocols
- Wildlife safety protocols (Alaska specific)
- List of essential gear for a successful trip
- Logistics for loaning gear out to members in rural Alaska, primarily located off-road system
- Required paperwork and agreements (from members, student parent/guardians, etc.)
- Trip planning standards
- Post-trip evaluation form

## Manual for Members

- How to plan a trip
- Safety protocols
- Leave No Trace Principles
- Essential gear list
- How to develop ground rules for the group

## Training Plan

- Plan and materials to train members on above items listed above

## SECTION 4.0: PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform and expedited review process and ensure the maximum degree of comparability, it is required that the bids be organized in the manner specified. Bids shall not exceed 5 pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, attachments, or dividers). Information in excess of those allowed will not be evaluated or scored. One page shall be interpreted as one side of single lined, typed, 8 1/2" x 11" paper.

### 4.1 Title Page

Show the bid name (Resilient Alaska Youth – Outdoor Excursions), bidders name, company name if applicable, address, telephone number and date.

### 4.2 Table of Contents

Clearly identify the materials by section and page number.

### 4.3 Letter of Transmittal (limited to 1 page)

- Briefly state your understanding of the services to be performed and make a positive commitment to provide the services as specified.

# RESILIENT ALASKA YOUTH - OUTDOOR EXCURSIONS RFP

- Give the name of the person who is authorized to make representations for your company if applicable, their titles, address, and telephone numbers.

## 4.4 Proven Experience

The bidder must describe their experience as described under the scope of work. Please include

- Specific or specialized training or qualifications
- Include 3 references (name, phone number and/or e-mail address)

## 4.7 Proposed Fee Schedule/Costs

Bids must be accompanied by a fee schedule for services described under this scope of work. The sealed envelope should clearly state the RFP name and company name.

## SECTION 5.0: EVALUATION & SELECTION PROCESS

### 5.1 Criteria

The criteria that will be considered during evaluations, and the associated point values, are as follows:

Monthly fee schedule/costs	35 points
Meeting the requirements of the RFP	20 points
Proven Experience	20 points
Minority and Women Owned Business	5
References	20 points
	100 points

### 5.2 Evaluation Process

A committee of RurAL CAP staff will evaluate and rank all bids received prior to the deadline.

Oral interviews are not expected to be used in the selection of the successful bidder however, RurAL CAP reserves the right to interview the highest ranked bidder if deemed necessary.



# RESILIENT ALASKA YOUTH - OUTDOOR EXCURSIONS RFP

## 5.3 Selection Process

The highest ranked bidder may be invited to enter final contract negotiations with RurAL CAP for the purposes of contract award. If an agreement cannot be reached, the second highest bidder may be contacted for negotiations. RurAL CAP reserves the right to terminate negotiations with any bidder should it be in RurAL CAP's. RurAL CAP reserves the right to reject any and all bids submitted.

# RESILIENT ALASKA YOUTH - OUTDOOR EXCURSIONS RFP

## **Schedule A INSURANCE & INDEMNIFICATION**

CONTRACTOR shall comply with the provisions herein entitled, Schedule A Insurance & Indemnification. CONTRACTOR, at its sole cost, shall purchase and maintain the required insurance with coverages, endorsements, waivers, and limits as described therein.

All insurance shall be maintained continuously during the life of the Contract. CONTRACTOR shall furnish to Rural Alaska Community Action Program (RurAL CAP), certificates showing the type, amount, class of operation, effective dates and dates of expiration of policies. Such evidence is to be provided by CONTRACTOR to RurAL CAP no less than ten (10) days prior to CONTRACTOR commencing work. It is understood and agreed that RurAL CAP shall be entitled to notification at least 30 days prior to the expiration of such policies. Failure by CONTRACTOR to maintain insurance coverage as agreed shall be a material breach of this Contract and will result in termination of this Contract. Certificates shall be addressed to: Rural Alaska Community Action Program (RurAL CAP).

RurAL CAP shall not be required to confirm that CONTRACTOR has provided evidence of coverage and/or renewals and no waiver by RurAL CAP of any of CONTRACTOR's obligations pursuant to this or any other provision of this Contract shall occur or be inferred or implied by any failure of RurAL CAP to insist upon strict performance of this or any other section of this Contract.

All insurance required to be maintained by CONTRACTOR shall be primary to any and all insurance (including self-insurance) obtained or maintained by, or otherwise available to RurAL CAP and all policies shall be endorsed accordingly. RurAL CAP's insurance shall not be called upon to contribute or participate with CONTRACTOR's insurance on any basis.

Except for Worker's Compensation and Professional Liability, each and every insurance policy required of CONTRACTOR shall include an insurer's waiver of subrogation rights in favor of RurAL CAP. Each and every insurance policy required of CONTRACTOR shall be endorsed to name RurAL CAP as Additional Insured with respect to liability arising out of CONTRACTOR's operations and/or its services hereunder.

In the event the terms of the current Contract and this Schedule A conflict, the terms of the contract shall control.

Insurance Type and Limit Requirements:

- Workers Compensation for not less than \$ 500,000.00 per occurrence
- Commercial General Liability not less than \$ 1,000,000.00 per occurrence
- Automobile Liability Insurance not less than \$ 1,000,000.00 per occurrence for bodily injury and property damage.