REQUEST FOR PROPOSALS

Title	***Youth Involvement 2027 Summer***
LRFP Number	***3530.27.02***
Project Manager	**Maia Draper-Reich**
Submittal Deadline	**11:59 p.m. on December 4, 2026**
Award Announcement	**Final announcement on or before January 31, 2027**

Project final deliverables, report, and invoice for accepted projects due: September 30, 2027

Submit Proposals to:

Maia Draper-Reich, Outreach Project Manager
Prince William Sound Regional Citizens' Advisory Council
2525 Gambell Street, Suite 305
Anchorage, AK 99503

or

via email to the following address:
education@pwsrcac.org

To verify receipt of proposal, proposer should contact **education@pwsrcac.org** after proposal is sent, before the submittal deadline.

Proposal submission requirements:

A. Proposals shall be submitted in electronic form as a Portable Document form (PDF) (Acrobat 7.0 or later) or a Microsoft Word document that PWSRCAC staff will convert into a PDF, so that the original content is not altered. The suggested proposal length is 5-7 pages, including the cover sheet.

B. Youth Involvement project funding amounts vary. Most projects are limited to no more than **$5,000** of funding provided by the Council. The Council's Information and Education Committee may consider funding individual projects at a higher amount if they meet the Council's needs and provide an outstanding opportunity to connect the region's youth to the Council's mission. Council provided funding can be part of a larger project budget and funding partnerships with other groups are encouraged. A budget template has been provided.

C. The proposing organization or parent organization (such as a school district for an individual school) must be able to invoice for and receive the funds via check or ACH payment from PWSRCAC.

- If your organization cannot do this, consider having a participating partner organization submit the proposal including a letter of intent to partner on the proposed youth program from your organization. The organization who submits the proposal will be the contracting party with PWSRCAC and will be responsible for invoicing, receiving payment, and meeting all contract requirements. The proposal should identify both organizations, their roles, and a single point of contact. In this situation, work performed by the partnering organization will not be treated as a subcontract.

D. To assure consideration, proposals must be received by the Council before midnight on the deadline date. Proposals received after the deadline may be considered, but only if they can be accommodated by PWSRCAC's review process. Additional

information provided after the deadline may also be considered but only if such information can be accommodated by the review process.

PWSRCAC typically has two Youth Involvement opportunities each year. One request for proposals (RFP) is released in the spring for proposed projects taking place during the next school year. One RFP is released in the fall for proposed projects taking place during the coming summer season. Inquiries regarding this RFP shall be directed to Maia Draper-Reich via email (education@pwsrcac.org).

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The Prince William Sound Regional Citizens' Advisory Council (PWSRCAC) is inviting proposals for facilitating learning experiences with Exxon Valdez oil spill (EVOS) region youth. The EVOS impacted region includes Prince William Sound, Kachemak Bay, Resurrection Bay, lower Cook Inlet, and Kodiak Island. This geographical scope is due to the Council's governing documents which focus the Council's work in the EVOS region. Youth Involvement can include students from K-12 formal education, homeschool students, informal education programs, and either formal or informal college-level education. In the past, the PWSRCAC has also sponsored projects for teachers that benefit regional youth.

Projects should result in better understanding of such topics as: citizen oversight, environmental impacts of the operation of the Alyeska Pipeline Service Company oil terminal in Valdez and the associated oil tankers, oil spill prevention and response planning and operation, and/or other topics related to the Council's mission.

Past Projects: Past and ongoing projects have included: youth stewardship expeditions into the marine environment via sea kayak and other vessels, youth monitoring for aquatic

invasive species, public oil spill science discovery labs, oil spill science and technology outreach, oil spill education website development, K-12 oil spill lesson plan writing and testing, travel funding for youth presenting oil spill projects at conferences, oral history projects related to the Exxon Valdez oil spill, virtual field trip development, and other marine stewardship programs for students with an oil spill connection. More information about past projects can be viewed at the PWSRCAC website.

Deliverables: The primary deliverable of this project is activities and/or lessons provided to regional youth, or educators of regional youth. Other deliverables will include a final summary report, photos, and at least one outreach material. These items and other project-specific deliverables will be discussed following proposal acceptance. Please contact **education@pwsrcac.org** for more guidance about acceptable deliverables.

ABOUT PWSRCAC

MISSION STATEMENT: Citizens promoting the environmentally safe operation of the Alyeska terminal and associated tankers.

The Prince William Sound Regional Citizens' Advisory Council (PWSRCAC) was formed following the Exxon Valdez oil spill to advise Alyeska Pipeline Service Company and the public on issues related to oil spill prevention and response and mitigating the environmental impacts of terminal and tanker operations. PWSRCAC also advises oil shippers, regulatory agencies, and elected officials on these issues.

