

**Confidential and
Proprietary**



**Alaska Native Heritage Center
Request for Proposals
(RFP)
Security Plan
www.alaskanative.net**

Alaska Native Heritage Center (ANHC) is a statewide Alaska Native non-profit organization and renowned cultural arts and education center located in Anchorage, Alaska. ANHC is a living cultural center that offers a unique experience for program participants and visitors to learn and explore the traditional and contemporary ways of Alaska's Indigenous cultures.

ANHC is seeking proposals from contractors interested in helping ANHC upgrade our Physical Access Control systems.

SCOPE

Alaska Native Heritage Center (ANHC) is seeking a contractor who will upgrade our physical access control system. The system will be comprised of RFID readers and badges which will allow the organization to manage access to its facility.

This will address the vulnerability of uncontrolled access to the facility, which can lead to trespassing, violent actors getting into areas that should be secured, and the potential for theft of critically important historic cultural objects. Controlling physical access throughout the facility will increase the capability of the organization to operate events, manage access across many spaces, and management of space utilization. Initial bids have been sought from vendors and the organization has a strategy for implementing this system throughout the facility.

PROPOSAL FORMAT

Although ANHC prefers substance over form, to be considered responsive, proposers are asked to review the following criteria/information requests and respond, in order, to the best of their ability:

- a. Statement:** Write a brief statement communicating effectively why you or your firm should be selected. Please note the number of years your firm has been in business and the approximate number of employees. The letter must be signed by a person authorized to make decisions on behalf of the Proposer and include a direct phone number and email address.

b. Experience: Describe the Proposer's history in meeting the needs of its clients, including any unique tools or processes.

c. Key Personnel: Identify the essential personnel who will be dedicated to this project/account, such as the project manager, responsible corporate executive, and any probable subcontractors. Please include a summary of their qualifications, with years of experience and current accounts noted.

d. Pricing: Please submit pricing for services in the form of project budget with expense items listed.

All information provided by Proposers to ANHC should be organized, clear and concise. Only candidates meeting the above criteria will be considered in this evaluation.

I. CANDIDATE SELECTION

ANHC will review and rank every proposal received in response to this RFP based on the following weighted criteria: Statement (25%); Experience (25%); Key Personnel (25%); Pricing (25%);

ANHC intends to award the contract to the Proposer offering the best value to ANHC, as measured by ANHC utilizing the foregoing evaluation criteria. ANHC reserves the right to schedule interviews with the top-ranked firms, not to exceed five firms, prior to making a selection.

Without limiting the foregoing, ANHC reserves the right to select or reject all or part of any proposal, waive minor technicalities, and select one or more proposals in the manner and to the extent that they serve the best interests of ANHC. This RFP does not commit ANHC to award a contract, issue a purchase order, or to pay any costs incurred in the preparation of a proposal in response to this RFP. ANHC reserves the right to request proposal clarifications/additional information from some or all Proposers.

II. PRE-PROPOSAL CONFERENCE

A pre-proposal conference will not be held as part of this RFP.

III. TERMS AND CONDITIONS

- a.** The cost for preparing the proposal is the responsibility of the candidate.
- b.** Distribution of this RFP to any candidate does not imply award of a contract.
- c.** A contract between ANHC and the selected candidate will be executed before any work shall commence.

- d. The candidate should disclose any existing relationship with ANHC staff, or competitors that may compromise the objective of this initiative during the RFP process.
- e. The candidate should have the necessary skills, experience and staff to complete the project.
- f. Contractors will be asked to sign a non-disclosure agreement to be considered.
- g. If your firm does not wish to be considered for this project, please notify ANHC as soon as possible. Declining participation in this project will not prevent your organization from being considered for future work.
- h. Once selected, the selected candidate shall provide ANHC with accurate time sheets detailing the work performed and the hourly personnel rates.
- i. Compensation and payment to the selected candidate will be made in accordance with the terms and conditions of the executed agreement for services.

IV. RFP DETAILS

- **Budget** – Provide a budget in the form of “Appendix B” explaining in detail the proposed budget for the above mentioned work scope. The proposed budget for the design should include all costs of service.
- **Timeline** – Interested parties should submit proposals by 4:00 p.m. on April 4, 2024.
- **Schedule -**

RFP Release Date	March 4, 2024
Proposals Due	April 4, 2024
Final Selection	April 12, 2024

V. INSTRUCTIONS FOR SUBMITTING PROPOSAL

All proposals must be received by the Alaska Native Heritage Center by 4 p.m. on April 4, 2024. It is solely the responsibility of each proposer to ensure timely delivery of the proposal. Late proposals will not be considered.

Send proposals via email to:

rfifield@alaskanative.net

Rinah Fifield, Director of Operations

8800 Heritage Center Dr
Anchorage, AK 99504

- Subject line in Email “Security Plan”
- Please respond to all questions and provide all information in the order requested. Proposals with missing information will not be considered.
- Number all pages of the proposal.

Many thanks for your interest and consideration of this RFP. I look forward to hearing from you.

Sincerely,

Rinah Fifield
Director of Operations