
Request for Proposals Fish Commission

Proposal Due Date: On-Going

Owner: Tanana Chiefs Conference, Fish Commission

Contact: Sonja Kokrine, Tribal Government and Client Services

Scope: Tanana Chiefs Conference, Fish Commission invites qualified and experienced individuals that would be able to provide assistance the fish commission in multiple fashions. The qualified individual would be scheduling events, advocacy work and policies and procedures. This individual would have strong knowledge on our states salmon disaster, fish and game and board of fish.

The selected consultant would be able to assist in the following areas:

- Would finalize writing up job descriptions
- Writing policies and procedures
- Ability to schedule events
- Ability to write letters of advocacy on behalf of the fish commission and provide talking points

Term: Fiscal Year 2024 with the opportunity to extend

Selection Process: Tribal consultant will be selected through our competitive and fair process based on the responsive bid meeting and 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 Conferences 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 and any questions you may have.

Attention: Sonja Kokrine, Tribal Government and Client Services
Address: Tanana Chiefs Conference
122 First Avenue, Suite 600
Fairbanks AK 9970
Email: Sonja.kokrine@tananachiefs.org
Phone: 907-452-8251 ext. 3007
Fax: 907-459-3954

The submittal package must be printed (or formatted for printing) on single 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- The Fish Commission 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 contact, and deliverable outcomes to reach during the proposed time frame of the contract.
- 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.

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