

Request for Proposal for Emergency Housing

Cook Inlet Tribal Council, Inc.

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Introduction

Cook Inlet Tribal Council, Inc. (CITC) is a Tribal nonprofit organization that provides education, social, and economic services to Alaska Native and American Indian people in the Cook Inlet region. CITC has over 400 employees and has several organizational departments including Financial Assistance, Family Wellness, Career Development, and Recovery and Reentry.

CITC is currently seeking a quality service-oriented partner to provide emergency housing for its participants who face homelessness, domestic violence, or other crisis situations. CITC is interested in exploring options for emergency housing that offer reasonable rates, amenities, and safety for its participants.

Purpose

This document is a Request for Proposal (RFP) that outlines the purpose, scope, requirements, evaluation criteria, and submission instructions for block of hotel rooms that can accommodate CITC's emergency housing needs.

Scope of Services

CITC is currently seeking a quality service-oriented partner to provide emergency housing for its participants who face homelessness, domestic violence, or other crisis situations. CITC has an estimated annual housing demand of 2,000 room nights, with variable periods depending on the participants' needs and availability of other housing options. CITC prefers hotels that are located within a 10-mile radius of its main office at 3600 San Jeronimo Drive, Anchorage, AK 99508. CITC also values hotels that offer complimentary breakfast, Wi-Fi, parking, shuttle service, and fitness center access.

Specifications and Requirements. The hotel should have:

- A minimum of 3 stars rating on TripAdvisor or a similar platform; a lower star rating may be considered.
- A minimum of 50 rooms available for CITC's use; a lower minimum number of rooms may be considered.
- The ability to offer CITC the option to reserve blocks of rooms.
- A discounted group rate for CITC that is valid for the duration of the contract.
- A reservation that allows CITC to make reservations online, by phone, or by e-mail, and provide a confirmation number for each reservation.
- A system that accepts CITC's form of payment and provide an itemized invoice for each stay.
- A flexible cancellation policy that allows CITC to cancel or modify reservations without penalty up to 24 hours before the check-in date.
- A loyalty program that rewards CITC for its frequent stays and offers benefits such as free nights, upgrades, or discounts; other loyalty or discount programs may be considered.
- A designated contact person who will handle CITC's account and respond to any inquiries or issues promptly and professionally, including consultation on immediate evictions.

Other Considerations. The hotel must:

- Comply with all applicable federal, state, and local laws, regulations, and ordinances regarding health, safety, and accessibility.

- Respect CITC's mission and values and provide a culturally sensitive and inclusive environment for its participants.
- Demonstrate a commitment to environmental sustainability and social responsibility in its operations and practices.
- Ensure the privacy and security of CITC's participants and their personal information.
- Have a crisis management plan and trained staff to handle any emergencies or incidents that may occur.

Important Dates

The following table summarizes the important dates for this RFP:

Event	Date	Time
RFP documents available	10/15/2024	12:00 PM AST
Last day for questions	11/01/2024	5:00 PM AST
Proposal due date	11/15/2024	12:00 PM AST

RFP Terms

CITC will not be bound by any oral interpretations of this RFP. Questions are encouraged and should be sent to the CITC Contact via email. Substantive issues will be addressed by an addendum or amendment to this RFP.

This RFP does not obligate CITC or the successful bidder until a written contract is approved and signed by both parties. When the selection process is complete, successful bidder will be expected to agree to the terms and conditions and enter into a contract with CITC memorializing the services to be performed.

CITC Contact

All communication is to be directed to CITC's contact. No communication is to be directed to any other CITC employee or representative.

CITC Contact:	Billy Blixt, Senior Manager of Participant Engagement
Email:	Billy.Bilxt@citci.org

Proposal

Proposals should include the appropriate narrative and supporting materials to adequately address the scoring criteria listed below. Proposals not containing all of the items listed below may be determined nonresponsive by CITC and may not be considered.

- Profile of the Hotel.
 - Include background information on the hotel, including location, number of rooms, amenities, ratings, awards, and affiliations.
 - Describe the range of services provided by the hotel to its guests.
 - State whether the hotel has been involved in any litigation, complaints, or violations in the past five years, and detail the outcomes and resolutions of such cases.
 - Include copies of business license, certificate of insurance, and signed copy of Attachment A.
- Qualifications and Experience of Hotel.
 - Describe hotel experience that is relevant to the proposed services, such as recent experience with other tribal nonprofits, including a list of tribal nonprofits served by your hotel in the last three years and types of services rendered to each.
 - Describe the organizational structure of the hotel, including management, staff, and subcontractors.
 - Describe how your hotel stays current on industry standards and best practices and how those are incorporated into your offering.
 - Describe the average occupancy and revenue of your hotel. Provide an explanation of your approach to guest satisfaction and how your hotel measures and improves its performance.
 - Provide detail on your hotel's guest feedback and complaint resolution process and how your hotel performs against those for the service mix proposed.
- Technical Approach and Scope of Work.
 - A clear description of the approach and methodology for providing the hotel rooms and services to CITC.
 - Include a rate proposal that outlines the discounted group rate for CITC and any other fees or charges that may apply.
 - Provide a specific and affirmative response to each of the specifications and requirements set forth in this RFP, including an assessment of the other considerations.

- Specify if you are proposing a single hotel or a network of hotels that can accommodate CITC's emergency housing needs.
- Indicate whether the hotel or the network of hotels are owned and operated by the same entity or different entities, including any partner organizations.
- Describe how your hotel or network of hotels maintains compliance with applicable federal, state and local laws, regulations and ordinances.
- Project Organization and Management.
 - Identify the hotel contact person proposed for CITC's account and, if applicable, the roles and responsibilities for major subcontractors.
 - Detail of CITC resources types and expected time commitments to the booking and payment of the hotel rooms and services.
- References.
 - Include references for four nonprofits, preferably tribal, served by your hotel in the last three years. At least two of these should be in the state of Alaska.
 - The information should include the name of the entity and the key contact, contact information (e-mail and phone) for the key contact, the services performed by your hotel, and the period of time the reference has been a client of your hotel.

Cost proposal:

- Include a transparent cost statement showing proposed fees and/or block room rates.

Contract Term

The awarded contract will be in effect for 12 months with the option to extend additional 12-month renewal periods. Other contract terms proposed may be considered.

Submission Instructions

Proposals must be submitted by e-mail (hard copies will not be accepted) to the CITC Contact no later than the submission date noted in the Important Dates section. Proposals received after that time and date will be rejected.

As part of the evaluation process, bidders may be requested to provide CITC a presentation and/or a tour of the unit by CITC staff. Any information gained during a presentation may be used in proposal evaluation. Failure to honor this request may be grounds for rejection of a proposal with no further consideration given to the proposal. CITC is under no obligation or requirement to request bidder presentations or to entertain bidder presentations.

Evaluation

Proposals received in response to this RFP will be reviewed by an Evaluation Committee. The Evaluation Committee, at its discretion, may select the successful bidder in its sole discretion and judgment that provides the best overall value to CITC on this project. CITC may request interviews with one or more bidder if in its opinion it believes such interviews will assist in the selection process.

- An evaluation committee will independently evaluate the merit of proposals received in accordance with the evaluation factors defined in the RFP. Failure of the bidder to provide any information requested in the RFP may result in disqualification of the proposal. CITC intends to enter into a contract with the bidder that in CITC's sole discretion and judgment will provide the best overall value to CITC. The evaluation process will be based on a 100-point scale using categories identified for the evaluation process. Each category will receive a point value within the specified range based on how well the proposal meets or exceeds CITC's requirements.
- Each proposal submitted stands alone and will be evaluated on its own merits in terms of meeting CITC's requirements and terms and conditions, pricing, and overall responsiveness to the Request for Proposal.
- Submission of a proposal implies acceptance of the evaluation technique and recognition that some subjective judgments will be made by CITC during assignment of points.

