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## REQUEST FOR PROPOSAL

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**Date:**

October 22, 2018

**Closing Date:**

5:00 pm, Thursday, November 15, 2018

**From:**

Maria Aguirre-Mendoza  
Executive Director  
Soboba Tribal TANF Program

**Mailing Address:**

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

**Subject:**

Individualized and Family Counseling, Crisis  
Intervention and Clinical Therapy

**Contact:**

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

**Action Requested:**

Request for Proposals

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**STATEMENT OF PURPOSE:**

The Soboba Tribal TANF Program (STTP) is requesting proposals from qualified service provider(s) that are interested and willing to engage our TANF clients and their families in counseling services. We are looking for licensed providers who want to work with TANF clients and their families in non-traditional settings, who are comfortable providing services in the home and in the community. Service activities shall include assessment activities, family strengthening services, individualized program planning, counseling, crisis intervention, visitation, parenting education and clinical therapy.

**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 STTP 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.

**SCOPE OF WORK:**

The Soboba TANF Program objective is to serve TANF families who have multiple barriers to employment; and who require assistance with addressing their barriers while developing the necessary personal and social skills to obtain and retain employment. STTP contractors will be responsible for arranging and monitoring the participation of the TANF clients in the scheduled counseling sessions and ensuring they meet targeted program goals. There should be an emphasis on reducing intergenerational welfare dependency and promoting healthy life styles.

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 needs to be included.

STTP is looking for providers who are:

1. Willing to provide creative approaches to engaging TANF families and young people.
2. Willing to take initiative for creating relevant programming based on the needs of TANF families.
3. Willing to provide treatment in the home and/or school when needed.
4. Willing to provide treatment to TANF families in non-traditional settings. Contracted providers are expected to utilize allotted funds to offset cost of non-traditional engagement activities. STTP will not provide additional funding for these costs.
5. Willing to work on a flexible schedule based on the needs of TANF families and youth.
6. Willing to devote a considerable amount of time to engagement and relationship building.
7. Willing to work closely with STTP staff to implement strategies for assisting TANF families in their day to day lives (school, work, community).
8. Willing to work closely with STTP Director and Site Manager to continuously evaluate and adapt services based on changing needs of TANF families.
9. Willing to allow STTP to interview and accept or reject any proposed clinicians that will be working for the service provider. Committed to helping TANF families obtain a high level of care only when absolutely necessary and willing to continue to work with the client until that alternative service has been identified and the client has begun the treatment.

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

The provider must be able to provide long-term family counseling, crisis intervention and clinical therapy at STTP facilities and off site.

STTP is looking for the following types of evaluative and assessment services:

- Emergency mental health evaluations
- Psychiatric Evaluations
- Psychological evaluations

STTP is looking for the following types of treatment services:

- Multi-model treatment approaches that address physiological and psychological impact of trauma (especially trauma of the chronic type)
- Evidence based trauma informed interventions
- Group treatment approaches with youth and/or parents
- Expressive art therapy
- Mindfulness/relaxation
- Family Behavior Therapy
- Other services that providers believe are helpful with this population

The Service provider must prepare the assessment material to be used and purchase any and all materials for the therapist and participants for each session, including but not limited to copies of materials, books, videos and computer software and/or presentation materials.

The Service provider must design ongoing family counseling and clinical therapy services that will support and enhance TANF parent's ability to: end the dependence of needy parents on government benefits by promoting job preparation, work and marriage. These activities shall meet Tribal TANF purpose #2 as defined in Federal Registry February 18, 2000, Vol.65, N0. 34.

**Target population:** The key customer group is TANF parents and youth who meet eligibility criteria on the Soboba Indian Reservation, Santa Rosa Indian Reservation, Cahuilla Indian Reservation and within the City of Riverside or as referred by TANF staff members.

**Special Conditions:**

Individualized and family counseling will need to be offered from January 1, 2019 to December 31, 2019 on a weekly basis and consist of at least 15-20 hours of counseling for a total of 52 weeks. Counseling sessions may take place at the service provider’s business site, various TANF offices, and/or in the home of the individual/family. Approximately 1-2 part-time therapists will be needed.

There will be two types of services. One is by “referral” from TANF staff for clients needing to be assessed as a new client. The second is open enrollment where clients are free to schedule sessions. Sessions can be during the day, afternoon, or evenings depending on the needs of the TANF Families and clients.

**DELIVERABLES:**

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

1. Weekly participant rosters and number of work participation hours completed.
2. Provide monthly invoices for services rendered no later than the 5<sup>th</sup> of the following month.
3. Contractor shall submit monthly reports identifying performance measures such as weekly participation, knowledge gained, skill level and improvement, etc.
4. Contractor will maintain cordial, open, cooperative, and keep open communications with STTP 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 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 January 2019 to December 2019 or until 52 weeks have 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 \$110,000.00 dollars.
2. All consultants will be required to follow all federal regulations pertaining to TANF.
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 may require a background investigation of all contractors being considered for employment. Background investigations may 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. Understanding of Tribal TANF and federal regulations as related to tribal TANF.
2. Comply with the individual regulation codes of the Reservation.
3. Complete STTP background investigation, and criminal history record check.
4. Comply with Soboba TANF Goals and Objectives.
5. Comply with Soboba Confidentiality Agreement.
6. Comply with present and future General Provision, 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.
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.

### **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 parent training and 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, depth of staff, quality control, and the demonstration of the vendor’s ability to be STTP therapy/counseling provider. (Experience and success working with high risk families in the welfare system.)
- 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) Evaluation 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.

### **EVALUATION AND AWARD 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 the Soboba TANF program. For Soboba TANF 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 Thursday, November 15, 2018** to:

Maria Aguirre-Mendoza, 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.