



## Sealaska Corporation

# REQUEST FOR PROPOSALS PACKAGE

## Video Production

### ISSUING OFFICE

Haa Aani, LLC.  
Jason Gubatayao, General Manager  
[Jason.gubatayao@sealaska.com](mailto:Jason.gubatayao@sealaska.com)  
(907) 225-9444

### PROJECT

Project Number: 25-DG-1110106-804

Project Site: Prince of Wales Island, Alaska

Project Title & Contract Description: Professional Services Related to Video Production of Management of Sealaska Corporation Lands for the Restore Project, Restoring Southeast Alaska.

The purpose of this solicitation is to issue a contract to an organization with expertise and understanding of multimedia storytelling, video production, videography, graphic design and photography to document habitat assessment and restoration work occurring on Sealaska Corporation lands.

### SCHEDULE & PAYMENT

The anticipated period of performance: 06/01/2025 through 12/31/2027

Estimated amount of proposed contract:

- \$100,000 or Less
- \$100,000 to \$500,000
- \$500,000 or More

Proposed Method(s) of Payment:

- Fixed Fee
- Firm Fixed Price
- Fixed Price Plus Expenses
- Other Method



## SUBMITTAL DEADLINE AND LOCATION

OFFERERS ARE RESPONSIBLE TO ASSURE DELIVERY PRIOR TO DEADLINE.  
PROPOSALS RECEIVED AFTER THE DEADLINE MAY NOT BE OPENED.

Date: **May 16, 2025**

Time: **5:00 PM Alaska Time**

Hand Deliver, Mail, or Email directly to:

Haa Aani, LLC.

Attn: Jason Gubatayao, General Manager

1900 First Avenue, Suite 315

Ketchikan, AK 99901

[Jason.gubatayao@sealaska.com](mailto:Jason.gubatayao@sealaska.com)

Office Mainline Contact:

907-225-9444

## Selection Procedure

1. Offeror proposals will be evaluated and considered at the sole discretion of Haa Aani, LLC. Haa Aani, LLC., reserves the right to award a contract based on their sole discretion that the selected proposal aligns with their organizational values, mission, and that the offeror meets the standards for the knowledge, skills, and abilities desired in the solicitation.
2. Haa Aani LLC., reserves the right to evaluate offeror proposals with a Sealaska shareholder preference and/or Alaska offeror preference.
3. Haa Aani LLC., reserves the right for a noncompetitive procurement if the procurement transaction can only be fulfilled by a single source.
4. All proposal offerors will be notified of the offeror selected. If contract negotiations are unsuccessful with the offeror selected, Haa Aani, LLC., may either cancel the solicitation or negotiate with other offerors.

## Notices

1. Haa Aani L.L.C., is a wholly owned holding company of Sealaska Corporation.
2. This institution is an equal opportunity employer.
3. Offerors are advised that a contract shall not be in effect until a written agreement is executed by an authorized agent of Haa Aani, LLC. Haa Aani, LLC., shall not be liable for any cost incurred by an offeror in response to this solicitation, including any work done, even in good faith, prior to execution of a contract.
4. Haa Aani, LLC reserves the right to waive minor informalities, negotiate changes, reject any and all proposals and to not award the proposed contract, if in its best interest. "Minor



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informalities” means matters of form rather than substance which are evident from the submittal, or are insignificant matters that have a negligible effect on price, quantity, quality, delivery, or contractual conditions and can be waived or corrected.

5. Offerors and proposed subcontractors shall be in compliance with the statutory requirements for Alaska business licensing and professional registrations.
6. All offerors must provide price proposals.
7. An audit of the selected offerors’ and proposed subcontractors’ cost accounting systems and business records may be required to ascertain if systems are adequate for segregating contract costs; and to investigate the accuracy of proposed labor rates and unit prices.
8. Professional Liability, Worker’s Compensation, General and Automobile Liability, and Professional Liability Insurance may be required of the selected offeror.
9. The selected offeror will ensure that it and all subcontractors have insurance coverage that meets the requirements outlined in the contract.

