



REQUEST FOR PROPOSAL (RFP)

For

2025 AKIPTAN 5-YEAR STRATEGIC PLANNING PROJECT

October 1, 2024

RFP Timeline

Request for Proposal Issuance	Oct. 1, 2024
Request for Proposal Due Date	Oct. 30, 2024 5pm MST
Public Bid Opening: Akiptan, PO Box 858, Eagle Butte, SD 57625	Oct. 30, 2024 5pm MST
Selection Committee Decision	Nov. 8, 2024
Contract Negotiation	Nov. 8, 2024

Submission Guidelines

The following submission guidelines and requirements apply to this Request for Proposal:

- 1) An Electronic proposal for the RFP clearly marked "2025 Akiptan 5-Year Strategic Planning Project" must be received no later than **5:00 PM MST on October 30, 2024**. Late submittals will not be accepted.
- 2) Only qualified individuals or firms with prior, similar project management experience should submit proposals in response to this Request for Proposal.
- 3) Proposers must list at least two (2) projects that are substantially similar to this project as part of their response, including references for each. Proposers are welcome to provide an example of their work. Proposals must include a technical proposal that provides an overview of the proposed approach as well as a list of qualifications for all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable; including the hours estimated for completion of each phase of the project.
- 4) Proposals must include a description of method of approach, strategy, and/or ability to understand, facilitate, and complete the tasks listed under Project Scope.
- 5) The Price Proposal should indicate the hourly rates for service and any other associated costs.
- 6) Proposals must be signed by a representative that is authorized to commit to the proposer's company.
- 7) If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.

Introduction & Project Overview:

Akiptan is seeking separate sealed proposals for "2025 Akiptan Strategic Planning Project."

Akiptan is a Native American Community Development Financial Institution working for Native American agricultural producers. Akiptan is a current staff of 15 (both full-time and part-time) with more hires coming in the near future. Employees are located both in-the-office in Eagle Butte, SD and throughout the USA in remote work locations. The organization has grown immensely in the past two years both in employees as well as clients and funds. The client's Akiptan serves are focused in agriculture and agri-businesses uplifting the Native food economies. Partners that support Akiptan include a broad range of stakeholders including

Native CDFI's, government, community-based organizations, policy makers, business leaders and Native American agricultural advocates. The group works together to strengthen Native agricultural community capacity through patient capital, technical assistance and relational lending. In addition to lending and educational programming, Akiptan is focusing on using our 5 years of data to prove our Theory of Change. Akiptan's Theory of Change is that utilizing patient capital, one-to-one technical assistance and building relationships with clients supports a stronger business model with higher repayment ability for our Native American agricultural system and having that guide our 5 year strategic plan.

Project Goals:

The strategic planning process is expected to begin in January 2025 and go through September 30, 2025

Akiptan has established the core areas that this Strategic Planning process will focus on:

- Operation Excellence (Organizational Structure and Alignment, Relationships and Reporting Structure).
- Making an Impact (Metrics / Key Performance Indicators / Success Measures); Power of Storytelling
- Revenue Growth (Fund Development/Fundraising, Diversification)
- Work Plan that includes a yearly breakdown of prioritized goals (organization and departmental), programs, budgets and tentative timeframes.

Scope of Work

We expect the project to include:

1. Project management and facilitation;
2. Design & execution of a strategic planning process that meets the criteria outlined in this RFP; Development of a Five-year strategic plan (2025-2030) that includes a budget plan for implementation; and
3. Development of a plan to monitor and evaluate the strategic plan's implementation.

The proposal should include:

1. A project plan that demonstrates a clear understanding of the work to be performed, estimated hours, and other information relevant to the project.
2. Qualifications of all consulting staff who will be assisting with the project such as; education, positions held, years & type of experience.
3. Time and Cost projections.

Evaluation Criteria

- 1) Evaluation Process Proposals submitted on time will be reviewed against the Pass/Fail criteria below. RFPs meeting those criteria move forward to the Akiptan Team for scoring against the Evaluation Criteria (listed in Section below) and ranking. The outcome of the evaluations may, at the County's sole discretion, result in (A) notice to a Proposer(s) of selection for tentative contract negotiation and possible award; or (B) further steps to

gather more information for further evaluation. The selection process may be canceled if the County determines it is in the public interest to do so.

- 2) *Pass/Fail Criteria* Akiptan Strategic Plan RFP (Date)
 - a) Submission Deadline Date and Time met
 - b) Proposal is complete and addresses all Submission Guidelines and Requirements listed in Section 4.
- 3) *Evaluation Criteria Evaluation factors and maximum points will be as follows:* Criteria Maximum Score

Criteria	Maximum Score
Method Approach	30
Qualifications	20
Experience, Work Samples, References	20
Budget	20
Timeline/Milestones	10
Total Maximum Score	100

Akiptan reserves the right to award to the proposer that presents the best value to Akiptan as determined solely by Akiptan in its absolute discretion.

RFP Submittal and Closing Date

- 1) An Electronic proposal for the RFP clearly marked “2025 Akiptan 5-Year Strategic Planning Project” must be received no later than **5:00 PM MST on October 30, 2024**. Late submittals will not be accepted.
- 2) RFPs should be addressed to the following: Skya Ducheneaux, Executive Director & Justine Kougl, Program Officer

Budget Range: \$15,000-\$40,000

Contact Information:

Skya Ducheneaux, Executive Director
Email: skya@akiptan.org
Phone: 605-850-1721

Justine Kougl, Program Officer
Email: justine@akiptan.org
Phone: 605-690-5215

Proposers shall submit questions in writing to Skya Ducheneaux and Justine Kougl no later than seven days prior to the submittal due date. Questions received within seven days prior to the due date may not be answered.