The proposals will be evaluated using the following criteria and point ranges:

Criteria	Point Range
Responsiveness of the proposal in clearly meeting stated specifications and requirements and clearly stating the services to be provided.	0-15
Qualifications and experience of hotel: size and structure of hotel and ability to maintain quality of service, recent experience of hotel in providing emergency housing to similar organizations, reputation of the hotel and satisfaction of the hotel's services as expressed by current clients and references.	0-25
Qualifications and experience of staff to be assigned. Education, position in the hotel, and years and types of experience will be considered: Qualifications of the hotel contact person and any subcontractors, guest satisfaction and complaint resolution process and timeliness of resolution	0-25
Cost factor: cost of hotel rooms and services	0-25
Alaska Native/American Indian preference	0-5
TOTAL POINTS	0-100

Alaska Native/American Indian Preference

When applicable, CITC requires a Native-hire preference in all projects and activities per its authority under PL 93-638. To the greatest extent feasible, CITC will give preference in entering into contracts and similar agreements to Alaska Native and American Indian tribes, organizations, and economic enterprises. Positive efforts should be taken to utilize small businesses, minority-owned housing providers, and women's business enterprises whenever possible. Any contractor/housing provider/bidder seeking this preference must submit documentation showing 51% ownership or more by an Alaska Native or American Indian individual or organization.

Other

- Bidders are advised that the information presented in this document is preliminary. The proposed program, scope, schedule, etc. are subject to refinement and change.
- CITC is not liable for any costs incurred by bidders prior to the issuance and execution of a contract with the successful bidder as a result of this RFP process. All proposal preparation and other costs in responding to this RFP is the sole responsibility of the bidders.
- CITC reserves the right to waive informalities and to select a bidder as deemed in its own best interest. This includes the right to reject any or all proposals and the right to proceed utilizing a different process.
- CITC may require, seek, and utilize all information it deems appropriate in order to assess the qualifications of individual bidders. All information in proposals submitted in response to this RFP is considered confidential and will not be released to the public.
- In the event it becomes necessary to revise any part of this RFP, amendments will be provided to bidders. CITC reserves the right to adjust important dates at any time.

Insurance Coverage

Bidders must have, at minimum, the following insurance coverage in place, with a company or companies lawfully authorized to do business in the State of Alaska, with coverage written with carriers with an A.M. Best rating of A- VII or better, or acceptable to CITC at its sole discretion, insurance that will protect a bidder from claims set forth below that may arise out of or result from a bidder's performance of work and for which bidder may be legally liable, whether it be by bidder or by a subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. Required insurance coverages may include:

- Commercial General Liability
- Workers' Compensation and Employer's Liability
- Commercial Automobile Liability
- Umbrella and Excess Liability

Additional-insured status will be for all limits carried, not limited to the minimum acceptable as required in a contract.

All coverage other than workers' compensation and employer's liability will apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limit of the insurer's liability.

If any coverage is written on a "claims-made basis," the retroactive/continuity date will precede the start of work. Coverage will be maintained for a minimum of the duration of applicable statute of limitations/repose or six (6) years, whichever is greater.

Restrictions on Lobbying Activities

Entities receiving a federally-funded contract from CITC that is in excess of \$100,000 must comply with the "New Restrictions on Lobbying" found at 24 C.F.R. Part 87. 24 CFR 87.100 provides a baseline prohibition on the use of federal funds for lobbying purposes. 24 CFR 87.110(d) further provides that any person (or entity) receiving a federally funded contract or subcontract, at any tier, that exceeds \$100,000 must file a certification, and, if required, a disclosure form, to the next tier above.

All CITC contractors and subcontractors who will receive a contract or subcontract of \$100,000 or more, to be paid from a federal grant to CITC, must sign and submit to CITC the certification form (Attachment A). All contractors and subcontractors who will receive a contract or subcontract of \$100,000 or more must also require all of their subcontractors who will receive a subcontract of \$100,000 or more to sign and submit the required certification and, if applicable, disclosure form.

Attachment A – Lobbying Form

LOBBYING CERTIFICATION FORM

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed under Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for such failure.

SIGNATURE:

TITLE:

DATE: _____