### **Submittal Checklist**

1. Offerors must carefully review this RFP Package and become familiar with submittal requirements. Submit written comments to the address shown under “Submittal Deadline and Location” on Page 2. Substantive issues will be addressed in a written addendum to all RFP recipients on record. Failure to comply with directions may eliminate a submittal from consideration. Protests based on alleged improprieties or ambiguities in a solicitation may be disallowed at the discretion of Haa Aani LLC if the protest is not received in writing at least 10 business days prior to the Submittal Deadline.
2. Review Appendix A – Statement of Services and any other attached or referenced materials.
3. Review Appendix B – Compensation and any other attached or referenced materials.
4. Prepare a distinct response to each criterion outlined in the Evaluation Criteria on page 4-5 of this RFP Package.
5. Each Criterion must be titled, numbered, and assembled in the order in which the criteria are listed in the Evaluation Criteria on page 4-5 of this RFP.

## EVALUATION CRITERIA

### 1. **Objectives and Services.**

Response must demonstrate your comprehension of the objectives and services for the proposed contract. Do not duplicate the Statement of Services provided in Appendix A of this RFP. Also, consider if the Statement of Services provided in Appendix A is sufficiently explicit. Define any assumptions made in formulating a criteria response. If design services for a construction project are included, express any opinions regarding alternative design considerations that could impact construction costs.

### 2. **Methods.**

Response must outline methods for accomplishing the proposed contract. Describe what, when, where, how, and in what sequence the work will be done. Address how the proximity to the project site, particular geographic familiarity, experience, and capabilities of your firms (offeror and proposed subcontractors) and project staff might specifically contribute to the proposed methods. Identify the amount and type of work to be performed by any subcontractors. Consider how each task may be carried out. Suggest alternatives, if appropriate. Identify any distinct and substantive qualifications for undertaking the proposed contract such as the availability of specialized equipment, knowledge, a unique approach, or concept relevant to the required services.

### 3. **Management.**

Response must describe the administrative structure that will be used for performing the proposed contract. For example consider: who is responsible for the contract? What will the lines of authority be? Your response should include where contract services will be performed and how communications will be maintained.

### 4. **Proposed Project Staff.**

Response must name the individuals performing the following functions plus any other you deem essential to perform the services:

1. Contract Compliance
2. Project Management – (Primary point of contact for performance of services)
3. Field Management – (Primary point of contact for field performance if applicable)
4. Administrative/Financial Management

### 5. **Workload and Resources.**

Response must discuss any time commitments or workloads that may impact the services being performed. Briefly address capabilities for providing services under an accelerated schedule.

### 6. **Past Performance.**

Response must describe previous projects the project team has worked on that are related in size and scope to this project. Address how the experience will help your team to perform under this contract. Provide references for each project.



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7. **Rates.**

Provide a proposed total hourly billing rate for each of the job functions necessary to perform the work.

8. **Total Price Proposal.**

Provide proposed costs for all labor, subcontracts, equipment, expenses, travel, etc., and a proposed amount for Fee. The following format may be used but is not required.

1. Direct Costs of Direct Labor (DCDL) – Show the estimated costs for each job function for the proposed contract.
2. Indirect Costs (IDC) – These generally include 1) Fringe Benefits and 2) Overhead. Show the IDC as a percentage of DCDL.
3. Other Direct Costs (ODC) – These costs include: subcontracts, equipment, and reimburseable expenses such as travel expenses.
4. Total Proposed Cost – sum of DCDL + IDC + ODC.
5. Proposed Fee – List a proposed amount.
6. Total Proposed Price – Sum of Total Proposed Cost plus Proposed Fee.

# STATEMENT OF SERVICES

## APPENDIX A

### **Professional Services Related to Documenting Management of Sealaska Corporation Lands for the Restore Project, Restoring Southeast Alaska**

#### **A1.1 Purpose of this Request for Proposals (RFP)**

Haa Aani LLC is seeking a contractor with expertise in and understanding of multimedia storytelling and video documenting remote field projects. The purpose of this solicitation is to contract for professional services related to video documenting Sealaska Corporation owned land watershed level habitat restoration. Implementation of this objective requires storytelling of various phases of habitat restoration: assessment and design, design implementation, and project monitoring. Technical skills and abilities related to this work include videography, unmanned aerial drone captured imagery, interviewing, photography, graphic design, and video production.

