



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

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**REQUEST FOR INFORMATION (RFI)**  
**RurAL CAP-COMDEV-25-I-008**

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**Resilient Alaska Youth Program**

**Traveling Artist and Youth Activity Leader Workshop Project**

Prepared By: Darrel Behymer, CPP  
Date 05/09/25

**RurAL CAP-COMDEV-25-I-008 RFI**  
**Resilient Alaska Youth Program**  
**Traveling Artist and Youth Leader Workshop Project**

**SECTION ONE**

**INTRODUCTION AND INSTRUCTIONS**

**1.01 Purpose of the RFI**

Rural Alaska Community Action Program, Inc. (RurAL CAP) Community Development Manager, Cuckoo Gupta, is requesting proposals from talented and qualified Artists and / or Youth Activity Leaders interested in sharing their skills and activities with youth in rural Alaska. This action will help RurAL CAP identify up to three talented and qualified artists or youth activity leaders to travel to remote villages for several days in June, 2025, to provide workshops as part of RurAL CAP's Resilient Alaska Youth Program, providing positive, afterschool activities for youth.

This RFI does not constitute an Invitation for Bid, Request for Proposal, or Informal Request for Bid or Proposal and is not to be construed as a commitment by RurAL CAP.

RurAL CAP will review all responses received. If RurAL CAP decides to issue a solicitation for commodities or services, the procurement will be conducted in accordance with RurAL CAP's Procurement Policy and Procedures.

**1.02 Contact and Response Information**

Please submit any questions about the project to the Community Development Manager, Cuckoo Gupta, at [cgupta@ruralcap.org](mailto:cgupta@ruralcap.org) as the point of contact for this RFI. Please submit your proposal responses to [procurement@ruralcap.org](mailto:procurement@ruralcap.org) by the deadline specified in the RFI Schedule. Please reference the Solicitation Number and Title. Please read all pages.

**1.03 RFI Schedule**

EVENT	DATE
RFI issued	5/9/25
Deadline for Submission of Questions and Requests for Clarification by 4 PM Alaska Standard Time.	5/15/25
Amendment with Responses to Questions and Requests for Clarification posted on RurAL CAP's website (if required)	5/16/25
Deadline for Submission of Proposal Responses by 4PM Alaska Standard Time.	5/20/25

**1.04 Questions and Requests for Clarification**

Please submit any questions or requests for clarification about this RFI in writing to Cuckoo Gupta by the deadline for submission of questions and requests for clarification identified in the above, RFI Schedule.

**1.05 Notice Provided – On RurAL CAP's website**

This RFI and any related amendment and notices will be posted on the RurAL CAP website at: <https://ruralcap.org/connect/requests-for-proposals/>

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**1.06 Respondents Responsible for All Preparation Costs**

Respondents are responsible for all costs associated with the preparation, submittal, and presentation of their response to this RFI.

**1.07 Confidentiality Information**

The content of all bids will be kept confidential. Once the review has been completed, a letter shall be issued to individuals or businesses who submitted their information. This letter will inform on what direction RurAL CAP will take on this project.

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**SECTION TWO**

**GOAL AND BACKGROUND INFORMATION**

**2.01 Goal and Background Information**

The goal of the Traveling Artist and Youth Activity Leader Workshop Project is to provide youth enrolled in our Resilient Alaska Youth (RAY) afterschool programs throughout rural Alaska the opportunity to learn, create, and connect with an Alaskan artist or a youth activity leader. The workshops will be a platform for youth to explore their own culture as well as learn about the culture of the artist and gain hands-on experience with a medium of art (dependent on the artist's expertise) or culturally-appropriate, youth engagement activities. During June of 2025, the artist or youth leader will travel to 1 - 3 communities where our RAY program is currently active. The artist will stay in the community for approximately 2 nights and lead a 1 ½ - 2 day workshop with youth ages 10-18.

*The Resilient Alaska Youth (RAY) program aims to increase youth resilience and decrease substance use and suicide by providing regular in-school, afterschool and multi-day activities for youth ages 10-18 to increase connections to culture, community and nature.*

The artist/youth leader will coordinate with the local Youth Activities Coordinator, the community partner organization (typically the Tribe or City Council), and RAY program staff to organize each workshop.

Artists/youth leaders are to receive \$5,000 per community served (including time in planning, travel, conducting workshops and post-trip evaluation/report activities, if needed). In addition, RurAL CAP will provide or reimburse for the expenses of air travel, lodging and meals (lodging and meals based upon standard per diem rates). Also, any needed materials or supplies will be reimbursed, with prior approval of supply list.

**2.02 Information Requesting**

RurAL CAP is requesting information from interested and qualified Alaskan artists or youth activity leaders to respond to questions listed in section 3 part A.

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**SECTION THREE**

**PROPOSAL RESPONSE FORMAT AND CONTENT**

**3.01 Response Preparation Instructions**

Respondents are asked to provide a response in the following format:

**A. Technical Response**

Respondents are asked to provide the following information:

1. Contact name, phone number, and email.
2. Resume or description of the artist's or youth activity leader's expertise.
3. A statement of interest to share their artform or activities with rural youth. This statement to include experience working or traveling to rural Alaska and experience with Alaska Native cultures.
4. A description of the activities that the artist will implement, as well as a list and cost of the materials that will be required for each workshop.
5. Links and / or pictures of your body of work, and experience (as available)

Any cost estimates requested are for budgeting purposes only. Responders will not be held to price estimates provided as part of the RFI.