



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Request for Proposal: Ilanka Cultural Center Facilitator

Native Village of Eyak Ilanka Cultural Center is looking for proposals to engage Native Village of Eyak Tribal Members and Ilanka Cultural Center user groups to determine the type of facility needed to carry out cultural functions, and then synthesize that information to help decision-makers understand the type of facility needed and to identify further potential locations for fundraising and planning.

The person/enterprise chosen and contracted to complete this job will henceforth be referred to as the contractor in this document.

BACKGROUND:

For 10,000 years, our coastal people have depended upon the rich ecosystems of Prince William Sound and the Copper River Delta. The land and water are the source of our traditions. We reside at the central elbow of Alaska's southern coastline, a place with extreme weather conditions yet a mild climate, with the richest waters and abundant food sources, making our traditional homeland a natural meeting place for diverse Alaska Native people. Our customs have survived thousands of years on this cultural landscape, where we hunt, fish, and gather to feed our families. We take care of the land and sea, just as the land and sea takes care of us. "Ilanka" means "family" in the Sugpiaq language and we are pleased to share our heritage with you – our food, languages, art, regalia, songs, and dances.

The Native Village of Eyak is primarily comprised of four diverse cultures: Eyak, Sugpiaq, Tlingit, and Ahtna. Established within the Native Village of Eyak's Cultural Department, the Ilanka Cultural Center was created during a time when many of our Tribal Members were just beginning to create artwork that illustrated our history with contemporary tools and mediums. In May 2004, our doors opened to foster the well-being of our Alaska Native cultures in the face of modern times-and to encourage people from all ethnic backgrounds to explore our traditions. We are dedicated to reviving and preserving Alaska Native artwork and skills for future generations.

Until October of 2020, the cultural center was located in the Native Village of Eyak's main office building in Cordova, Alaska. In anticipation of a remodel, the cultural center was moved to a temporary location on Main Street.

It is Ilanka's mission to be a gathering place to promote the diverse Indigenous presence in our community and to educate our people, community, and visitors while perpetuating the traditions, skills, and cultures inherent in our lives as we face today and the future. The purpose of the Ilanka Cultural Center is to identify, record, collect, preserve, exhibit, and demonstrate items that will



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serve to illustrate the life and history of the Native Village of Eyak. Our objective is to protect the collections and their associated information from degradation, theft, and destruction, as well as permit physical and intellectual access to the objects and specimens.

Like our current cultural center, our new facility will house our gift shop, tribal library, and our tribal museum, archive, repository, and collection storage. The new Ilanka Cultural Center will also provide space for hosting our cultural classes, provide office and meeting space for our employees, Advisory Committee, and interviews, be an art gallery, a research center for those interested in learning about our culture, and with space to hold Native Youth Olympics and Native Dance practice.

To build a place that suits our stakeholders' needs, the contractor will need to engage with our user groups, the Tribal community, the Tribal Council, and the Ilanka Cultural Center staff. Information gathered from the target groups will then need to be synthesized as a written report and presented to our Tribal community in person and virtually. The contractor will need to be physically in Cordova when meeting with user groups and when presenting information. The contractor will also include future steps for budgeting, locating a potential site, and will assist with acquiring architects and engineers.

DELIVERY METHOD:

Proposals should include a cover sheet, a timeline for completed work, a budget, samples of past projects, and resumes of key contributors.

**Submission deadline: April 1st, 2024, 4:00 pm AKST. (EXTENTION from Original date:3/1/24)
Verdict notification via email: April 15th, 2024**

SCOPE OF WORK:

Native Village of Eyak is embarking on an exciting project to create a new cultural center – a space that celebrates our heritage, fosters vibrant dialogue, and empowers future generations. We seek a dynamic and experienced partner to conduct a comprehensive community and stakeholder engagement process, ensuring everyone's voice is heard as we shape this important initiative.

This proposal outlines our vision for the engagement process, the key objectives, and the deliverables we expect. We invite qualified enterprises to demonstrate their expertise in facilitating inclusive and meaningful conversations with our target groups, identifying potential locations, and providing actionable insights to guide the development of the new cultural center.