#### **A.1.2 General Tasks and Requirements**

- Discovery (listening & learning)
- Filming (three one week-long trips over three years)
- Interviews
- Drone captured video and imagery
- Transcription services
- Story edit
- Digital delivery of files
- A four (4) part series of short videos documenting phases of the Restore Project
- One overarching video storytelling Restore Project

#### **A1.3 Other Requirements**

1. Assist Haa Aani LLC in the progression of its goals, objectives, and strategies for increasing the restoration activities of Sealaska Corporation land.
2. Professional representation of Haa Aani LLC while conducting Haa Aani LLC business including travel to and from the field.
3. Provide updates and information to Haa Aani LLC regarding marketing opportunities, strategies, and developments in restoration business.
4. Sub-contract as needed for additional expertise.

5. Produce professional digital files with minimal errors.
6. Respond to requests and inquiries within a 72 hour minimum turnaround response time.

#### **A1.4 Scope of Work**

##### **1. 2025:**

- a. The Contractor will collaborate with the project team on pre-production planning, logistics, scope, documentation, and vision-casting.
- b. The Contractor will learn the industrial story: the history of natural resource extraction, the adverse impacts to the region and specifically to wild Pacific salmon stocks. The Contractor will learn the collaboration story: the inter-disciplinary team collaboration on latest research, traditional ecological knowledge, traditional uses, and development of Sealaska's best practices for rapidly accelerating optimal biodiversity and carrying capacity on its land estate.
- c. The Contractor will travel to the project area during project development field work and document the team assessing the conditions of the in-stream, riparian, and surrounding forest stand. The Contractor will conduct interviews with members of the project team to document the impairments of the natural systems being filmed.
- d. The Contractor will edit and produce the first episode: generally covering the regional industrial history and assessment and design phase of habitat restoration work; topic may be subject to creative change.

##### **2. 2026:**

- a. The Contractor will travel to the project area during implementation of restoration prescriptions and film the project team and field crew. The Contractor shall interview members of the project team to narrate the restoration practices taking place. The Contractor will interview project team members to gather perspectives of their personal interaction with this ecosystem as locals of Southeast Alaska.
- b. The Contractor will edit and produce the second episode: best management practice implementation; topic may be subject to creative change.
- c. The Contractor will edit and produce the third episode: how people of this place fit into the ecosystem; topic may be subject to creative change.

##### **3. 2027:**

- a. The Contractor will travel to the project area to document the assessment of the implemented restoration practices, the training of staff on installed monitoring systems, data collection, and any biodiversity improvements from the preceding year. The Contractor will interview project team members on changes to the project site.
- b. The Contractor will edit and produce the fourth episode: monitoring impact; topic may be subject to creative change.



- c. The Contractor will edit and produce fifth episode incorporating elements of the four parts and overarching intent of Restore Project and Sealaska's land management strategy.

#### **A1.5 Considerations and Requirements**

1. Haa Aani, LLC., makes no guarantee as to any minimum amount of work that will be given to the successful contractor.
2. Failure of the contractor to respond to work order requests within three (3) business days or failure to complete work on time may be grounds for termination of the contract.
3. Haa Aani, LLC., reserves the right to contract with other contractors for services that may be provided under this contract during the period of the agreement if Haa Aani, LLC., believes it is in their best interest to do so.
4. Confidentiality and ownership of documents and materials including data, maps, drawings, photographs, plans, reports, recommendations, estimates, documents, and computer files shall be the property of Haa Aani, LLC., and shall be treated by the Contractor as confidential and shall be delivered to the Haa Aani authorized official. The Contractor shall only share this information with written consent of Haa Aani, LLC.



# COMPENSATION

## APPENDIX B

B1. Payments will be made on approved invoices submitted for months during which costs are incurred. Except for fixed price, compensation shall be cost-based on actual costs to the Contractor for providing services. Provisions for audit are contained under the Notices section of this solicitation.

B2. Except when payment is by fixed price, Contractor's labor and associated indirect cost shall be invoiced to Haa Aani LLC., within 45 days of performance. Subcontractors' labor and associated indirect cost shall be invoiced to Haa Aani LLC., within 60 days of performance. All of the Contractor's and Subcontractors' other direct costs (expenses) shall be invoices to the Haa Aani LLC., within 90 days of being incurred. Charges submitted after the above stated times will be paid or not paid at the discretion of Haa Aani LLC.

B3. Final payment to the Contractor may be withheld until a final inspection and/or report verify compliance with the terms of the contract.

B4. Payments for this Agreement and any Amendment, including Costs and Fee, will be adjusted to exclude an significant sums by which Haa Aani LLC., finds that payments are increased because the cost or pricing data furnished by the Contractor or prospective Contractor is inaccurate, incomplete, or not current on the date of the Agreement or subsequent submittal date of pricing data.

