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REQUEST FOR PROPOSAL

Posting Date: May 4, 2023

Closing Date: 5:00pm, June 15, 2023

To: Prospective Proposers

From: Soboba Tribal TANF Program (STTP)

Subject: Employment Technology and Computer Based Training Services

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

STATEMENT OF PURPOSE:

The Soboba Tribal TANF Program (STTP) is requesting proposals from qualified vendors to provide technology and computer-based training and certification programs to all eligible Soboba TANF recipients. This RFP is an invitation to prospective contractor(s) to provide a proposal with certified instructor(s) for the provision of training and development services for eligible TANF recipients and at-risk families on an as needed basis over a three (3) year period.

BACKGROUND INFORMATION:

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 in an effort for those children to be cared for in their homes or in the homes of their relatives. The intent of STTP is to provide TANF participants with job preparation, work, education and supportive services to enable them to become self-sufficient. As a sovereign nation our mission is to assist American Indian families and future generations to reach their fullest potential in securing economic stability while encouraging wellness in the family.

SCOPE OF WORK:

The selected contractor must be able to provide computer-based training at STTP facilities from August 2023 to July 2026. Examples of desired curriculum includes, but is not limited to:

- **Microsoft Office:** Word, Excel, PowerPoint, Publisher, Access

- **Graphic Design:** Adobe, visual communication, website development
- **QuickBooks:** Accounting, payroll, invoicing and reporting
- **Email:** Outlook, business writing, etiquette
- **Web and Social Skills:** Communication, social media management, website maintenance
- **Computer Maintenance:** Manage and maintain computer software and hardware

Number of participants: There can be up to 30 participants daily.

Schedule: Computer classes will need to be offered from August 2023 to July 2026. Services will be hosted twice a week for 6 hours each session at two (2) STTP sites. Approximately 1-2 instructors will be needed per day. Classes need to be offered at two (2) STTP sites weekly.

Reports: Proposers will provide weekly and monthly reports, individualized activities and copies of project planning documents. Monthly reports will document performance measures such as knowledge gained, skill level and improvement.

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 one hundred thousand \$100,000 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.

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 computer-based training program for Soboba TANF participants and families. 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 Schedule.
 - 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.

SELECTION AND EVALUATION 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 (SAM.gov).

Criteria to be used in the selection process includes:

Narrative description 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, June 15, 2023** to:

Maria Aguirre-Mendoza, Executive Director
 Soboba Tribal TANF Program
 1425 Spruce Street Suite A, Riverside, CA 92507

Angela Diaz, Regional TANF Manager
 Soboba Tribal TANF Program
 1425 Spruce Street Suite A, Riverside, CA 92507

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