

MANILAQ ASSOCIATION
P.O. Box 256, Kotzebue, Alaska 99752
T. 907.442.3321



Request for Proposals

RFP FY 21 – Lobbying Services on State Priorities

F.O.B.: Maniilaq Association, P.O. Box 256, Kotzebue, AK 99752

Closing Date: February 5, 2021

Proposals, including all required attachments, must be received by Albie Dallemolle, Director of Contracts and Grants, no later than 5:00 PM AST on Friday, February 5, 2021.

Proposals may be submitted electronically to rfpresponses@maniilaq.org. Electronic proposal submissions must be in PDF format. The email subject title shall read: PROPOSAL for RFP FY21 – Lobbying Services on State Priorities.

Proposals may also be mailed to:

Maniilaq Association
Attn: Albie Dallemolle, Director of Contracts and Grants
733 2nd Avenue
P.O. Box 256
Kotzebue, Alaska 99752

If by paper submission, the proposal shall be submitted in a sealed package and labeled appropriately - see specific instructions in General Information, Section 6.

Maniilaq Association (“Maniilaq”) will not be responsible for the premature opening of, or the failure to open a proposal not properly addressed and identified. Faxed proposals will not be accepted. Proposals received after 5:00 PM on the closing date shall be considered non-responsive.

All questions shall be submitted in writing to Albie Dallemolle in accordance with General Information, Section 6. Offerors are not to contact other Maniilaq personnel with any questions or clarifications concerning this RFP. Any response relevant to this RFP other than through or approved in writing by Albie Dallemolle is unauthorized and will be considered invalid.

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GENERAL INFORMATION

1. Scope of Services

Maniilaq Association (“Maniilaq”), an Alaska tribal nonprofit organization, seeks proposals from qualified firms or individuals to provide his/her lobbying services to assist administration in monitoring and developing a long term strategy related to its FY21 State of Alaska Priorities, in addition to other lobbying tasks that may arise.

Maniilaq Association requires the proposed services beginning February, 2021 thru December 31, 2021. Maniilaq also has set a Not-to-Exceed amount of Fifty Thousand Dollars (\$50,000.00) for proposed services, with no reimbursement for any expenses incurred while providing these services.

The successful proposer will provide his/her services in accordance with the highest legal, ethical and professional standards, following all State of Alaska regulations, including following local Juneau health mandates and protocols related to the COVID-19 pandemic.

2. Procurement Timeline

Event	Date
Release of RFP	January 21, 2021
RFP Responses Due	February 5, 2021
Review of Proposals, Selection of Vendor and Notice of Award	February 8, 2021
Contract Development Commences	February 9, 2021
Contract Start Date	February 10, 2021

3. Conflict of Interest and Restrictions

If any proposer, proposer's employee, subcontractor, or any individual working on the proposed contract may have a possible conflict of interest that may affect the objectivity, analysis, and/or performance of the contract, it shall be declared in writing and submitted to Maniilaq Association promptly, and no later than the response due date. Maniilaq Association shall determine in writing if the conflict is significant and material and if so, may eliminate the proposer from submitting a proposal or, if submitted, may disqualify the proposal.

4. Maniilaq Association Contact Person

Any information required or questions regarding this RFP should be addressed to Albie Dallemolle via email, with subject title: **RE: Lobbying Services on State Priorities** to: rfpresponses@maniilaq.org

5. Deadline for Receipt of Proposals and Submission Instructions

Proposals may be emailed, mailed, or hand delivered to the email, mailing, or physical address listed on page 1. Proposals must be received by Maniilaq no later than **5:00 PM Alaska Standard Time on Friday, February 5, 2021.**

Email submissions must be in PDF format. *Files shall be no larger than 20 MB.* If necessary to avoid exceeding the 20 MB limit, send files in separate emails; Maniilaq is not 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.

Paper proposal submissions mailed or hand delivered must include 3 copies. Both the outer and inner envelope shall contain the following:

Confidential: Do Not Open
Proposal For: FY 21 – Lobbying Services for State Priorities
Attn: Albie Dallemolle, Director of Contracts and Grants

6. 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 Maniilaq's contact person listed in Section 4. Maniilaq will respond to substantive questions in writing and publish such responses to ensure all potential bidders have access to the same information.

If a site visit is deemed absolutely necessary by Maniilaq, an Addendum will be issued and shared with all proposers.

7. Proposer's Review and Directional Questions

If questions received involve no more than directing the questioner to a specific section of the RFP, Maniilaq may direct them to that section of the RFP via email, and no addendum shall be required.

8. Addendum to the RFP

Maniilaq reserves the right to issue written addenda to revise or clarify the RFP, respond to questions, and/or extend or shorten the due date of proposals or otherwise change the Proposals Timeline set forth in above. It is the responsibility of the Proposer to familiarize themselves with any published addenda.

9. Cancellation of the RFP

Maniilaq retains the right to cancel the RFP process at Maniilaq's sole discretion. In the event of cancellation, Maniilaq shall not be responsible for costs incurred by proposers for proposal preparation.

10. Proposal Withdrawal and Correction

A proposal may be corrected or withdrawn by a written request received prior to the date of opening proposals.

11. Multiple Proposals

Maniilaq Association will not accept multiple proposals from the same proposer.

12. Disclosure of Proposal Contents

A proposal's content shall not be disclosed to other proposers. Maniilaq will not disclose proposals, even by written request, after contracts have been negotiated and/or awarded.

13. Retention of Proposals

All proposals and other material submitted become Maniilaq Association's property and may be returned only at Maniilaq's option.

14. Cost of Proposal Preparation

Any and all costs incurred by proposers in preparing and submitting a proposal are the proposers' responsibility and shall not be charged to Maniilaq or reflected as an expense of the resulting contract.

15. Delivery of Proposals

Maniilaq Association assumes no responsibility or liability for the transmission, delay, or delivery of proposals by either public or private carriers.

16. Governmental Requirements

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

17. Binding Contract

This RFP does not obligate Maniilaq or the selected proposer in any manner whatsoever until a contract is signed by both parties. Maniilaq shall not be responsible for work done, even in good faith, prior to full execution of the proposed contract.

PROPOSAL CONTENT AND REQUIREMENTS

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

1. **Table of Contents:** The proposal will have a table of contents with page numbers and pages numbered throughout the proposal.

2. **Introduction:** Brief introduction which includes:
 - a. The proposer's name and address;
 - b. Statement that indicates 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;
 - d. Provide a detailed and precise discussion of services being offered;
 - e. Proof of any other licenses and/or registrations as required by this RFP;
 - f. A statement that all staff and other resources which are required to perform the services will be qualified and available over the life of the anticipated contract;
 - g. Statement that the signatory has authority to bind the proposer; and
 - h. Signature of individual authorized to sign on behalf of the proposer and bind the proposer to the statements made in response to this RFP.

3. **Firm Profile**

Offeror must provide a description of their organizational structure, including a current organizational chart, if applicable, and any other descriptive information that will be useful in Maniilaq's evaluation of qualifications and experience. Indicate whether the firm is licensed to conduct business in Alaska or will obtain an Alaska business license if selected.

4. **Professional Qualifications**

Proposal must include professional qualifications of the firm's proposed principal, other key personnel, and/or team members necessary for excellent performance of the Services. Include all personnel that will actively be involved with performing the Services.

Proposal must identify knowledge and experience performing work on legislative policy impacting Alaska Native tribes and tribal organizations, specifically in the Maniilaq Service Area.

5. **Project Approach**

Narrative submittal must address the approach the offeror will take to provide the Services, focusing on providing a detailed summary outline of a recommended strategy to maximize potential to attain and or make significant progress on each of the five corporate State priorities, as listed in Attachment A, labeled "Maniilaq Association FY21 State Priorities".

6. Past Performance and References

Please provide a description of past performance in last five (5) years, and if possible, at least three (3) references in Alaska for individuals and/or organizations for whom you have provided services similar to those which are the subject of this solicitation during the last two (2) years. Provide a contact name, phone numbers and email addresses for the references.

7. Capacity to Respond and Accomplish the Work

Include a list of organizations and services provided with whom the firm currently has under contract. Provide a detailed timeline and plan for providing qualified staff once a request from Maniilaq is received.

8. Price Proposal

Provide pricing for services detailed in the Scope of Work section of this RFP. Cost or rates should be valid for the term of the contract.

9. Alaska Native / American Indian Preference

Maniilaq Association shall give preference to qualified American Indian/Alaska Native-owned organizations pursuant to P.L. 93-638. Moreover, contractors are required to provide American Indian/Alaska Native preference in subcontracting and training and employment. Proposals shall include a statement agreeing to provide American Indian/Alaska Native preference in subcontracting, training, and employment. Bidders must provide documentation of American Indian/Alaska Native ownership, if applicable.

10. Clean Air Act the Federal Pollution Control Act

Proposals must include a statement agreeing to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387).

