ARCTIC EDUCATION FOUNDATION

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AEF Fundraising Consultant RFP

Addendum No. 1 - Questions & Answers

Date: November 20, 2026

This addendum provides responses to questions received regarding the AEF Fundraising Consultant Request for Proposals. The information contained herein becomes part of the RFP and should be considered in preparing proposals. All other terms and conditions of the RFP remain unchanged.

Question 1: Staff/Fundraising Capacity

Q: How many staff members currently participate in fundraising activities, and how many would be involved in training and implementation support?

A: AEF is a small organization with approximately 3-4 staff members. Currently, there is no dedicated fundraising position, and fundraising responsibilities are shared across the team, with the AEF Director typically leading fundraising efforts and other staff providing support as needed.

AEF is evaluating its staffing structure and anticipates creating or assigning a position with a stronger focus on fundraising and development. That individual, along with the AEF Director, would be the primary participants in training, coaching, and implementation activities.

Question 2: Stakeholder Engagement

Q: Approximately how many stakeholder interviews does AEF anticipate as part of the assessment?

A: AEF anticipates approximately 8-12 stakeholder interviews. Given the goals of this engagement, AEF's preference is to focus primarily on an internal assessment involving staff, Board members, and select Arctic Slope Regional Corporation (ASRC) stakeholders familiar with AEF's history and operations.

Q: Should respondents budget for onsite visits?

A: AEF anticipates that the majority of the engagement can be conducted remotely. If an in-person meeting is determined to be beneficial, it can be discussed with the selected consultant. Consultants located in the Anchorage area may have opportunities for select meetings at AEF's Anchorage office.

Q: Are there established stakeholder engagement protocols?

A: AEF does not currently have formal protocols for stakeholder interviews. However, AEF values respectful, relationship-centered engagement and expects interviews and feedback to remain confidential.

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Question 3: Donor Management Systems

Q: What CRM or donor management system does AEF currently use, and how established are its donor tracking and reporting processes?

A: AEF does not currently utilize a dedicated donor management system or CRM. The primary fundraising platform used to date has been Greater Giving to support AEF's annual Ivalu Gala, though AEF is evaluating future options and anticipates transitioning away from the platform.

While donor and sponsorship information is maintained through existing internal records, AEF recognizes opportunities to strengthen donor tracking, reporting, stewardship, and prospect management processes and welcomes recommendations in these areas.

Question 4: Implementation Support

Q: What level of hands-on implementation support does AEF envision during the initial March-May engagement? Would the Foundation prefer to focus primarily on assessment, planning, and training during that period, with more extensive implementation support offered as a separate engagement?

A: AEF anticipates that the initial March-May engagement will focus primarily on assessing historical fundraising efforts, evaluating organizational capacity, developing a practical fundraising strategy, and providing staff training and capacity building.

While AEF values implementation support that helps translate recommendations into practical tools and processes, the primary objective of this phase is assessment, planning, and organizational readiness. Consultants are welcome to propose optional follow-on implementation services.

Question 5: Historical Fundraising Data

Q: Will the selected consultant have access to three to five years of fundraising performance data, including donations, sponsorships, event revenue, grants, and donor retention information?

A: Yes. AEF expects to be able to provide approximately three to five years of historical fundraising information, including available data related to donations, sponsorships, fundraising events, grants, and other revenue sources needed to support the assessment and development of recommendations.

Question 6: Training and Coaching Expectations

Q: Does AEF anticipate a specific number of staff training and coaching sessions during the March-May 2027 engagement? What level of hands-on implementation support should be included in the core scope?

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A: AEF anticipates approximately 5-7 staff training and coaching sessions during the March-May 2027 engagement. Training should be practical and tailored to the experience level and responsibilities of participating staff, with an emphasis on building internal fundraising capacity, confidence, and sustainability.

For implementation support, AEF is seeking hands-on assistance that helps translate recommendations into usable tools, processes, and initial actions. Examples may include development of prospect tracking and donor/sponsorship pipeline templates, sponsorship cultivation plans, annual fundraising and donor stewardship calendars, fundraising dashboards, solicitation and stewardship templates, and other materials that staff can continue using after the engagement.

AEF would also welcome support in applying these tools to select fundraising opportunities so that training is reinforced through practical implementation. The intent is not for the consultant to serve as an outsourced fundraising function, but rather to equip AEF with the systems, skills, and resources needed to successfully carry the work forward.

Question 7: Direct Fundraising Activities

Q: Is AEF primarily seeking assessment, strategic planning, training, and guided implementation support, or does it also expect the consultant to directly solicit donors, secure corporate sponsorships, or prepare grant applications during the engagement?

A: AEF is primarily seeking assessment, strategic planning, staff training, and guided implementation support. The Foundation does not expect the consultant to directly solicit donors, secure sponsorship commitments, or prepare grant applications during this engagement.

Instead, AEF is seeking support in building internal fundraising capacity, strengthening systems and processes, and preparing staff to successfully lead fundraising efforts moving forward.

Question 8: Project Budget

Q: Although the RFP does not establish a fixed budget, does AEF have an anticipated investment range for the core fundraising assessment, development plan, and initial capacity-building support?

A: AEF anticipates investing approximately $30,000-$50,000 for the core fundraising assessment, strategic development plan, staff training, and initial capacity-building support outlined in the RFP. Proposals should generally align with this range. Consultants may also propose optional supplemental services or implementation support as separate add-on costs for AEF's consideration.

End of Addendum No. 1