



**RurAL CAP**  
Rural Alaska Community Action Program, Inc.

731 E. 8<sup>th</sup> Avenue  
Anchorage, AK 99501  
907.279.2511  
[www.ruralcap.org](http://www.ruralcap.org)

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REQUEST FOR PROPOSAL (RFP)

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YEAH Summit Keynote Speaker and Breakout Session Consultant

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Prepared By: Liza Krauszer  
Date: 1/10/2023

YEAH Summit Keynote Speaker and Breakout Session Consultant

REQUEST FOR PROPOSAL

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**SUBMISSION DEADLINE: 2/10/23**

**QUESTION SUBMISSION DEADLINE: 2/8/23**

**BID LOCATION: 731 E. 8<sup>th</sup> Ave., Anchorage, AK 99501**

Questions may be submitted in written form no later than 2/8/23 to:

**RFP Contact Name:** Liza Krauszer

**Contact Address:** RurAL CAP  
731 E. 8<sup>th</sup> AVE.  
Anchorage, AK. 99501

**Telephone Number:** (907) 865-7396

**Email Address:** [lkrauszer@ruralcap.org](mailto:lkrauszer@ruralcap.org)

**INTRODUCTION**

Rural Alaska Community Action Program, Inc. (RurAL CAP) Community Development Manager is requesting proposals from qualified licensed to do business in Alaska.

Enclosed is pertinent information for use in preparing your bid. This information will be used as a guide in the preparation of any subsequent contract.

Bids must be received at RurAL CAP's central office by mail, 731 East 8<sup>th</sup> Avenue, Anchorage, Alaska 99501, or via email to [lkrauszer@ruralcap.org](mailto:lkrauszer@ruralcap.org), by 4:30 PM 2/10/23. All bids must include the reference on letter or email subject, "YEAH Summit Keynote Speaker and Breakout Session Consultant RFP," and be labeled, Attn: Liza Krauszer. Bids received after the deadline specified above will be returned to the bidder unopened.

All questions regarding this bid request must be emailed prior to **2/8/23** at 5 pm (Alaska Standard Time). Responses to questions will be sent to all parties who have received bid packages, proposals and who have registered their email address. To register your email, email Liza Krauszer.

One (1) copy of your proposal is required for submission to RurAL CAP.

Proposals are encouraged from Minority and Female owned business.

RurAL CAP reserves the right to reject any and all bids and waive informalities in procedures.

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### SECTIONS

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### SECTION 1: GENERAL INFORMATION

The Rural Alaska Community Action Program (RurAL CAP) is soliciting proposals for a keynote speaker and youth trainer for their YEAH (Youth Encouraging Alaskan's Health) Summit and Teen Ambassador training. RurAL CAP is a contractor for the State of Alaska's Tobacco Prevention and Control Program, providing training and technical assistance to grantees in the area of youth peer-to-peer tobacco prevention. RurAL CAP implements a youth peer-to-peer tobacco prevention program, in which participants called YEAH Teen Ambassadors create prevention messaging and conduct presentations around the state. The YEAH Teen Ambassadors, with support from RurAL CAP staff, implement a yearly youth summit to spread prevention messaging and recruit Teen Ambassadors for the next school year. This year, the Summit will be held in Anchorage, Alaska May 30 - June 2.

-RurAL CAP is seeking a high energy Keynote speaker to speak during the YEAH Summit. This talk should be positive and encouraging and be the culmination of the Summit experience. Additionally, RurAL CAP is asking for this speaker to design and implement two breakout session topics relating to tobacco prevention. Each topic will be taught twice, once to adults participating in the adult training track, and once to youth participants. This will be a total of four sessions, 30 minutes each.

The following proposal request will outline the project goals and detail the format you should submit your proposal. Please read the timeline carefully. In order for your proposal to be considered, your proposal must meet our deadlines included in the timeline under Section 3.

#### Preparation Costs & Fees

RurAL CAP shall not be responsible for bid preparation costs, nor for costs including attorney's fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked bidder and/or award of a contract and/or rejection of bids. By submitting a bid each bidder agrees to be bound in this respect and waives all claims to such costs and fees.

