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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  
Executive Director  
Soboba Tribal TANF

**Contact:**

Angela Diaz  
Site Manager  
Soboba Tribal TANF Program  
951-654-5964  
Email: [adiaz@soboba-nsn.gov](mailto:adiaz@soboba-nsn.gov)

**Subject:**

Request for Proposal for Employment Technology  
Training and Computer Based Training 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 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 one (1) year period.

**BACKGROUND INFORMATION:**

Temporary Assistance for Needy Families (TANF) is a Federal and State funded program that provides time limited assistance to needy 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 cash assistance and supportive services to meet the specific needs of Native American Families in an equitable and fair method according to customs and traditions. STTP provides 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 Tribal TANF Program objective is to service TANF participants who have been unsuccessful in finding or retaining employment, who have multiple barriers to employment and who require assistance to address their barriers to employment and develop the necessary personal and employment skills to obtain and retain employment. STTP is seeking training consultants to provide 12 to 20 hours or more per week of educational or job skills training for technical and computer based training services for barrier removal activities.

Proposers will need to submit a *narrative overview* (Attachment A) with annotated descriptions of strategies and program objectives, goals, qualifications, specific mention of activities and methods to be used. A matrix with a timeline of activities and instructors responsibilities will need to be provided, a material list, forms, calendars, attendance, rules & regulations of operations, and a *line item budget* (Attachment B) containing an explanation and justification of items and services proposed.

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

1. Collaborate with the STTP assigned Case Worker (CW) to develop a plan to engage TANF participants and at-risk Native American families living in the service area for which the consultant is responsible for.
2. Community outreach and engagement in the target service area, including discussions and consultation with tribal representatives and other relevant community resources.
3. Have participants engaged in class room activities by **August 1, 2017** as determined by
  - a. Coordinating class schedules and exact locations with TANF staff.
  - b. Obtaining all release forms as required by STTP and participants will have recorded data on program activities- time attended, attitude/effort and subjects learned.
4. Provide assessments for participants to evaluate their level of computer and employment knowledge.
5. Contractor and staff will, contribute to information dissemination/newsletter stories and document events/activities and may include the use of a website, video and photography.
6. Contractor will arrange employment related activities.

*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. Contractors are responsible for all cost associated with the background investigations.*

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

The training contractor must be able to provide long-term (30-60 days duration) certified technical IT classes at STTP facilities. Classes must offer open enrollment. Examples of classes Soboba TANF is interested in are included in this RFP. This list is not all-inclusive.

- Practical Computer Literacy
- Microsoft Office 2013 Basic Skills
- Microsoft 2013 Advanced Concepts and Techniques
- Introduction to QuickBooks
- Adobe Photoshop
- Communication Skills Training

The service provider must be able to offer beginning, intermediate, and advanced technical training classes. Contractors must be able to provide a demo/evaluation of their training. The service provider must prepare the instructional material to be used and purchase any and all materials for instructor and participants for each class, including but not limited to copies of course participant's materials, books, videos, (VHS and/or DVD), overheads and computer software and/or presentation materials.

The service provider must design an ongoing **employment technology and computer based training** program that will support and enhance a TANF family's ability to: End dependence of needy parents on government benefits by promoting job preparation, work and marriage. These activities shall meet the TANF and STTP purposes: #2 as defined in Federal Registry February 18, 2000, Vol.65, NO. 34.

**Who will the program serve:** The program will serve all eligible needy and at-risk Native American families living within the City of Riverside, on the Soboba Indian Reservation or as referred by STTP employees.

**Number of allowable participants:** There can be as many as 20 participants enrolled in a single class.

**Special Conditions:** Classes will need to be offered from **August 2017 to July 2018**, on a weekly basis and consist of two (2) training classes weekly for a total of 52 weeks. Approximately 1-2 part-time instructors will be

needed to work from 12-20 hours per week. The program Instructor(s) will also need to address the special needs of TANF recipients dealing with learning disabilities.

The workshops and classes will be focused on technology and computer based employment training and development services. There will be two types of services. One is a referral by the TANF Case Worker for TANF clients needing to earn weekly work participation hours. The second is where the participants are free to attend the program during regular class sessions with no referral needed. Sessions can be during the day, afternoon, or evenings depending on the needs of the TANF Families and participants.

A program coordinator or lead person is to be available to plan and work on continued program development.

**DELIVERABLES:**

Proposers will provide weekly and monthly reports, record keeping, and copies of event planning documents, group activities and staff responsibilities. Contractors agree to provide STTP with:

1. Contractor shall provide weekly participant rosters and number of work participation hours completed.
2. Contractor shall 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 service rendered no later than the 5th of the following month.
4. Contractor shall make monthly/annual reports based on a system that provides individual training and program accomplishment in meeting the objectives and the TANF purposes of this RFP.
5. Contractor and employees will maintain cordial, open, cooperative, respectful and friendly relations and communications with the TANF staff and Tribal programs and staff.

**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 one (1) year period with options to renew the contract under the same terms and conditions for a one (1) year term and up to three (3) consecutive years by mutual agreement of the parties. 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.

*This contract will be from August 2017 to July 2018 or until 52 weeks having been completed.*

**FUNDING FORMULA AND PAYMENTS:**

Depending upon the number of consultants hired, 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 eighty thousand (\$80,000.00) dollars; an estimated budget amount of \$40,000.00 per consultant will be awarded if no single consultant can achieve all listed TANF goals/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:**

Contractor Agrees to comply with the Following:

1. Contractor has an 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 computer based training program for STTP 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, depth of staff, quality control, and the demonstration of the vendor’s ability to be Soboba TANFs training provider.
4. Instructor(s), please list the specific certifications required of instructors.
5. Detailed Resume for instructor that will be teaching the class(es).
6. Course Schedule – specific classes/workshops being offered.
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. Evaluating and Reporting process
13. Three (3) references for which you have taught. Please include contact name, company name, address, e-mail, phone number and a list of courses facilitated for the reference.
14. Line itemed budget and 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 verifying the ability of a contractor to provide services in response to this document.

- 1) Meeting all Request for Proposal Conditions and miscellaneous instructions as outlined herein, and the clarity, completeness and comprehensiveness of the proposal.
- 2) Providing references (which will be contacted) 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 and prudent 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  
Address: 1425 Spruce Street Suite A, Riverside, CA 92507

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