11. Byrd Anti-Lobbying Amendment

Proposals must include a statement agreeing to file an anti-lobbying certification, and will also require every subcontractor with a subcontract over \$100,000 to also file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to Maniilaq.

12. Debarment and Suspension

Maniilaq does not contract with parties listed on the Federal Excluded Parties List System in the System for Award Management. Proposals must include a statement certifying that the bidder is not listed on the Excluded Parties List System and that the bidder will notify Maniilaq within three (3) days in the event it

is listed on the Excluded Parties List.

13. Insurance

The prospective bidder shall provide proof of coverage, or a statement that they maintain the coverage below, or that the following coverage will be obtained if selected for this work. Further, if selected, the winning bidder shall provide a certificate of insurance documenting the insurance levels listed below and listing Maniilaq Association as additional insured prior to performing work for Maniilaq. All such insurance shall be issued by a company that is licensed to do business in the State of Alaska and that has a rating equal to or exceeding A-VII from A.M. Best.

- General Liability - \$1,000,000 per occurrence and \$2,000,000 aggregate
- Automobile Liability - \$500,000 each Accident
- Workers Compensation in accordance with statutory requirements

REVIEW OF PROPOSALS

1. Evaluation Process

An evaluation committee consisting of Maniilaq employees shall evaluate responsive proposals. Each proposal shall be independently evaluated by each member of the evaluation committee.

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:

- Firm Profile: scored on a 0-10 point scale
- Professional Qualifications: scored on a 0-10 point scale
- Project Approach: scored on a 0-20 point scale
- Past Performance: scored on a 0-10 point scale
- Capacity to Respond and Accomplish Required Work: scored on a 0-20 point scale
- Price Proposal: scored on a 0-25 point scale
- Alaska Native/American Indian Preference – 2 points given if firm qualifies

3. Discussions

As determined by Maniilaq, proposers may be offered the opportunity to discuss their proposal with the contract officer or evaluation committee and the proposal may be adjusted as a result of the discussion. Proposers may also be allowed to submit a best and final proposal as a result of the discussion, in Maniilaq's sole discretion.

4. Presentations

Maniilaq reserves the right to require an oral presentation.

5. Notice of Award and Contract Negotiations

After the evaluation process is complete, the successful proposer will be issued a Notice of Award and contract negotiations will commence. Maniilaq reserves the right to terminate contract negotiations at any time in Maniilaq's sole discretion, with or without cause. Examples of situations which may constitute cause for termination of negotiations may include if the selected proposer fails to provide the necessary information for negotiations in a timely manner, negotiate in good faith, or cannot perform the contract within the amount of funds available for the project and/or as proposed. Maniilaq Association shall not be responsible for costs incurred by the proposer resulting from contract negotiations.

INFORMATION ABOUT MANIILAQ ASSOCIATION

Maniilaq Association is a non-profit corporation recognized under section 501(c)(3) of the Internal Revenue Code of 1972, as amended. Maniilaq is also a tribal organization, as defined in Section 4 of the Indian Self-Determination and Education Assistance Act ("ISDEAA"), 25 U.S.C. § 5304. Maniilaq Association is a rural health, social, and tribal services provider with a budget in excess of \$120 million annually, and more than 600 employees. It is the largest single employer within the Northwest Arctic. Geographically, the Maniilaq service area consists of the "hub" town of Kotzebue, population 3,200, and 11 surrounding villages ranging in population from 120 to 1000.

Maniilaq Association's involvement in providing health care and advocacy services extends back more than thirty years in Northwest Alaska. Maniilaq's origins stem from the Northwest Alaska Native Association ("NANA"), a non-profit organization formed in 1966, for purposes of attaining social justice, land rights, and self-determination for community residents. After passage of the Alaska Native Claims Settlement Act of 1971 a for-profit corporation called NANA was formed. The non-profit arm of NANA then organized as Mauneluk Association in 1972, with the spelling of its name changed to Maniilaq in 1981.

Maniilaq Association's mission is 'Savaqatigiiksugut (we are working together)'. Working together to provide high quality, culturally relevant health, social, and tribal services. Our vision is 'Healthy people, thriving communities'.

Health Services: Maniilaq compacts with the Indian Health Service to operate the 80,000- square foot, Joint-Commission accredited Maniilaq Health Center. Services provided include a 17-bed inpatient unit, emergency and outpatient services, a specialty clinic and contract vision care services, dental, pharmacy, radiology, laboratory and physical therapy. Through its co-located 18-bed long-term care and skilled nursing facility, Maniilaq provides culturally appropriate services to our treasured Elders right here at home. Maniilaq also operates a community health center in each of the 11 villages in the Maniilaq Service Area.

