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## REQUEST FOR PROPOSAL

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**Date:**

May 22, 2017

**Closing Date:**

5:00 pm, June 19, 2017

**To:**

Prospective Proposers

**Mailing Address:**

Soboba Tribal TANF Program  
1425 Spruce Street Suite A  
Riverside, CA 92507

**From:**

Maria Aguirre  
TANF Director  
Soboba Tribal TANF

**Contact:**

Angela Diaz  
Site Manager  
Soboba Tribal TANF  
951-654-5964  
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**Subject:**

Request for proposal for Prevention and Wellness  
Education Services

**Action Requested:**

Request for Proposals

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**STATEMENT OF PURPOSE:**

The Soboba Tribal TANF Program (STTP) is requesting proposals from qualified vendors to provide an afterschool prevention and wellness education program to STTP participants. Through this request for proposal, STTP is seeking to contract services for at risk Native American youth, who have not completed high school or who may be deficient in school credits, to be assessed and tutored in Math, English, Science and other subjects as deemed necessary. The contractor must conduct pre and post assessments on youth and provide test results to the STTP staff.

**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 Soboba TANF Program objective is to provide a comprehensive prevention and wellness education program designed to support TANF families and at-risk youth in achieving academic excellence, increase high school graduation rates and stimulate first generation college enrollment while reducing inter-generational welfare dependency through the ability to prevent and reduce out-of-wedlock pregnancies and promote two parent family formation and a healthy life style.

STTP is seeking training consultants to provide 40-60 hours or more per week of tutoring and remedial education assistance designed to service students who need to improve their reading, writing, speaking, problem solving, or computation skills to function more effectively in school, society, or at home. Emphasis is directed toward academic enrichment, and raising the educational level of students to assist them with career exploration.

Soboba TANF contractors will be responsible for arranging and monitoring the participation of the TANF youth in activities to ensure they meet the prevention and wellness education program goals.

Proposers will need to submit a brief *narrative overview* (Attachment A) with descriptions of program goals and objectives, qualifications, and methods to be used. A timeline of activities and instructors responsibilities must be provided, a material list, forms, calendars, attendance, rules & regulations of operations, and a *line item budget* (Attachment B) with justification included.

The person(s) or entity(ies) hired as consultant(s) will be expected to perform the following objectives:

1. Collaborate with the STTP assigned Project Team Leader to develop a plan to engage TANF and at-risk Indian families living in the service area, including an individual education plan as needed.
2. Have participants engaged in class room activities by August 14, 2017 as determined by;
  - a. Coordinating course schedules and training locations with TANF staff.
  - b. Obtaining a list of eligible participants who may require assistance with remedial education services.
  - c. Have recorded data on program activities.
3. Assess youth to evaluate their level of educational knowledge for placement.
4. Provide ongoing tutoring and program support.
5. Report progress and measure outcomes of the program goals.
6. Administer a pre/post prevention and wellness survey to participants.

#### **OUTCOMES AND PERFORMANCE STANDARDS:**

The training contractor must be able to provide tutoring at STTP facilities. Classes must offer open enrollment. Examples of courses Soboba TANF is interested in includes, but is not limited to:

- **Individual Assessments:** All participants will need to be individually assessed to determine skill level.
- **Remedial and Basic Education Tutoring:** The Remedial and Basic Education Tutoring will need to be designed for youth K-12<sup>th</sup> grade who function below their grade level.
- **After School Tutoring:** Students will need to receive individualized instruction in basic math, language, reading and comprehension. To assist them with passing their current grade level with a 2.0 grade point average or higher.
- **Higher Education Enrichment:** Provide workshops in both financial aid and college life and class selection.
- **Basic Skill Development:** Provide youth assistance with their basic academic skills needed for the world of work. This can be coordinated within prevention and wellness educational activities. Workshops can include: human growth & development, HIV prevention, teen pregnancy prevention, alcohol, tobacco and other substance abuse education, life skills training, nutrition, and health education.

The Service provider must be able to provide a comprehensive **Prevention and Wellness Education Program** that will support Soboba TANFs ability to: “prevent and reduce out-of-wedlock pregnancies and promote two parent family formation and a healthy life style.” These activities shall meet TANF purposes: #3 & #4 as defined in the Federal Registry, February 18, 2000, Vol. 65, N0. 34.

The Service provider must prepare all instructional materials and purchase any materials needed for each class, including, but not limited to copies of course participant’s materials, books, videos, computer software and/or presentation materials.

**Who will the program serve:** The key customer group is TANF at-risk Native American youth K-12 who meet eligibility criteria on the Soboba Indian Reservation and within the City of Riverside or as referred by TANF staff.

**Number of allowable participants:** There can be as many as 45-80 participants enrolled in the program.

**Special Conditions:** Tutoring services will need to be offered from **August 2017 to July 2018** on a weekly basis and consist of four days Monday-Thursday weekly for a total of 42 weeks. Approximately 5-8 part-time instructors will be needed. Instructors will need to work from 10-16 hours per week each. The program

Instructor(s) will also need to address the special needs of TANF recipients dealing with learning disabilities and address the special needs of high school seniors who are not on schedule to graduate.

The program will focus on raising the educational level of TANF youth. There will be two types of tutorial services: 1) a referral by the STTP Program Specialist for extra assistance outside the class room for TANF youth needing to earn their high school diploma or who are behind in credits; and 2) open enrollment where youth are free to attend the program during regularly scheduled sessions with no referral needed. Sessions can be during the day, afternoon, or evening depending on the needs of the TANF families and participants.

