Kenaitze Indian Tribe
P.O. Box 988
Kenai, Alaska 99611

Phone: 907-335-7200
Fax: 855-335-8865
www.kenaitze.org

KENAITZE INDIAN TRIBE
REQUEST FOR PROPOSAL
Recovery and Transitional Housing Planning Consultant

Issued: October 9, 2026

Question and Answers

Posted November 4, 2026

Answers are in red

This Q&A should be acknowledged in your proposal.

1. Sections 5.1-5.2: Which existing community, service-utilization and housing datasets will be available at award to support the December 30 needs-assessment target? **Kenaitze will provide available internal data that can appropriately be shared and assist the consultant in identifying other relevant Tribal and external data sources. Part of the consultant's work should be identifying additional data needed to adequately answer the research questions.**

2. Section 5.6: For a potential existing property, will Kenaitze provide condition reports, plans and utility information? Within the planning scope, what level of site observation or independent condition assessment should consultants price? **The Tribe does not envision the consultant conducting formal inspections or technical assessments of Tribal properties as part of this scope. The planning work should instead identify the type of facility, configuration, capacity, location characteristics, and infrastructure that would be required for the model or models supported by the assessment. Kenaitze can then determine whether an existing property could meet those requirements or whether another facility, purchase, or future development would be needed. If a specific property is identified during the planning process, available information could be provided for a limited planning-level feasibility review, but architectural, engineering, environmental, or formal condition assessments would be outside this scope unless separately authorized.**

3. Section 5.3: Beyond identifying priority community partners, what assistance will the Tribe provide with participant recruitment, consent protocols, and access to sensitive information? Are participant honoraria and local engagement logistics expected in the consultant budget? **The scope should remain focused on assessment and planning rather than implementation. The consultant should identify the community partners, referral relationships, and other partnerships that would likely be important for each recommended model and should gather stakeholder input necessary to understand the need. However, we do not expect the consultant at this stage to negotiate MOAs, establish referral agreements, recruit partners into a future program, or otherwise develop the operational partnerships that would come later if Tribal Leadership chooses to implement a recommendation. Kenaitze can assist with identifying appropriate Tribal and community stakeholders and facilitating introductions as needed. The**

consultant should propose its engagement methodology and any anticipated participant or engagement costs as part of its proposal.

4. Section 6.1, Tab 3 requires at least two examples of comparable completed work. Should complete work samples be incorporated into the single proposal PDF, or may they be submitted separately or provided through links?
   Please submit a hard copy of work samples, links are not permitted.

5. Section 7.5 requires the consultant to provide proof of insurance. Should proof of insurance be included with the proposal, or will it be required only from the selected consultant prior to contract execution?
   Once awarded proof of insurance will be requested.

6. Section 9 contains duplicate subsection numbers for 9.1 and 9.2. To ensure respondents can accurately map their responses to the RFP requirements, please confirm the correct subsection/requirement number for each requirement in Section 9, including the requirements currently identified as 9.1, 9.2, 9.1, 9.2, 9.3, and 9.4.
   On Page 11, change 9.1 – 9.4 to 9.3, 9.4, 9.5 and 9.6

7. Section 5.2 identifies December 30, 2026, as the target completion date for the community needs assessment. Should respondents propose schedules that meet this target, or may respondents propose an alternative needs-assessment completion date while still meeting the March 30 and June 29, 2027 project milestones?
   Proposers may identify an alternative schedule to meet the scope of work as outlined. But are required to meet the original completion deadline.

8. Beyond the five proposal tabs and supporting materials identified in Section 6.1, are respondents required to complete, sign, acknowledge, or return any forms or portions of the attachments listed in Section 12? **The attachments are for reference, for the sake of time a review of the PSA is encouraged, even a redline version turned in will help expedite the timeline post award, but is not mandatory.**

9. Do you have a form that you want completed to demonstrate CIB?
   No form, but proof of eligibility is required.
   Provide proof of AN/AI membership or Tribal membership for the consultant's owner to receive preference. To be considered for preference, proof of membership and at least 51% ownership must be submitted with the proposal.

10. g. indirect cost rates and overhead percentages are not allowable under this agreement of Kenaitze Indian Tribe. Will this also apply to the Contractor that is awarded this project by the Kenaitze Indian Tribe? **That is our understanding.**

11. Section 10 identifies four evaluation categories totaling 100 points and also identifies a 15-point Alaska Native/American Indian Member preference or a 25-point Tribal Member preference. Please clarify whether these preference points are added to the 100-point evaluation score, incorporated within the 100-point total, or evaluated separately. **The preference points are added to the overall score**.

12. Is experience with Alaska Tribes and/or Alaska Native communities a requirement?
    No, but helpful.

13. Is there an updated timeline for project activities and deliverables?
Not at this time

14. Will this project require review by the Kenaitze Tribal Research Review Board or any other Tribal research, data governance, or approval processes? If so, what review and approval requirements and anticipated timelines should proposers incorporate into their project plans? **The Kenaitze Tribal Research Review Board review process is not applicable to this project. This is a Tribal community needs assessment and planning initiative rather than an external research study. Any necessary internal approvals related to data access, community engagement, or project deliverables will be coordinated through the Tribe. No additional Tribal Research Review Board review time needs to be incorporated into the proposed schedule.**

15. What behavioral health utilization, service, or claims data will be available to the selected contractor for purposes of the assessment? **We will provide available aggregate behavioral health utilization data from our MyEvolv electronic health record system, as appropriate for the community needs assessment. This may include service utilization, service types, demographic information, and historical trends. Data will be compiled and provided by authorized Tribal staff. The selected consultant will not receive direct access to MyEvolv or individual patient records.**

16. What housing and homelessness-related data sources will be available to the selected contractor, including HMIS/AKHMIS, Coordinated Entry, shelter utilization, and housing waitlist data? **Kenaitze Indian Tribe's Behavioral Health Department does not maintain housing or homelessness-specific datasets. The availability of information from other Tribal departments has not yet been determined.**

The selected consultant will be responsible for identifying and researching relevant housing and homelessness data sources, including HMIS/AKHMIS, Coordinated Entry, shelter utilization, and housing waitlists.

Kenaitze may assist with identifying appropriate Tribal contacts and facilitating introductions but cannot guarantee access to specific datasets.

17. Will the selected contractor be required to enter into a data use, data-sharing, confidentiality, or data sovereignty agreement with the Tribe? **The selected consultant will be required to comply with applicable Tribal confidentiality, privacy, and data protection requirements. (See Answer 3.)**

Kenaitze anticipates providing aggregate information rather than direct access to clinical systems or identifiable patient records.

Any additional data-sharing agreements, confidentiality agreements, or Business Associate Agreement requirements will be determined in consultation with the Tribe's IT and Privacy personnel based on the final project scope and data involved.

18. Are there any other Tribal review or data sovereignty approvals and associated timelines the bidder should be aware of? **No additional project-specific Tribal research or data sovereignty review requirements have been identified at this time. Any necessary internal data access or confidentiality approvals will be coordinated through the appropriate Tribal departments.**

19. Are there any requirements regarding review, approval, ownership, publication, or public dissemination of project findings and deliverables? **All project findings, reports, and deliverables prepared under this contract will be the property of the Kenaitze Indian Tribe, subject to the terms of the executed professional services agreement.**

    Deliverables will be reviewed by designated Tribal staff, and the final report will be presented to Tribal Council for review and acceptance.

    The consultant may not independently publish, distribute, or publicly present project findings without prior written authorization from the Tribe.

    Decisions regarding public dissemination will remain with the Kenaitze Indian Tribe.

20. FP Section 5.2 - Community Needs Assessment
    The RFP states that the target completion date for the Community Needs Assessment is December 30, 2026. Is there any flexibility on this timeline? **Proposers may identify an alternative schedule to meet the scope of work as outlined. But are required to the original completion deadline.**

21. RFP Section 9 - Consultants Questionnaire
    Should these questions be answered separately within the proposal, or can they be incorporated into the Proposal submittal items listed in 6.1? **They can be submitted either way, as long as they are identified.**

22. **Section 5.2 / 7.1 – Award timing:** What is the anticipated contract execution date? Given the December 30, 2026 target for the community needs assessment, is there flexibility on that date if award occurs in late November or December? **We anticipate contract execution in late November or early December 2026. Proposers may identify an alternative schedule to meet the scope of work as outlined. But are required to meet the original completion deadline.**

23. **Award Agreement, Appendix A – Milestones:** The State award agreement references Appendix A (Milestones), which was not included in the RFP package. Could you share it? Are the December 30, 2026, March 30, 2027, and June 29, 2027 date's State milestones or internal Tribal targets? **The milestones are the Tribe's, approved by the grantor, all Proposers may identify an alternative schedule to meet the scope of work as outlined. But are required to meet the original completion deadline.**

24. **Section 5.2 – Data access:** Will the Tribe provide de-identified service-utilization data (for example, Dena'ina Wellness Center behavioral health and SUD data)? If so, what

data-sharing agreement or 42 CFR Part 2 review process should we plan for, and how long does it typically take? **Kenaitze can make available appropriate aggregate behavioral health and substance use service utilization data from MyEvolv, compiled by authorized Tribal staff. Consultants will not have direct access to clinical systems or identifiable patient records. Any required data-sharing or confidentiality review, including applicable 42 CFR Part 2 considerations, will be determined by Tribal IT and Compliance/Privacy staff. We are hesitant to transmit sensitive information electronically and may require in-person review or other approved arrangements.**

