

# REQUEST FOR PROPOSALS ALUTIIQ/SUGPIAQ PLACE NAMES MAP

RFP Release Date: January 15, 2025

Alutiiq Museum & Archaeological Repository  
215 Mission Rd., Ste. 101, Kodiak, AK 99615

Contact: Dehrich Chya, Language and Living Culture Manager  
(844) 425-8844, [dehrich@alutiiqmuseum.org](mailto:dehrich@alutiiqmuseum.org)



## 1.0 INTRODUCTION

The Alutiiq Museum & Archaeological Repository seeks a contractor to develop a digital Alutiiq/Sugpiaq place names map from existing data.

The museum is a 501(c)3 nonprofit corporation founded in 1995 to preserve and share the heritage and living culture of the Alutiiq/Sugpiaq people. We serve the residents of the Kodiak Archipelago, Alaska, thousands of visitors, and a large state and national Internet audience with innovative exhibits, programs, and publications. Original research and large collections inform these resources and promote community education, historic preservation, and rural economic development. The museum is nationally accredited by the American Alliance of Museums and is certified as a repository by the State of Alaska. We are governed by representatives of eight Kodiak Alutiiq organizations and funded by charitable contributions, memberships, grants, contracts, and sales.

## 2.0 PROJECT

### Description

Alutiiq/Sugpiaq place names contain vital information about the Alutiiq people's relationship to the land and its resources. The interactive map will document, preserve, and share Alutiiq cultural heritage by presenting traditional place names alongside associated images, audio recordings, links, and other relevant information. The map will be hosted on a user-friendly digital mapping platform such as ESRI's ArcGIS and integrated into the Alutiiq Museum's website.

### Central Tasks

- Design and Develop the Map
  - Utilize an existing digital mapping platform such as ESRI ArcGIS or a similar platform.
  - Create an intuitive, user-friendly, and attractive interface for public access.
- Incorporate Provided Data
  - English place names for ca. 300 places.
  - Alutiiq place names for ca. 300 places.
  - English translation of Alutiiq words for ca. 100 places
  - Geospatial data for place locations for ca. 300 places.
  - Link historical information for ca. 20 places from online resources and text files.
  - Associated digital Images for ca. 100 places.
  - Digital audio files of Alutiiq place names.
  - Additional notes or context as provided.
- Implement Features
  - Search functionality to locate places by name or type.
  - Layers or categories to toggle different data types (e.g., cultural sites, natural features).
  - Multimedia integration for audio playback directly within the map.
  - Responsive design for compatibility across devices (desktop, tablet, mobile).
  - Accessible design, compliant with the Americans with Disabilities Act (ADA).
  - Installation on or integration with the Alutiiq Museum website, which is based in WordPress and hosted on Bluehost.
- Provide Documentation and Training

- Deliver comprehensive user and technical documentation.
- Offer training sessions for museum staff to manage and update the map.

**Timeline**

This project needs to be completed no later than September 30, 2025, to meet the requirements of the supporting grant funding. The following target dates are flexible within the overall project deadline.

Task	Target Date
RFP Release	January 15, 2025
RFP Response Deadline	January 31, 2025
Selection of Map Designer	February 3, 2025
Services Agreement	February 10, 2025
Data delivery from Alutiiq Museum	March 1, 2025
Map Development	August 8, 2025
Map Testing and Feedback	August 30, 2025
Staff Training	September 2025
Launch	September 2025

**3.0 PROPOSAL CONTENT AND FORMAT**

**Letter** (1 page maximum)

Briefly state your / your team’s understanding of the services to be performed and why you are qualified to provide them. Discuss the content management system you propose to use, your availability to complete the work described above, and your ability to meet the project’s final deadline of September 30, 2025. Provide the name and contact information of the individual authorized to represent your organization.

**Cost Proposal** (1 page maximum)

Summarize your proposed costs, including estimated hours and rates. If you anticipate needing to purchase plug-ins, modules, etc. please itemize those costs.

**Resume** (2 page maximum)

Provide a short resume for the project lead. Include a list of similar projects the lead has directed/completed and include a URL for each.

**4.0 SELECTION PROCESS & CRITERIA**

Proposals received in response to this RFP will be reviewed by members of the Alutiiq Museum management team. The team will select a qualified applicant whose proposal best fits the project's needs. The team will consider the completeness of the proposal, the bidder’s experience, and the proposed cost.

A notice of contract award will be provided to all bidders.

**5.0 COMMUNICATIONS**

All questions regarding this RFP should be sent to Language and Living Culture Manager Dehrich Chya, via email: [dehrich@alutiiqmuseum.org](mailto:dehrich@alutiiqmuseum.org), no later than January 31, 2025. Please do not contact other Alutiiq Museum employees or board members.

**6.0 SUBMITTALS**

To be considered, all proposals must be delivered electronically by email no later than 4:00 p.m. Alaska Time on January 31, 2025. Please provide one PDF copy. Submissions should not exceed 20MB. Email to: Dehrich Chya, Language and Living Culture Manager, [dehrich@alutiiqmuseum.org](mailto:dehrich@alutiiqmuseum.org)