

## REQUEST FOR QUOTE (RFQ)

**Calista Education and Culture, Inc.**  
***Cultural Immersion Project Grant Writing Services***  
**5015 Business Park Blvd., Suite 3000**  
**Anchorage, Alaska 99503**  
**(907) 275-2800**  
**[www.calistaeducation.org](http://www.calistaeducation.org)**

*Calista Education and Culture, Inc. (“CECI”) is an Educational and Cultural Organization that is governed by a Board of Directors. Founded in 1980, the CECI is a private, non-profit organization based in Anchorage, Alaska, whose mission is “To celebrate and promote Yuuyaraq, the traditional/cultural way of being in the Calista Region which inspires and encourages our people to achieve their dreams through education”. CECI is funded through federal, state, and private funds.*

CECI is requesting Quotes from a qualified consultant or consultants interested in providing grant writing services for a Cultural Immersion project grant for submission to the U.S. Department of Education Alaska Native Education Program if there is a competition in 2020.

### **Project Overview**

The Cultural Immersion to serve students in the Calista Region project outline is in process.

### **Project Timeline**

December 2019 – June 2020:

- Attend 2 hour weekly or bi-weekly planning meetings
- Assist with online submission of grant application

December 2019 – March 2020 - in alignment with the plan and requirement:

- List Grant Application Requirements and Organizational Requirements
- Write Project Abstract
- Write Project Activity Description
- Write Description of Need
- Write Narrative
- Write Management Plan
- Develop Appendix
- Develop Project Plan/Timeline
- Review and Assist in Developing Budget and Narrative
- Write Project Nonexempt Research Narrative
- Develop Flow Charts
- Complete Grants.gov forms
- Develop GEPRRA Statement
- Develop and Write Goals and Measures

- Develop and Write Evaluation Plan
- Develop Logic Model
- Review Job Descriptions
- Develop Agreements and Obtain Signatures
- Assist with Obtaining Letters of Support
- Assist in Drafting Resolutions
- Collect and Assemble Resumes
- Contact and Identify Potential Partners and Resources
- Conduct Research
- Conduct Presentations to Potential Partners with CECI Staff

### **How to Submit a Quote**

Interested proposers should submit the following information no later than **5:00 p.m. on Monday, December 2, 2019.**

**Please include the following minimum information in your signed and dated quote.** Quotes not signed and dated will not be considered.

1. A quote describing how the tasks described above would be performed and your qualifications (or the qualifications of the team of consultants).
2. A firm estimate of fees to be charged, and an estimate of expenses that would be incurred based on deliverables. Quotes may not exceed \$10,000.
3. The proposer’s resume and resumes of all consultants who would be involved in the Project.
4. Name and phone numbers of contact people at three nonprofit organizations who have been clients of the proposer during the last 18 months and who can be contacted as references.
5. Prior similar Grant Writing experience, including documented experience with the following:
  - Must have experience successfully writing and submitting a U.S. Department of Education Alaska Native Education Grant
  - Must be familiar with the U.S. Department of Education Alaska Native Education Grant requirements
  - Must be familiar with “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”
  - Must be familiar with the Education General Administrative Regulations (EDGAR)
  - Must be familiar with the U.S. Department of Education Alaska Native Education Grant Evaluation requirements
  - Must be familiar with Human Subjects Research requirements and working with an Internal Review Board (IRB)
  - Must be familiar with the Family Education Rights and Privacy Act (FERPA)
  - Must familiar with using Grants.gov and have a current account

Email to rbavilla@calistacorp.com, fax to 907-275-2936 or send/deliver to the address below.

Calista Education and Culture, Inc.  
Attn: Rea Bavilla, President/CEO  
5015 Business Park Blvd., Suite 3000  
Anchorage, Alaska 99503

For questions contact:  
Rea Bavilla, President/CEO at (907) 275-2814.

### **Basis for Award of Contract**

All proposers and quotes will be reviewed and evaluated by CECI prior to awarding a contract on the basis of compliance with the conditions imposed by the RFQ, including but not limited to proposed work plan and who is responsible for each component; proposer's skill, ability, capacity, equipment, education, experience and qualifications; information contained in the quote; ingenuity; pricing based upon deliverables; and any other factors CECI deems appropriate. The selection of a successful proposer shall be made by CECI in its sole and absolute discretion and no appeal, protest or challenge to such selection will be entertained by CECI. Non-successful proposers will be notified by CECI.

Award will be made to a responsible proposer as determined in the sole discretion of CECI, taking into account: (a) the skill and experience demonstrated by the proposer in performing contracts of a similar nature; (b) the proposer's record for honesty and integrity; (c) the proposer's capacity to perform in terms of knowledge, skills, education, experience, facilities, personnel and financing; (d) the proposer's overall costs outlined in the quote in alignment with the available budget; (e) where applicable, whether the proposer is a Calista Corporation shareholder, descendant, or Alaska Native; (f) where applicable, whether the proposer has experience working in the Calista Region or working with populations served in the Calista Region; (g) the proposer's past performance under similar contracts, including proposer's failure in any material way to perform its obligations under any contract with CECI; and (h) any other factors CECI deems important in making such determination.

1. Proposed grant project plan development, grant writing and who is responsible for each component.
2. Experience in similar grant project plan development, grant writing and grant submission.
3. Proposed deliverables, outlined experience and references.
4. Lowest competitive bid based upon deliverables.

### **Anticipated Schedule**

CECI reserves the right to review quotes, select a successful proposer and make an award at an appropriate time as determined by CECI in its sole and absolute discretion. However, quotes must remain in effect and subject to acceptance by CECI for at least ninety (90) days after its submission date.

## **Definitive Contract**

This Request for Quote does not commit CECI to award a contract. Unless and until CECI and the successful proposer execute a contract, CECI shall have no financial or other obligations to a successful proposer. CECI will not pay any costs incurred in the submission or preparation of a quote, or expenses incurred due to the rejection of any or all quotes, or due to a successful proposer's failure to execute a contract with CECI. Contractor will be required to provide a copy of their business license and general liability insurance along with letter outlining the status of workers comp insurance and whether they work for others.

CECI reserves the right to: terminate this Request for Quote at any time and for any reason prior to awarding of a contract; reject any and all quotes; negotiate separately with any proposer; award a contract without further discussions; waive any informality, technicality or defect in this Request for Quote and the quote received; and select the quote which is in the best interests of CECI.