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## REQUEST FOR PROPOSAL

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**Posting Date:** June 5, 2019

**Closing Date:** 5:00pm, July 2, 2019

**To:** Prospective Proposers

**From:** Soboba Tribal TANF Program

**Subject:** Prevention and Wellness - Youth Education Success Services (YESS)

**Site:** Cahuilla Office, 52701 Highway 371 Suite C Anza, CA 92539

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### **STATEMENT OF PURPOSE:**

The Soboba Tribal TANF Program (STTP) is requesting proposals from qualified vendors to provide academic tutoring services 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 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 selected contractor must be able to provide tutoring services at STTP facilities from August 19, 2019 to May 2020. Examples of desired curriculum includes, but is not limited to:

- **Academic Assessments:** Administer a pre/post assessment for all participants.
- **Tutoring Services:** Academic assistance to be provided for students K-12<sup>th</sup> grade with instruction in basic math, language, reading and comprehension.
- **Higher Education Enrichment:** Provide educational workshops regarding financial aid, college life, and class selection.

**Number of participants:** There can be as many as 5-15 participants daily.

**Schedule:** Tutoring services will need to be offered from August 2019 to May 2020. Services will be hosted on a weekly basis Monday-Thursday for 2 hours in the afternoon. Approximately 1-3 instructors will be needed per day.

**Reports:** Proposers will provide weekly and monthly reports, group 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 thirty thousand \$30,000 dollars.
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 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
  - 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.

**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         |
| <b>Total:</b>   | <b>100</b> |

**BID SUBMISSION CONTACTS:**

Please respond with a proposal to perform the activities referenced above by **5:00 pm, Tuesday, July 2, 2019** to:

Maria Aguirre-Mendoza, 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.