B5. Markup of any costs as compensation for administration, management or handling, etc., is prohibited. Costs of such efforts are included within the elements of Labor. Compensation for any risk associated with incurring costs is included within Fee (Profit).

B6. The following terminology and explanations are applicable to this Agreement; any inconsistencies appearing in this Agreement must be resolved in accordance with the terminology in paragraphs B6.1-B6.6.

**B6.1 DIRECT COSTS OF DIRECT LABOR (DCDL)** is the base salary and/or wages paid to employees charged directly to this Agreement exclusive of Fringe Benefits or other Indirect Costs and Fees (including profit).



B6.2 **EXPENSES** are pre-approved unit priced items, actual costs for specific subcontracts identified in this Agreement, and actual costs for transportation, food and lodging, incidental travel expenses, equipment and computer use, specific materials and supplies, and other pre-approved direct expenses. Each expense is limited to reasonable costs which do not exceed that which would be incurred by an ordinarily prudent person in the conduct of competent business.

B6.3 **INDIRECT COSTS (IDC)** are allowable expenses that, because of their incurrence for common or joint cost objectives, must be allowed to this Agreement using a specified Indirect Cost Rate. A cost objective is a project or work unit for which cost data is accumulated under the Contractor's accounting system. Generally, Haa Aani LLC., requires Indirect Costs to be segregated into the following categories: Fringe Benefits, Overhead, and Allocated Home Office Overhead (if applicable).

B6.3.1 **FRINGE BENEFITS** are costs for items such as vacation time, holidays, authorized leave, group and worker's compensation insurance, deferred compensation/retirement plans, social security and unemployment taxes, and group medical plan and life insurance premiums.

B6.3.2 **OVERHEAD** is costs for items such as indirect labor, recruiting expenses, rent, heat, power, light, janitorial services, office supplies, communications, and business insurance premiums not billed to clients.

B6.3.3 **HOME OFFICE OVERHEAD** (if applicable) are costs for management, supervisory, and administrative functions which benefit separate unit operations.

B6.3.4 **INDIRECT COST RATE** is an established percentage of incurred expenses for Direct Costs of Direct Labor which is used as a basis of compensation for Indirect Costs. Fees or Profit are not included in the Indirect Cost Rate.

B6.4 If this Agreement wholly or partially allocated Indirect Costs on other than a Direct Labor dollar basis, a description of the Indirect Cost pools or service centers used, and the Indirect Cost Rate(s) and base(s), shall be attached in an Exhibit, otherwise, such an allocation shall not be allowed for this contract.

B6.5 **FEE** is the profit plus any costs not allocable to this contract. The amount of Fee may be fixed or variable, depending on the method of payment used.

B6.6 **FIXED FEE** progress payments for a firm's (contractor or subcontractor) will be equivalent to the ratio of the firm's Direct Cost of Direct Labor to date, divided by the firm's total estimated Direct Cost of Direct Labor, multiplied by the total amount of the firm's Fixed Rate. The Rate amount for each firm participating in this Agreement was determined as follows:

B6.6.1 **TIME AND EXPENSES** payments will be made according to the following:

Payments for **TIME** will be equivalent to the number of hours expended by each job classification multiplied by the applicable Billing Rate.



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**BILLING RATES** are negotiated hourly labor rates which include compensation for all Costs (Direct Cost of Direct Labor and all Indirect Costs) plus Fee, except for allowable direct Expenses.

Payments for **EXPENSES** will be made for actual substantiated costs that are directly chargeable to and necessary for performance of services assuming they are not recovered through the Indirect Cost Rate. “Markup” of Expenses is prohibited. (reference paragraph B6.2).

## **B6.7 SPECIAL CONSIDERATIONS:**

B6.7.1 Travelers are permitted actual costs for lodging and actual costs for meals and incidental expenses (M&IE).

B6.7.2 Non-allowable costs shall not be included as billable Direct or Indirect Costs or in the calculation of the Indirect Cost Rate. Non-allowable costs include interest and other financial costs, contributions and donations, federal income tax & tax return preparation fees, bad debts, fines and penalties, entertainment, goodwill, provisions for contingencies, losses on other contracts and related legal fees, and legal fees, etc., related to contract claims.