PWSRCAC's membership is comprised of communities affected by the Exxon Valdez oil spill and interest groups with a stake in safe oil transportation in the region. PWSRCAC's member organizations are communities and boroughs impacted by the 1989 Exxon Valdez

Oil Spill, as well as Alaska Native, commercial fishing, aquaculture, recreation, tourism, and environmental groups.

PWSRCAC was chartered as a nonprofit corporation by the State of Alaska on December 26, 1989. PWSRCAC is funded under a contract with Alyeska, and is certified as the alternative voluntary advisory group for Prince William Sound under the Oil Pollution Act of 1990 (OPA 90).

1. GENERAL REQUIREMENTS

PWSRCAC Costs. PWSRCAC is not liable for any costs incurred by the proposer during the proposal preparation.

Single Point of Contact. The contractor will designate one person as the primary investigator and point of contact with PWSRCAC. In the case of multiple investigators, one shall be designated as the lead to serve as the administrative primary investigator and point of contact. Note: If your project is selected and funding is contingent on a specific partner or subcontractor's participation, then the Council will require written confirmation from the partner agency/group of their intent to participate.

Legal Requirements and Insurance. If chosen as a vendor, any contractor must comply with the terms and conditions that accompanies the Youth Involvement purchase order that will be issued to them. The Vendor shall maintain policies of workers' compensation and liability insurance. The Vendor shall have their insurance broker send directly to PWSRCAC a certificate of insurance showing these coverages. PWSRCAC may require additional insurance depending on the activities of the project. Please contact Outreach Project Manager, Maia Draper-Reich, if you have any questions.

Recognition of PWSRCAC: PWSRCAC will provide digital files of its logo for use as appropriate in materials, advertising, and outreach for accepted projects. Contractors will refer to the Council with its full written out name "Prince William Sound Regional Citizens' Advisory Council" and tag our social accounts as appropriate.

Final Report. The contractor shall submit a final report by **no later than September 30, 2027**. The final written report shall be completed using the provided PWSRCAC reporting form and include an executive summary, the number and ages of youth and/or educators served, documentation of project implementation (see below for examples), and other reporting form sections as appropriate. The report shall be of a professional quality suitable for release. Photos or videos must be provided separately in high resolution form, not simply within the reporting document itself. Any photos or video produced by or displaying the faces of program participants must be covered by a contractor-provided photo release that allows PWSRCAC use in its non-commercial written and digital communications.

Examples of documentation of past projects include: student reflections, examples of student work, photos and/or videos showing the events of the project, curriculum for use in classrooms potentially including lesson plans formatted for the Council's Alaska Oil Spill Lesson Bank, outreach presentations or events, news articles for print and social media, and educational kits for loan to schools. Documentation of project deliverables often include effective ways for the Council to share the efforts of the project with the public.

Final Payment. A portion of the total payment to the contractor will be withheld until all requirements are met. No interest will be paid on any withheld payments.

2. REQUIRED PROPOSAL CONTENTS

The suggested proposal length is 5-7 pages, including the cover sheet. Any submitted proposal shall include the following as appropriate to the requirements of the scope of work:

Cover Sheet

- Name, address, telephone number, and email of proposer
- RFP Title and number
- Name of principal consultant(s) and sponsoring organization (if applicable)
- Cost of proposal

Introduction. This section shall include the RFP title and number, as well as a brief general explanation of the proposed project. Please list any partner organizations or individuals for this project. Proposals should include the number of youth or educators the project is estimated to reach. Please note, the committee evaluates all aspects of proposals and does not prioritize projects based on number of participants.

Goals and Deliverables. Describe how the proposer intends to address specific goals and provide the deliverables of the education project. Describe intended documentation to be submitted, such as examples of student work, student reflections, outreach articles, social media posts, photos, etc.

Materials and Methods. Describe any methods to be used to implement the proposed project and how the deliverables will be produced. Note how PWSRCAC's support will be acknowledged. If your organization has previously been a contractor for a Youth Involvement project, describe how the proposed project will build on successes of past projects and/or the partnership between PWSRCAC and your organization.

Project Duration and Work Schedule. Describe the schedule in which the proposed work will be completed, including a start and end date.

Budget. Include information about the total project costs and itemized expenses, including labor and materials, by filling out the budget template available for download as a Microsoft Word file here: https://www.pwsrcac.org/announcements/funds-available-for-educational-projects/. Any contributions by the proposer and other project partners should also be outlined. The budget template is also included as PDF as an appendix in this RFP (page 12). Downloading the Word document will allow you to customize the template to your proposed project's budget needs.