#### License and Insurance Requirements

The successful bidder is required to provide, with the bid, a current Business License, Proof of Liability Insurance, Workers Compensation Insurance and other required federal, state or local licenses. Please review attached Appendix A: Schedule A, this covers RurAL CAP's insurance requirements to consider while submitting your bid.

### SECTION 2: SCOPE OF WORK

- Design and implement a 45-minute Keynote Speaker presentation aimed at Middle and High school youth during the annual YEAH Summit May 31 - June 2. Presentations should be positive and motivational.
- Design and implement two breakout session topics relating to tobacco prevention. Each topic will be taught twice, once to adults participating in the adult training track, and once to youth participants. This will be a total of four sessions, 30 minutes each.

Timeline:

April: Project Kick-off meeting/planning session – date tbd

May: Planning Session 2 – date tbd

May 30- June 2: YEAH Teen Ambassador Summit – Keynote and breakout sessions

## SECTION 3: PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform and expedited review process and ensure the maximum degree of comparability, it is required that the bids be organized in the manner specified. Bids shall not exceed 5 pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, attachments, or dividers). Information in excess of those allowed will not be evaluated or scored. One page shall be interpreted as one side of single lined, typed, 8 1/2" x 11" paper.

### 3.1 Title Page

Show the bid name (Keynote Speaker and Breakout Session Consultant RFP), bidders name, company name if applicable, address, telephone number and date.

### 3.2 Table of Contents

Clearly identify the materials by section and page number.

### 3.3 Letter of Transmittal (limited to 1 page)

- Briefly state your understanding of the services to be performed and make a positive commitment to provide the services as specified. Please include proposed topics for the Keynote presentation and two breakout sessions, with modifications for youth/adult track if applicable.
- Give the name of the person who is authorized to make representations for your company if applicable, their titles, address, and telephone numbers.

### 3.4 Proven Experience

The bidder must describe their experience as described under the scope of work. Please include

- Specific or specialized training or qualifications
- Include 3 references (name, phone number and/or e-mail address)

### 3.5 Proposed Fee Schedule/Costs/Budget Limits

Bids must be accompanied by a fee schedule for services described under this scope of work.

Travel expenses and per diem will be arranged by RurAL CAP and paid directly by the agency, following state guidelines. Do not include these fees in fee schedule.

## SECTION 4 : EVALUATION & SELECTION PROCESS

#### 4.1 Criteria

The criteria that will be considered during evaluations, and the associated point values, are as follows:

Monthly fee schedule/costs	35 points
Meeting the requirements of the RFP	20 points
Proven Experience	20 points
Minority and Women Owned Business	5 points
References	20 points
Total	100 points

#### 4.2 Evaluation Process

A committee of RurAL CAP staff will evaluate and rank all bids received prior to the deadline.

Oral interviews are not expected to be used in the selection of the successful bidder however, RurAL CAP reserves the right to interview the highest ranked bidder if deemed necessary.

#### 4.3 Selection Process

The highest ranked bidder may be invited to enter final contract negotiations with RurAL CAP for the purposes of contract award. If an agreement cannot be reached, the second highest bidder may be contacted for negotiations. RurAL CAP reserves the right to terminate negotiations with any bidder should it be in RurAL CAP's. RurAL CAP reserves the right to reject any and all bids submitted.

### SECTION 5: RULES GOVERNING COMPETITION

#### 5.1 Examination of Bids

Bidders are encouraged to thoroughly review the complete RFP package prior to preparing and submitting a response.

#### 5.2 Confidentiality.

The content of all bids will be kept confidential until the selection of the successful bid is announced. After contract award, you'll receive a letter if your bid has been accepted or .

#### 5.2 Proposal Format

Bids are expected to be brief and specifically address the criteria listed under the scope of work.

#### 5.3 Signature Requirements All

bids must be signed.

#### 5.4 Bid Submission

Bids shall be e-mailed to:

Liza Krauszer at [lkrauszer@ruralcap.org](mailto:lkrauszer@ruralcap.org)

#### 5.5 News Releases

News releases pertaining to any award that may result from the RFP shall not be made without prior written approval of the RurAL CAP CEO.

#### 5.6 Disposition of Bids

All materials submitted in response to this RFP shall become the property of RurAL CAP. The original shall be retained for the official file and will become public record after the award of the Contract or Contracts.

#### 5.7 Modifications/Withdrawal of Proposals

A respondent may withdraw a bid at any time prior to the final submission date by sending written notification of its withdrawal and signed by an agent authorized to represent the respondent. The respondent may thereafter submit a new or modified bid prior to the final submission date. Modifications offered in any other matter, oral or written, will not be considered. A final bid cannot be changed or withdrawn after the time designated for receipt except for modifications requested by RurAL CAP after the date of receipt.

#### 5.8 Oral Change/ Interpretation

No oral change or interpretation of any provision contained in this RFP is valid.

#### 5.9 Late Submissions

Bids received after the RFP deadline (date and time) will not be considered and will be returned unopened after recommendation of award.

#### 5.10 Rejection of Proposals

RurAL CAP reserves the right to reject any or all bids if determined to be in the best interest of RurAL CAP.

#### 5.11 Equal Employment Opportunity Reporting Requirements

The successful bidder may be required to execute and return EEO reporting forms if required.

#### 5.12 License and Insurance Requirements

The successful bidder is required to provide, with the bid, a current Business License, Proof of Liability Insurance, Workers Compensation Insurance and other required federal, state or local licenses. Please review attached Schedule A, this covers RurAL CAP's insurance requirements to consider while submitting your bid.

## **Appendix A**

### **Schedule A INSURANCE & INDEMNIFICATION**

CONTRACTOR shall comply with the provisions herein entitled, Schedule A Insurance & Indemnification. CONTRACTOR, at its sole cost, shall purchase and maintain the required insurance with coverages, endorsements, waivers, and limits as described therein.

All insurance shall be maintained continuously during the life of the Contract. CONTRACTOR shall furnish to Rural Alaska Community Action Program (RurAL CAP), certificates showing the type, amount, class of operation, effective dates and dates of expiration of policies. Such evidence is to be provided by CONTRACTOR to RurAL CAP no less than ten (10) days prior to CONTRACTOR commencing work. It is understood and agreed that RurAL CAP shall be entitled to notification at least 30 days prior to the expiration of such policies. Failure by CONTRACTOR to maintain insurance coverage as agreed shall be a material breach of this Contract and will result in termination of this Contract. Certificates shall be addressed to: Rural Alaska Community Action Program (RurAL CAP).

RurAL CAP shall not be required to confirm that CONTRACTOR has provided evidence of coverage and/or renewals and no waiver by RurAL CAP of any of CONTRACTOR's obligations pursuant to this or any other provision of this Contract shall occur or be inferred or implied by any failure of RurAL CAP to insist upon strict performance of this or any other section of this Contract.

All insurance required to be maintained by CONTRACTOR shall be primary to any and all insurance (including self-insurance) obtained or maintained by, or otherwise available to RurAL CAP and all policies shall be endorsed accordingly. RurAL CAP's insurance shall not be called upon to contribute or participate with CONTRACTOR's insurance on any basis.

Except for Worker's Compensation and Professional Liability, each and every insurance policy required of CONTRACTOR shall include an insurer's waiver of subrogation rights in favor of RurAL CAP. Each and every insurance policy required of CONTRACTOR shall be endorsed to name RurAL CAP as Additional Insured with respect to liability arising out of CONTRACTOR's operations and/or its services hereunder.

In the event the terms of the current Contract and this Schedule A conflict, the terms of the contract shall control.

#### **Insurance Type and Limit Requirements:**

- Workers Compensation for not less than \$ 500,000.00 per occurrence
- Commercial General Liability not less than \$ 1,000,000.00 per occurrence
- Automobile Liability Insurance not less than \$ 1,000,000.00 per occurrence for bodily injury and property damage