



Request for Proposals

Haa Tóoch Lichéesh Coalition
Ati Nasiah
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Evaluation Services

September 17, 2021

Please send notification of intent to bid by September 24, 2021 at 5pm
Proposals due September 30, 2021 at 5pm



What is the Haa Tóoch Lichéesh Coalition?

The Haa Tóoch Lichéesh Coalition is located in Lingít Aaní, the traditional home of the Áakw Kwáan. Guided by the wisdom of our ancestors, we reckon with injustice and commit to healing and liberation while honoring our interdependence. Together we are imagining and creating a community free from violence. Our long-term vision is a socially just community in a reciprocal, healthy relationship with the land and each other.

Our Values:

- Decolonization
- Equity & Inclusivity
- Respect // Idakát át áwé at yáa awooné a jeex tootee
- Honoring Generations
- Vulnerability
- Lifting each other up // dikéede wooch gaḵtoolsháat
- Healing & Accountability
- Intentionality
- Courage // i gu.aa yáḵ x'wán
- Transformation

Our Goal:

Our goal is to streamline our coalition's strategic plan, evaluation tools, and platforms to ensure that we are effective and strategic in achieving our coalition vision.

What we're looking for in a partner:

- It is essential that whoever we work with has a deep understanding of Alaska's social, cultural, and political landscape.
- Clear and open communication is of the utmost importance for us in a working relationship.
- Clear, written deliverables, costs, and timelines are important tools to achieve our goals.
- Expertise and experience in evaluation is required.

Point of Contact:

Prevention Director Ati Nasiah will be the main point of contact for this project. Please email atin@awareak.org for more information or to submit a proposal.

Our Team Structure:

Ati Nasiah is the Director of AWARE's violence prevention department. AWARE is the fiscal sponsor of the Haa Tóoch Lichéesh Coalition. The HTL coalition is composed of organizations, agencies, and individuals across the Juneau community.

Scope of Work:**Evaluation Planning:**

Task 1: Evaluation contractor will meet as needed with AWARE's prevention staff to provide mentorship related to evaluation. Evaluation contractor and AWARE will decide upon mutually agreeable meeting dates and schedule those in week one of this project. We will use Zoom to facilitate meetings.

Task 2: Evaluation contractor will update and develop a Haa Tóoch Lichéesh evaluation plan across grant outcomes based on existing logic models for FY 2022 to FY 2027. The timeline includes time for AWARE's prevention staff and Coalition members to reviews the documents developed. Feedback will be incorporated as appropriate. Documents we develop will be printed in Word, PDF, and as images for easy integration into grant applications and other documents that the Coalition or AWARE prevention staff develop.

Task 3: As part of the evaluation planning process, the evaluation contractor will develop all needed evaluation tools, surveys, and measurements including but not limited to a database for evaluation, program registration forms, surveys, training feedback forms, etc. All evaluation tools will be linked to Haa Tóoch Lichéesh values and comply with grant requirements.

Evaluation Implementation:

Task 4: Evaluation contractor will support current data collection including identifying an evaluation database, developing and administering evaluation surveys, providing CQI feedback to Haa Tóoch Lichéesh leaders and analyzing data regarding our program impact and effectiveness.

Task 5: The Evaluation contractor will compile, analyze and summarize year 1 data and compile that data into a final evaluation report for Haa Tóoch Lichéesh.

Timeline for the Project:

Now through the end of this fiscal year reporting. The fiscal year ends June 30, 2022 and final reports are due the following month.

Budget:

\$10,000

Selection Timeline:

Notification of intent to bid: September 24, 2021 at 5pm

Q&A: Available upon request
Proposals due: September 30, 2021 at 5pm
Vendor Selection: October 1, 2020 by 5pm
Project Start Date: October 4, 2020 at 9am

Please email your Proposal to:

Ati Nasiah, Prevention Director
Atin@awareak.org

Questions arising during the proposal period must be directed via email to atin@awareak.org. Questions will be answered until 5pm, September 30, 2021. All questions and answers will be shared with all vendors.

Selection Criteria:

Preliminary proposal	25%
Skills, Competence, Experience	25%
Familiarity with local culture and youth	25%
Project management (Communication, cost, timeline, etc.)	25%

How will RFP's be evaluated:

Using a standardized scoring system, "points" can be assigned to each criteria component according to the degree (extent) to which the proposed solution meets stated requirements. This is illustrated below:

5 points	Fully Meets
4 points	Meets, with minor gaps (no compromise required)
3 points	Meets, with moderate gaps (some compromise required)
2 points	Partially meets (significant gaps, compromise required)
1 point	Does not meet

Response Requirements:

1. Preliminary Proposal
2. Relevant experience and qualifications
3. Artist fit with campaign, connection to local culture and youth
4. Project Management: Communication, process, timeline, and draft Budget

Project Proposal:

1. What would you like to offer to the success of this project?
2. What methods will you use?
3. Please include what ideas and resources you have in mind to contribute to decolonizing evaluation.

Relevant experience and qualifications

1. What evaluation methods do you specialize in?
2. Have you done any projects like this before? If so, tell us about them.

Evaluator fit with project, connection to local place

1. Why did you want to submit a proposal for this project? What do you like about it?
2. What skills, techniques, knowledge, and perspectives do you bring to the project that you think will amplify the work of the coalition?
3. What are your connections with the social, cultural, and geographical landscapes of Alaska? What role does this play in your evaluation efforts?

Project Management: Communication, process, timeline, and draft Budget

1. Please attach a rough estimate of a budget for the project.
2. What methods of communication do you prefer to use for this project? (Email, text, phone, Slack, others?)
3. What do you anticipate being the most challenging part of the requirements outlined in this RFP?
4. What do you anticipate needing from us throughout the process?

Terms & Conditions:

This is an invitation for proposals only, and not a tender call.

Haa Tóoch Lichéesh/AWARE shall not be obligated in any manner to any vendor until a written agreement has been duly executed.

Haa Tóoch Lichéesh/AWARE may reject the lowest proposal, or any and all proposals.

Haa Tóoch Lichéesh/AWARE shall not be liable for any costs of preparation or presentation of proposals.

The proposals, accompanying documentation, samples, etc. submitted by the suppliers automatically become the property of Haa Tóoch Lichéesh/AWARE and will not be returned.

Proposals submitted shall be final and may not be altered by subsequent offerings, discussions, or commitments unless the vendor is requested to do so by Haa Tóoch Lichéesh/AWARE.

Haa Tóoch Lichéesh/AWARE reserves the right to accept any functional sub-set or super-set of the proposal, and to adjust the price proposal accordingly.

While sub-contracting any phase of the work may be considered, the vendor submitting the proposal must assume full responsibility of the end-to-end process.

A vendor, if any, with whom Haa Tóoch Lichéesh/AWARE chooses to, pursue a contractual relationship, will be chosen due to their RFP response offering the greatest benefit to Haa Tóoch Lichéesh/AWARE and not necessarily the lowest proposal.

A vendor, if any, with whom Haa Tóoch Lichéesh/AWARE chooses to pursue a contractual relationship, shall not make any reference to Haa Tóoch Lichéesh/AWARE in any literature, electronic media, promotional brochures or sales presentations without the express written consent of Haa Tóoch Lichéesh/AWARE.

Any and all verbal discussions and responses are not binding on either party.

Haa Tóoch Lichéesh/AWARE may issue addenda during the proposal period by the designated official. All addenda become part of the RFP documents and must be submitted with the proposal. It is the responsibility of the vendor to establish whether or not [Your Company] has issued any agenda.