Social Services: Through the Behavioral Health division, Maniilaq operates a number of programs: Counseling and Recovery Services, Adult and Juvenile Alcohol Safety Action (ASAP), Wellness, and the Putyuk Children's Home (Level II Residential). Through the Senior and Disabilities Services division, Maniilaq provides the following programs: Developmental Disabilities, Lake Street House and Akimaq

Group Homes, Short Term Assistance and Referral, Elder Services, Traumatic and Acquired Brain Injury, and Tupqich Elder Housing.

Tribal Services: Maniilaq compacts with the Bureau of Indian Affairs to provide a wide variety of services to tribes and tribal members, including technical support, child and family services, and workforce development.



Summary of Maniilaq Association 2021 State Legislative and Policy Priorities

Maniilaq Association is a consortium of twelve Iñupiaq tribes located in Northwest Alaska.

Our vision is “Healthy people, thriving communities.” Our mission is, “Savaqatiġiiksugut (we are working together) Working together to provide high quality, culturally relevant health, social and tribal services.”

The Executive and Legislative branches have key roles in promoting the overall health of Alaska Natives and rural communities. The passing of balanced budgets that do not disproportionately impact rural Alaska and vulnerable Alaskans, and which fund essential services and protect the State’s ability to pay Permanent Fund Dividends to all Alaskans for generations to come, are critical to the success of our rural communities and all of Alaska. Therefore, to advance our organization mission and vision, the Maniilaq Association Board of Directors sets forth the following state priorities that Maniilaq will pursue through its legislative and policy work in 2021.

1. Support and enhance rural Medicaid services and coverage:

Maniilaq is the largest employer in the Northwest Arctic and Medicaid is our second largest funding source that supports our hospital, village clinics, medical staff, and other health and social services. Therefore, as an economically depressed region with high unemployment rates, Maniilaq supports Medicaid Expansion, which has increased the number of people in our region who have coverage and access to basic healthcare.

Additionally, the Tribal Reclaiming partnership between DHSS and Tribal Health Organizations like Maniilaq has generated savings in reduced costs to state funded health care programs and savings in Alaska’s traditional Medicaid program through the 100% Federal Medical Assistance Percentage (FMAP) program. Lastly, we are opposed to any CMS Medicaid block grant policy which could limit enrollment or reduce benefits.

2. Telehealth expansion:

Expand the types of providers who may work through telemedicine to include other provider classification (nurse practitioners, dentists, optometrists, behavioral health practitioners, substance use counselors, etc.) so more medical and behavioral health services can be provided to rural areas and decrease the need for expensive travel for health and social services.

3. Support DHSS Behavioral Health grants and comprehensive behavioral health treatment and recovery programs.

- a. Support the State of Alaska’s DHSS budget for needed behavioral health grant programs without further cuts.
- b. Increase capacity at the Alaska Psychiatric Institute (API) and Enhance Continuum of Services for Alaskans with serious mental illness, which include real time availability of crisis beds, wrap around services (including ongoing community therapy), better communication with local behavioral health services providers, and Tribal Reclaiming so clients are not burdened with a high medical bill after their stay at API.
- c. Support financial Capital Improvement Program (CIP) for construction of regional Tribal alcohol and drug residential treatment centers that can provide services to Tribal Medicaid eligible beneficiaries to take advantage of 100% FMAP and preserve state Medicaid monies.
- d. Develop and fund Designated Evaluation, Stabilization, and Treatment Hospital facilities in rural regional hub locations like Kotzebue.

4. Continue to fund programs that are vital to Alaska Natives and rural communities including:

- a. Continue providing matching funding for the Village Safe Water program
- b. Ensure the long-term protection the Power Cost Equalization Endowment and the PCE program, which makes it feasible for rural Alaskans to have access to affordable electric power.
- c. Increase funding and flexibility for Public Safety for Village Public Safety Officer program; and provide adequate funding for rural courts, public defenders, and district attorneys.
- d. Maintain the Low Income Heating Energy Assistance Program (LIHEAP).

5. Continue to transform the child welfare system through government-to-government partnerships with Tribes.

- a. Adopt a budget that funds successful implementation of the Alaska Tribal Child Welfare Compact signed by the Governor of Alaska and 18 tribes and tribal organizations (“Co-Signers”) in 2017.
- b. Continue Co-Signer-Department of Health and Human Services (“DHSS”) negotiations until all scopes of work under the Compact are completed and functions are transferred to Co-Signers.