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## REQUEST FOR PROPOSAL

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**Posting Date:** March 27, 2023

**Closing Date:** 5:00pm, April 21, 2023

**To:** Prospective Proposers

**From:** Soboba Tribal TANF Program (STTP)

**Subject:** Employment and Education Training Services

**Site:** All STTP Sites; Riverside, Soboba, Santa Rosa and Cahuilla Indian Reservations

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### **STATEMENT OF PURPOSE:**

The Soboba Tribal TANF Program (STTP) is requesting proposals from qualified vendors to provide a career counseling and education training program to all eligible STTP recipients. The intent of this RFP is to establish a training program that will address the needs of a diverse group of learners who may require assistance with educational training, essential job skills and career development services.

### **BACKGROUND INFORMATION:**

Tribal Temporary Assistance for Needy Families (TANF) is a Federal and State funded program that provides time-limited assistance to needy and at-risk Native American families with children in an effort for those children to be cared for in their homes or in the homes of their relatives. The primary focus of the Soboba Tribal TANF Program is to assist Native American families to reach their fullest potential in securing economic stability while encouraging wellness in the family. STTP is approved to serve Native American families on the Soboba Indian Reservation, Santa Rosa Indian Reservation, Cahuilla Indian Reservation and the city of Riverside. Soboba and Santa Rosa Tribal members may reside anywhere in Riverside County. STTP strives to provide education and training programs in a culturally sensitive manner.

### **SCOPE OF WORK:**

The selected contractor must be able to provide weekly employment and education training services from June 1, 2023 to May 31, 2026. This contract may be awarded for a potential (1) – (3) year term. There should be an emphasis on reducing intergenerational welfare dependency. Examples of desired services includes, but is not limited to:

- **Career, Educational and Barrier Assessments**
- **Career Development Counseling**
- **Employment Readiness Training**
- **ABE/GED Classes**

➤ **Life Skills Training**

**Number of Participants:** There can be up to 50 participants monthly.

**Schedule:** Weekly sessions to be hosted at all STTP sites weekly as determined by STTP. Occasional workshops may be hosted at an alternate location as needed.

**Reports:** Contractor shall submit monthly reports identifying performance measures such as weekly participation, knowledge gained and improvement. All Assessment reports must be submitted to STTP monthly.

**FUNDING FORMULA AND PAYMENTS:**

Funding of contracts for individual consultant(s) will depend upon the following:

1. In no event will the contract amount for any individual consultant exceed \$90,000.00 dollars per year.
2. A line itemed detailed budget to contain an explanation and justification of items.
3. The full amount of the awarded contract is subject to the availability of TANF funding and payments may be suspended by the STTP Executive Director with Tribal Councils approval.

**TERM OF CONTRACT:**

Award of this contract may be a partial or full award for services. The successful bidder(s) will be required to enter into a contract for a (1) one and/or up to three (3) year period. This contract is subject to cancellation by the Soboba Band of Luiseño Indians at its discretion at any time within the original contract term or with any successive renewal upon thirty (30) days written notice to the vendor.

**REQUIREMENTS FOR PROPOSAL PREPARATION:**

The purpose of the proposal is to demonstrate the qualifications, experience and competence of the contractor(s) to provide a customized employment and education training program for STTP participants. Please note that proposals will not be returned and once submitted are property of the Soboba Band of Luiseño Indians.

**Each proposal should have the following information in the order listed below:**

1. Cover Letter
  - a. RFP Subject (listed above)
  - b. Business or individual name
  - c. Business or individual contact information (address, phone, email, website)
  - d. Federal Tax Identification or Social Security number
2. Narrative:
  - a. A brief summary of your services. Identify program goals and objectives and methods to be used.
  - b. Course Schedules.
  - c. Sample of developed course materials.
  - d. Contractor qualifications (resume or statement)
  - e. Indicate experience with target population. (general statement, number of years, etc.)
  - f. Three (3) references to include: contact name, company name, address, e-mail, and phone number.
3. Line-item budget with justification.

**EVALUATION AND AWARD PROCESS:**

The contractor selection process will include an extensive RFP review by the STTP committee and Soboba Tribal Council. The selection process will be based on the responses to this Request for Proposal, and any interviews required. The Soboba Band of Luiseño Indians reserves the right to reject any and all proposals, or to select, and subsequently recommend for an award, the proposed curriculum, equipment/service which best meets its required needs, quality levels, and budget constraints. Vendors must be eligible to receive federal or state grantee funds as verified by the System for Awards Management.

**Criteria to be used in the selection process include:**

Narrative Descriptions as outlined herein with clarity, completeness and comprehensiveness of the proposal that include program activities and Scope of Work (SOW)	25
Line-item budget (fee amount and structure)	15
Past performance of contractor providing the proposed services	10
Qualifications of contractor personnel and capability of the proposer to provide services	10
Experience with Tribal TANF Programs; Southern California Tribes; and a demonstrated ability to work with targeted customers	10
Monthly reports and attendance records	10
References and recommendations	10
Indian Preference	10
Total:	100

**BID SUBMISSION CONTACTS:**

Please respond with a proposal to perform the activities referenced above by **5:00 pm Thursday, April 21, 2023** to:

Maria Aguirre-Mendoza, Executive Director, Soboba Tribal TANF Program  
Address: 1425 Spruce Street Suite A, Riverside, CA 92507  
E-mail: maguirre@soboba-nsn.gov  
Phone: (951)654-5964, ext. 6109

Angela Diaz, Regional Assistance Manager, Soboba Tribal TANF Program  
Address: 1425 Spruce Street Suite A, Riverside, CA 92507  
Email: adiaz@soboba-nsn.gov  
Phone: (951) 654-5964, ext. 6106

We look forward to hearing from you. Thank you for your interest in this project.