



REQUEST FOR PROPOSAL (RFP)

For

**AKIPTAN'S HUMAN RESOURCES PROJECT DESIGN AND
DEVELOPMENT: TEAM AND CULTURE BUILDING IN A
REMOTE WORKPLACE.**

March 6, 2023

RFP Timeline

Request for Proposal Issuance	March 6, 2023
Request for Proposal Due Date	March 17, 2023 at 5pm mt
Public Bid Opening: Akiptan, PO Box 858, Eagle Butte, SD 57625	March 17, 2023 at 5pm mt
Selection Committee Decision	April 10, 2023
Contract Negotiation	April 10, 2023

Introduction & Project Overview:

Akiptan is seeking separate sealed proposals for “Akiptan’s Human Resources Project Design and Development - Team-building Small Business Remote Work.”

Akiptan is a Native American Community Development Financial Institution working for Native American Agricultural Producers. Akiptan’s mission is to transform Native agriculture and food economies by delivering creative capital, leading paradigm changes, and enhancing producer prosperity across Indian Country. Akiptan staff are both in-the-office in Eagle Butte, SD and scattered throughout the USA in remote work locations. The project for this RFP is to build a program focused on how to keep a small business program “small” through culturally relevant team and staff building. Akiptan is accepting proposals in response to the Request for Proposal in order to find a qualified source to provide project development.

Contractor will develop a resource library for Human Resources that addresses the shift to remote work and how to best support morale and on-going growth of staff. As Native CDFIs become more remote, we want to keep employee morale high, continue to foster a small office environment, and encourage team spirit. The workplan and correlating resources would include a framework to support annual staff retreats with topics around: general organization updates, growing pains/internal operations, time management, team building activities, conflict resolution, etc. The final product would include collating training and ongoing HR resources as well as best practices and lessons learned. This plan will then be adopted into professional development resources available to Coalition staff and eventually to the larger Native CDFI industry.

The objective of this Request for Proposal is to locate a service provider that will provide the best overall value to Akiptan. While price is a significant factor, other criteria will also form the basis of our award decision, as more fully described in the Proposal Evaluation section of this Request for Proposal below.

Project Goals:

- 1) Strengthen team togetherness with both office and remote workers. It is our objective to keep the small business atmosphere alive in order to really build up our team together throughout the year. Design a year long system to keep the remote workers in the team environment.

- 2) Boost the small business atmosphere for our in-office and remote workers for years to come through employee engagement, performance management tools, and skills development.
- 3) Find ways to keep Akiptan's Team-First, Enjoyment Organizational Cultural approach to small business. Ensure the staff and leadership is working collectively and enjoying their work through a sense of humor, having fun and hard work while utilizing the Native American culture to develop the approach.

Scope of Work

Develop a pilot program for other organizations to implement. The overarching goal of this RFP is to develop Programming to strengthen the workforce team as a whole, realizing that remote workers and in-office workers have different experiences of working as a part of the team.

The main question to answer for this RFP is: How do we build that small-business experience with all of the team - both in-office and remote?

- 1) *Goal 1: Strengthen team togetherness with both office and remote workers. It is our objective to keep the small business atmosphere alive in order to really build up our team together throughout the year. Design a year long system to keep the remote workers in the team environment.*
 - a) Develop a weekly program that promotes the small business atmosphere for both in office and remote workers (think coffee time at an office). Needs to be considerate of busy schedules. (10 minute implementation weekly).
Needs:
 - i) Team building, getting to know each other, promoting togetherness and working in one office.
 - ii) Strengthen the relationships of all team members throughout the organization.
 - iii) Knowledge of the roles of each member of the organization. Support for each other.
- 2) *Goal 2: Boost the small business atmosphere for our in-office and remote workers for years to come through employee engagement, performance management tools, skills development.*
 - a) Annual and Semi-Annual Review Program
 - i) Develop an annual and semi-annual review program with team-leads/executive director ensuring open conversation for both employee and supervisor.
 - ii) Short 30-45 minute timeframe.
 - iii) Form for both supervisors and employees to fill out prior to review (exchanged before review to help come up with solutions/ideas for any issues to make the meetings very efficient).
 - b) Annual Team Retreat 2-day plan

- i) Develop a template for yearly staff retreat.
 - ii) Ideas for programs - team-building, organization management, how to use benefits, etc.
- 3) *Goal 3: Find ways to keep Akiptan's Team-First, Enjoyment organizational cultural approach to small business.*
 - a) Ensure each aspect of the developed programming encompasses the Native American Culture that Akiptan operates within.
 - b) Develop ways for the staff and leadership to work collectively and continue enjoying their work through a sense of humor, having fun and hard work.
 - c) Keeping current organizational habits, philosophies, and manners in which the leadership operates.

Current roadblocks and barriers to success:

- 1) Remote workers are less likely to have strong relationships with in-office workers.
 - a) They do not have the inter-office experience each day.
- 2) Small Business employees are stretched thin with their work.
- 3) How do we create a “potluck” style gathering for everyone to have the relationship building experiences necessary for a successful business team approach?
 - a) Figuring out ways to celebrate together (while apart) for holidays, birthdays, successes.
- 4) Mindfulness of efficient and effective communication for the entire project and employees.

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 Program Team for scoring against the Evaluation Criteria (listed in Section below) and ranking.
- 2) *Pass/Fail Criteria* Akiptan Project Development RFP (March 2023)
 - 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
Method Approach	30
Qualifications	20
Experience, Work Samples, References	20
Budget	20
Timeline/Milestones	10

Total Maximum Score	100
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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.

Submission Guidelines

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

- 1) An Electronic proposal for the RFP clearly marked “Akiptan Human Resources Project Design and Development - Team and Culture Building in a Remote Workplace” must be received no later than **5:00 PM MST on March 17, 2023**. Late submittals will not be accepted.
- 2) RFPs must be addressed to the following: Justine Kougl, Program Officer email: justine@akiptan.org Phone: 605-301-0555
- 3) Only qualified individuals or firms with prior, similar project management experience should submit proposals in response to this Request for Proposal.
- 4) Proposers must list at least two (2) projects that are similar to this project as part of their response, including references for each. An example of work should be provided as well.
- 5) 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.
- 6) Proposals must include a description of method of approach, strategy, and/or ability to understand, facilitate, and complete the tasks listed under Project Scope.
- 7) A price proposal must be provided that is not more than two (2) pages. This price proposal should indicate the hourly rates for service and any other associated costs.
- 8) Proposals must be signed by a representative that is authorized to commit proposer’s company.
- 9) 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.

Budget: Flexible

Contact Information:

Justine Kougl, Program Officer email: justine@akiptan.org Phone: 605-301-0555

Proposers shall submit questions in writing to Justine Kougl no later than seven days prior to the submission due date.