

REQUEST FOR PROPOSALS

Tribal Government Services

Proposal Due Date: ON-GOING

Owner: Tanana Chiefs Conference, Tribal Government & Justice Division

Contact: Brittany Madros, Tribal Government & Justice Division

Scope: Tanana Chiefs Conference, Tribal Government & Justice Division 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 Tribes and Tanana Chiefs Conference.

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
- Facilitate tribal/state collaboration agreements (CDA, DJJ, CR11(i) agreement(s)
- 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

Term: Contracts awarded will be beginning on October 1, 2023 and ending on September 30, 2025. TCC will have the sole option of extending the award for up to two additional years. TCC is accepting proposals on an on-going basis, and contract begin dates will be effective once a proposal and contract is approved, following the procurement procedures of TCC.

Selection Process: Tribal consultants will be selected through a competitive and fair process based on the responsive bids meeting the most qualifications indicated below.

Note: All tribal consultants selected are required to comply with Alaska Native and American Indian Preference in accordance with Public Law 93-638 and the Family Violence Prevention and Indian Child Protection Act. Preference will be given to applicants living in one of the Tanana Chiefs Conference's villages.

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

Submittal Requirements: Please submit proposals to the attention of:

Attention: Brittany Madros, Tribal Government & Justice Division
Address: Tanana Chiefs Conference, 122 First Avenue, Suite 600, Fairbanks AK 99701
E-mail: brittany.madros@tananachiefs.org
Phone: (907) 452-8251 ext. 3132
Fax: (907) 459-3954

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 Government & Justice 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 Government & Justice is looking for proposed projects with flat rates and/or quarterly rates and not hourly rates, please consider this when proposing contract costs.

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

Please direct questions regarding this project to:

Attention: Brittany Madros

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