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We invite interested firms to submit a complete proposal by the deadline. The proposal should address all the details outlined in this document and be accompanied by any supporting materials. Finalists will be contacted for further discussion and potential interviews.

We look forward to partnering with a passionate and committed team to help us create a new cultural center that reflects the spirit and energy of our community.

PROJECT OBJECTIVES:

- Gather diverse perspectives and needs from community members and stakeholders.
- Identify community priorities and aspirations for the new cultural center.
- Assess existing cultural offerings and potential gaps in services.
- Explore and recommend potential locations for the new center.
- Build excitement and support for the project throughout the community.
- Develop a comprehensive report summarizing key findings and recommendations.
- Research and recommend potential architects and engineers that fit our criteria.

COVER SHEET:

The cover sheet should include your contact information and a brief narrative covering the following prompts. Give reference to any of your other attachments within your writing.

- Why do you believe you, as the contractor, could provide adequate mediation between our target groups and Native Village of Eyak employees? [Ex: What experiences do you have; what similarities with the target groups; what passions can you draw on.]
- What qualities or experiences with similar projects speak of your ability to gather and synthesize this information into deliverable data?
- Are you confident in your ability to give guidance on future aspects of our building project?
- Complete/answer all bullet items shown in the “Selection Criteria” section.



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TIMELINE:

The proposed engagement process will be conducted over five months, with key milestones as follows:

- Step 1: Project kickoff, stakeholder mapping, and engagement strategy development. Begin research and exploration of potential locations, architects, and engineers.
- Step 2: Conduct focus groups, community forums, and online surveys to gather input.
- Step 3: Analyze data, identify themes, and draft a findings report.
- Step 4: Present findings and recommendations to Ilanka and NVE employees and then to NVE Tribal Council.
- Step 5: Finalize the report and incorporate feedback for an actionable plan. Produce recommendations in a simple report format.
- Step 6: Provide three building location options with included recommendation report. Provide architectural and engineering recommendations.
- Step 7: Find and complete all permitting forms needed for process.
- (Optional) Step 8: Potentially continue working with us on a contractual month-to-month basis throughout the remainder of the project as an advisor, facilitator with other contractors, and help fulfill tasks as they arise.

BUDGET:

The Native Village of Eyak has allocated \$50,000 for this project. We encourage proposals to include a breakdown of costs associated with each phase of the engagement process.

PAST PROJECTS & TEAM RESUMES:

Your proposal should include samples of your past projects that showcase your expertise in community engagement, synthesizing data, and working with Indigenous people or in the cultural field.

Example: [Project 1: Brief Description], [Project 2: Brief Description], [Project 3: Brief Description].

Your proposal should also include resumes of key team members who will be directly involved in this project, including yourself as the contractor, highlighting relevant experience and skills.

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SELECTION CRITERIA:

Proposals will be evaluated based on the following criteria:

- Demonstrated experience in successful community and stakeholder engagement projects.
- Understanding of culturally sensitive and inclusive engagement techniques.
- Proposed methodology for gathering diverse perspectives.
- Proposed methodology for identifying potential locations and future building contractors.
- Qualifications and experience of the proposed team.
- Clarity and competitiveness of budget proposal.

SUBMISSION DEADLINE:

Deadline: April 1st, 2024 at 4:00 pm AKST. (EXTENTION from Original date:3/1/24)

Proposals must be delivered to Danaya Hoover by the deadline, by means of email, fax, or mail.

Send emailed proposals with the subject: "RFP ICC Facilitator"

Fax proposals with an additional cover page addressed to Danaya Hoover.

Mailed proposals will need to be sent in advance for them to be delivered by the deadline. If proposals are faxed or mailed, please notify Danaya of doing so via email.

CONTACT DETAILS:

Danaya Hoover – Native Village of Eyak Cultural Director

Danaya.hoover@eyak-nsn.gov

Phone: (907) 424-7738

Fax: (907) 424-3018

Mailing: P.O. Box 1388 Cordova, Alaska 99574

NVE reserves the right to reject any and all proposals.