#### **DELIVERABLES:**

Proposers will provide weekly and monthly reports, group activities and copies of project planning documents. Contractors agree to:

1. Provide weekly participant rosters and number of work participation hours completed.
2. Provide data elements as an establishment of performance measures in the contract such as knowledge gained, skill level and improvement, etc.
3. Provide monthly invoices for services rendered no later than the 5<sup>th</sup> of the following month.
4. Create monthly/annual reports based on a system that provides individual training and program accomplishment in meeting the objectives and purposes of TANF.
5. Contractor and employees will maintain cordial, open, cooperative, respectful and friendly relations and communications with the TANF staff, Tribal programs and education coordinators/teachers.

#### **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 10 month period with options to renew the contract under the same terms and conditions for a 10 month term by mutual agreement of the parties. This contract is subject to cancellation by the Soboba Band of Luiseño Indians at its discretion and at any time within the original contract term or with any successive renewal upon thirty (30) days written notice to the vendor.

*This contract will be from August 2017 to July 2018 or until 42 weeks having been completed.*

#### **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 sixty-five thousand \$65,000 dollars; an estimated budget amount of \$32,500 per consultant will be awarded if no single consultant can achieve all listed TANF goals and objectives.
2. All consultants will be required to follow the Federal Budget Categories.
3. A line itemed detailed budget to contain an explanation and justification of items.
4. 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.

#### **CONTRACTUAL TERMS AND CONDITIONS:**

*The Soboba Band of Luiseno Indians is committed to providing a safe and productive learning environment. To achieve that goal, we conduct background investigations of all contractors being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a credit and/or DMV report.*

Contractor Agrees to comply with the Following:

1. Contractor has understanding of Tribal TANF and federal regulations as related to tribal TANF.
2. Contractor will comply with the individual regulation codes of the Reservation.
3. Comply with STTP background investigation, and criminal history record check requirements.
4. Comply with Soboba TANF Goals and Objectives.
5. Comply with Soboba Confidentiality Agreement.
6. Comply with present and future General Provisions, Circulars, Program Guides and RFP amendments as developed by Soboba TANF.
7. Contractor agrees to the above provisions for reimbursement and expenses of the contracted service.

8. Comply with Drug Free Work Place part 92.
9. Comply with Civil Rights Provisions OCR Regulations.
10. Comply with TANF Policies, Rules & Regulations Sub Part 412.
11. Comply with Single Audit Act Requirements.
12. Comply with 42 USC 12101.
13. Comply with H & HS Assurance Status.
14. Provide appropriate Insurances as needed.

Drug Free work place [www.workplace.samhsa.gov](http://www.workplace.samhsa.gov); Civil Rights [www.hhs.gov/ocr/privacy](http://www.hhs.gov/ocr/privacy);  
Federal Regulations [www.tribaltanf.cdss.ca.gov](http://www.tribaltanf.cdss.ca.gov); Disabilities Act [www.eeoc.gov/policy](http://www.eeoc.gov/policy)

## **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 afterschool prevention and wellness education 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.
2. Name – company or individual Federal Employer Tax Identification number or Social Security number and the Uniform Business Identification (UBI) number issued by the state of California Department of Revenue.
3. Description of the firm/organization, experience, staff, and quality control.
4. List specific instructor certifications.
5. Detailed resume(s) for instructor(s) teaching the course(s).
6. Course Schedule.
7. Course Descriptions.
8. Course Objectives.
9. Sample of developed course materials.
10. List of resources/materials/equipment to be used (Video, PowerPoint, Books, Handouts, Exercises, etc.). Please include a list of sources that instructional and course materials were created from (source origination, vendor info, etc.).
11. Indicate experience with target population. (general statement, number of years, etc.)
12. Evaluation and Reporting process.
13. Three (3) references to include: contact name, company name, address, e-mail, and phone number.
14. Line item budget with justification.

## **SELECTION AND EVALUATION PROCESS**

The contractor selection process will include an extensive application 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.

1. Meet all Request for Proposal conditions and instructions as outlined herein, and the clarity, completeness and comprehensiveness of the proposal.
2. Providing references and/or past/current customers of the proposed services verifying service levels and capability of the proposer to provide services.
3. Meeting all Requests for Proposal service specifications as outlined herein.
4. Proposing the services described with the most advantageous methodology and costs to the tribe.

A Review Committee will select the proposals which appear most comprehensive and beneficial to STTP. For STTP to evaluate quality of instruction, it may be required that proposers give a demonstration to the committee to exhibit teaching skills and quality of material. Such presentations will be entirely at the expense of the proposer. Please note presenters must be the qualified instructor(s) identified by potential training contractors as those instructors that will be teaching the above named course. A proposer who is asked to present and declines and /or does not appear for the presentation will be eliminated from the pool of candidates. 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.

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

Provide concise Narrative Descriptions as outlined herein with clarity, completeness and comprehensiveness of the proposal that include program activities and Scope of Work (SOW)	20
Qualifications experience and past performance of contractor providing the proposed services verifying service levels.	15
Qualifications of Contractor Staffing & Experience Certifications of staff and capability of the proposer to provide services.	10
Experience with Tribal TANF commitment to meet or exceed specified participation targets.	10
Experience with Southern California Tribes Demonstrated ability to work with targeted customers.	10
Management Information Systems, for providing Monthly and Annual Reports for client tracking.	10
References and recommendations; providing references (which may be contacted) and/or past/current customers of the proposed services.	10
Fee Amount and Structure.	5
Line Item Budget (Please respond with a fixed price (labor and travel) within the parameters of the funding formula above).	5
Indian Preference	5
Total:	100

**BID SUBMISSION CONTACTS:**

Please respond with a proposal to perform the activities referenced above by **5:00 pm, Monday, June 19, 2017** to:

Maria Aguirre, Executive Director  
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.