Logistics and On-Site Visits. Describe logistics and schedules for all travel in conjunction with the proposed work.

Conflict of Interest. For purposes of transparency, disclose all financial, business, or personal ties contractor has to Alyeska Pipeline Service Company or members of the Alyeska consortium, excluding normal commercial purchases of petroleum products.

Contracting Requirements: Identify the name and title of the person with contracting and signing authority for the organization. Please also provide the proper mailing address and email address for this individual. A purchase order contract cannot be signed without this information.

3. EVALUATION & CONTRACTING PROCESS

A. Evaluation Criteria. Proposals will be evaluated based on, but not limited to, the following:

1) **Proposal Format.** Does the proposal follow the requested format?
2) **Proposed Scope of Work.** The scope of work should address the following:
    1. Does the proposal have the proper geographic focus?
    2. How does the proposal relate to the Council's mission?
    3. How does the project provide tangible benefits to youth in the region?
    4. Does the proposal describe methods to be used and activities to be offered to fulfill the stated objectives?
    5. What tangible documentation products will be provided to PWSRCAC?
    6. How will the project acknowledge PWSRCAC support (social media posts, newsletter articles, in program materials, etc.)?

    Note: funding may be prioritized for:

    - Projects that include existing lessons from the Council's Alaska Oil Spill Lesson Bank or creating or testing education materials for inclusion in the Council's lesson bank
    - Projects that include Council staff and/or volunteers in project activities.
    - Projects engaging youth from Alaska Native villages and other of the smaller communities in the Exxon Valdez oil spill region may be prioritized.
3) **Qualifications.** Does the principal investigator possess the expertise and experience to assure successful completion of the scope of work?
4) **Schedule.** Is the proposed schedule for completion of the scope of work in accordance with the requested project duration and schedule?

5) **Deliverables.** Are the proposed deliverables in accordance with deliverables requested in the scope of work?
6) **References and Conflicts of Interest.** If conflicts of interest are stated, are they sufficiently relevant to preclude an offer to perform the work for PWSRCAC?
7) **Budget and Cost Justification.** Is the budget reasonable and adequate for the work proposed? Does the budget provide good value for the funds requested? Does the proposal include funding from other organization(s)? If applicable, detail how other organizations are contributing to the project in the budget section utilizing the budget template provided.

B. Contract Award. The successful proposal will be one that, in PWSRCAC's sole opinion, best meets the needs as outlined in this RFP. In the event that PWSRCAC determines that no proposal completely meets all of the needs as outlined in the RFP, PWSRCAC shall have the option to not accept any proposal or enter into any contract whatsoever. In the alternative, PWSRCAC may select the proposal or proposals that, in its sole view, most nearly conform to its needs as outlined in this RFP; and then negotiate directly with that contractor to refine the proposal to achieve a contract that fully satisfies PWSRCAC needs.

C. Professional Services Contract. A copy of PWSRCAC's standard purchase order form and professional services contract can be made available upon request.

D. PWSRCAC Information. The following information about PWSRCAC is available upon request to the Council's Youth Involvement project manager: PWSRCAC/Alyeska Contract, PWSRCAC Bylaws, PWSRCAC Observer Newsletter, PWSRCAC Annual Report.

Please note: All of PWSRCAC's products and the products resulting from contracts are considered public information. Proposals and work plans may be distributed throughout the organization for review and comment. Proprietary information should not be submitted in any proposal. PWSRCAC will not knowingly reveal the contents of a proposal that is not subsequently accepted for contract; however, PWSRCAC accepts no liability should such contents inadvertently be revealed to third parties.

APPENDIX I: Budget Template

Available for download as a Microsoft Word file for ease of editing here:

https://www.pwsrcac.org/announcements/funds-available-for-educational-projects/.

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Title ***Youth Involvement – 2027 Summer***

LRFP Number ***3530.27.02***

Proposed Budget Template

Proposal Title:

Principal Consultant:

Please fill in relevant lines in the table below to document your proposed budget. You may add line items (table rows) or leave items blank as fits your project. Please list funds coming from other sources including your organization and partners.

Note: The proposing organization or parent organization (such as a school district for an individual school) must be able to invoice for and receive the funds via check or ACH payment from PWSRCAC.

See example travel entry, delete example text before entering your own.

Expenses

Category/Item	PWSRCAC requested funding	Other funding (in kind/partner)	Total funds required	Notes *List other funding sources and additional description, if applicable*
Personnel				*Include personnel hours if applicable*
Supplies				
Travel				
Example: *Boat charter cost*	*$2000*	*$2000*	*$4000*	*Partner funding from Example organization*
Indirect Costs				
Other:				
Totals				

Describe any additional budget details not documented in the above table: