



ORGANIZED VILLAGE OF KASAAN

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Request for Website Consultant Services

The Organized Village of Kasaan invites your company to provide a total contract costs for performing the services outlined in the Statement of Work section of this document. If your company intends to respond to this request please do so by e-mail and/or fax prior to **March 31, 2009** and send the original to: Organized Village of Kasaan, P.O. Box 26, Kasaan, Alaska 99950, Attention: Neli Nelson, Brownfield Coordinator. The Organized Village of Kasaan will evaluate proposals and the Brownfield Coordinator will select the preferred contractor.

Introduction

Kasaan, like many Southern Prince of Wales Communities, is rich with Haida culture; and is influenced by neighboring Tlingit and Tsimshian cultures. Many times the Alaskan Haida are referred to as Kaigani Haida, and that today comprises of the communities of Kasaan and Hydaburg. At one time, there were four main villages - Kasaan, Howkan, Sinkquan and Klinkwan - and were also numerous summer fish camps and other cabins, houses, and traditional use areas. The small pox, influenza, and tuberculosis epidemics in the late 1800's and early 1900's devastated all Haida populations, and resulted in migrations into larger, new, and centralized villages.

The Organized Village of Kasaan is the federally recognized Tribe within the community of Kasaan. The Organized Village of Kasaan is committed to promoting, preserving, and protecting indigenous Haida identity and values. For our elders and youth, we look to the future in unity, by developing economic opportunities, promoting education, and utilizing our cultural, natural, and social resources. Within the Organized Village of Kasaan, the Natural Resources Department is responsible for administering grant projects that address environmental and natural resource issues important to the Tribe. In addition, the environmental section assists with meeting federal National Environmental Policy Act (NEPA) requirements of projects the Tribe receives federal funding.

Primary Goal:

To develop a website that will be utilized by the Organized Village of Kasaan to display information about the Organized Village of Kasaan and will be compatible with an interactive GIS map that has been produced through the Brownfield Grant. The website will allow the world to view what the Organized Village of Kasaan has to offer, see the opportunities that are available in Kasaan, and to show the environmental work being done in the community.

Requirements and Evaluation Criteria

The contractor will have documented experience in working with federally recognized Tribes on website related projects. The contractor will provide two reference checks of successful completion on similar projects.

The contractor will have at least 5 years of experience with website development software, and be able to create a database that can house multimedia of information.

Bids will be evaluated on the ability of the contractor to perform the work, meet the stated qualification requirements and the ability to keep costs to a minimum. Preference will be given to Alaska Native/American Indian owned companies.

Statement of Work

The Organized Village of Kasaan will be developing a Tribal Response Program in conjunction with the Environmental Protection Agency, as part of a Brownfields program. The first year of the project will focus on building the capacity to house a Tribal Response Program, conduct preliminary inventory of brownfields sites along the Kasaan Peninsula and input the collected data into a GIS system. It will be the duty of the Website Consultant to aid in programming and display of GIS data on the Organized Village of Kasaan website, and to develop a website that will be useful and user friendly for the tribe in general.

Project Manager

Any technical or other questions regarding this contract, negotiations, notice to proceed, invoicing, project summary reports, project completion, amendments, or modifications will be directed to the OVK Brownfield Coordinator. He can be reached at 907-209-5389 from 9:00 am – 5:00 pm, Monday – Thursday. Please submit proposal by fax to (907)542-3006 or email to neli@kasaan.org. In addition, a signed hard copy should be mailed to the Organized Village of Kasaan, P.O. Box 26, Kasaan, AK 99950-0340

Technical proposal - The contractor will submit a technical proposal outlining the methods planned to accomplish the activities under the Statement of Work. The technical proposal must include tasks and deliverables as outlined in the RFP. It must list the project team, subcontractors, and equipment to be used. The technical proposal will not exceed 5 pages in length.

Cost Proposal - The contractor will submit a cost proposal broken down into three subcategories: 1) Salary and indirect costs (in the form of hourly rates), 2) Travel and, 3) Other Expenses

Other Required Information – The contractor shall include a timeline (number of days from the start of the issued contract until expected completion of the project). In addition, please include the names and qualifications of the project manager and technician assigned to the project. Finally, please provide the names and contact information of at least 3 references.

Submittal Deadline to Organized Village of Kasaan

The deadline for submitting an estimate for the proposed project is **5:00 PM ON March 31, 2009** and must include the estimated costs in the Statement of Work described above.