



1425 Spruce Street, Suite A· Riverside, California 92507
Telephone 951-654-5964· Fax 951-300-1047

REQUEST FOR PROPOSAL

Posting Date: March 11, 2020

Closing Date: 5:00pm, March 26, 2020

To: Prospective Proposers

From: Soboba Tribal TANF Program

Subject: Employment and Education Training Services

Site: Santa Rosa Reservation - 65200 HWY 74, Mountain Center CA, 92561

STATEMENT OF PURPOSE:

The Soboba Tribal TANF Program (STTP) is requesting proposals from qualified vendors to provide an employment and education training program to all eligible STTP recipients. The intent of this RFP is to establish a training program that will address the needs of a diverse group of learners who may require assistance with essential job skills, career development and educational services.

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 the Soboba Tribal TANF Program 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. STTP strives to provide education and training programs in a culturally sensitive manner.

SCOPE OF WORK:

The selected contractor must be able to provide weekly employment and education training services from April 1, 2020 to March 31, 2021. There should be an emphasis on reducing intergenerational welfare dependency and promoting healthy life styles. Examples of desired services includes, but is not limited to:

- **Employment Readiness Training**
- **ABE/GED**
- **Communication Skills Training**
- **Life Skills Education Training**
- **Communication Skills Training**
- **Financial Literacy Training**
- **Basic Computer Skills Training**

Number of Participants: There can be as many as 10 participants monthly.

Schedule: Weekly sessions to be hosted at the Santa Rosa Reservation site. Occasional workshops may be hosted at an alternate site.

Reports: Contractor shall submit monthly reports identifying performance measures such as weekly participation, knowledge gained 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 \$26,000.00 dollars.
2. A line item 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.

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.

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 employment and education training program for Soboba TANF participants. 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.

EVALUATION AND AWARD 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 include:

| | |
|--|-----|
| Narrative Descriptions 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, March 26, 2020** to:

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

Angela Diaz, Regional Assistance Manager, Soboba Tribal TANF Program
adiaz@soboba-nsn.gov ; (951) 654-5964

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