25. **Section 5.2 – Existing work:** Are there prior community health needs assessments, behavioral health assessments, or housing studies the consultant should build on? **Kenaitze has not yet identified specific prior assessments or housing studies for this project. Relevant existing documents, if available, will be shared with the selected consultant following contract award. Other Tribal departments may have materials that have not yet been identified.**

26. **Section 5.6 – Facility feasibility:** Has the Tribe identified a specific property for consideration? Given that architectural and engineering design are out of scope (Section 8), what depth of facility review is expected (for example, a walkthrough and program-fit assessment versus a formal building condition assessment)? **No specific property has been selected. The primary objective is to identify and recommend an appropriate recovery and transitional housing service and operating model based on community needs, including the program structure, services, staffing, target population, and operational requirements. Facility recommendations should support the proposed recovery model rather than drive its development. Formal architectural and engineering assessments are outside this contract's scope. (See answer 3.)**

27. **Section 5.3 – Engagement logistics:** Does the Tribe have expectations for the number of on-site visits? Will the Tribe help convene participants and provide meeting space? Are participant incentives (for example, gift cards for people with lived experience) and meals for listening sessions allowable under the award? **Consultants should propose the number of on-site visits and engagement activities they believe are necessary. Kenaitze will assist with coordinating participants and identifying available meeting space. Reasonable meals for community listening sessions may be proposed, subject to grant allowability and Tribal approval. Participant incentives should not be included.**

28. **Section 5.5 / 5.7 – Decision points:** What Tribal Council or leadership meeting dates should the schedule align with for the March 30, 2027 model review and final recommendations? **Kenaitze will coordinate leadership presentations with the selected consultant as the project schedule is finalized. No specific Tribal Council meeting dates can be committed at this time. Consultants should allow adequate time for leadership review and feedback.**

29. **Section 6.1, Tab 3(e) – Work samples:** Will comparable work with Tribes and Tribal health organizations outside Alaska be considered responsive if paired with Alaska-based team members or subcontractors? **Comparable work with Tribes and Tribal health organizations outside Alaska will be considered. However, demonstrated knowledge of Alaska's recovery and substance use treatment systems (including available resources, gaps in the continuum of care, and barriers to access) is**

important to this project. Consultants should also demonstrate familiarity with Alaska Native communities, the housing market, workforce challenges, and geographic and travel conditions. This expertise may come from the prime consultant or qualified Alaska-based team members or subcontractors.

30. **Section 10 – Preference:** Does AN/AI or Tribal Member preference apply to a prime/subcontractor team, or only to the prime consultant's ownership? What documentation of membership and ownership is acceptable? **Your tribal membership documentation and verifiable proof of 51% ownership of the company, current organizational documents are acceptable.**

31. **Section 6.1, Tab 5 – Payment:** Would the Tribe consider an initial payment at acceptance of the work plan, with remaining payments tied to phase deliverables? **Yes, an initial payment can be considered.**

32. **Section 7.5 – Insurance:** What minimum coverage limits are required for general liability, and is professional liability insurance also required? **Please refer to Attachment (a) Professional Service Agreement Section 11.**

33. **Section 12 – Attachments and terms:** Could you share Attachment A (Sample Standard Professional Service Agreement)? It was not included in the RFP package we received. May respondents propose exceptions to the agreement terms, given Section 7.3? Are there page limits or formatting requirements for the proposal? **The PSA Attachment A is on the Tribe's website, with the RFP. No page limits, but keeping the narrative to 10 pages, resumes to 2 pages each person would be appreciated. Scope of work as needed.**

    https://www.kenaitze.org/about/procurement

34. **Section 9 – Questionnaire placement:** Where should responses to the Section 9 Consultants Questionnaire be placed within the Tab 1–5 structure? Item 9.3(c) refers to work samples "required in Section 9.4"; can you confirm this means the samples requested in Tab 3(e)? **You can include them in either section, or both as long as they are included in your submission.**

35. **Section 6.1, Tab 1 – Local address:** The cover letter asks for the firm's local address. Does the Tribe require an Alaska office or Alaska presence? **An Alaska office is not required. Consultants must demonstrate their ability to communicate regularly and remain accessible to Kenaitze staff throughout the project, including in-person collaboration when necessary. This is particularly important for review of aggregate Tribal information, which will be accessed or compiled through authorized staff; electronic transmission may be restricted. Proposals should account for appropriate coordination and travel. No identifiable patient information will be provided.**

36. **Section 10 – Evaluation:** Will finalists be asked to interview or present to Tribal leadership? If so, what dates should we hold? **Kenaitze anticipates interviews with shortlisted consultants as part of the selection process. The dates are TBD. No in person presentations to Tribal leadership are anticipated.**

This Q&A should be acknowledged in your proposal.