



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

REQUEST FOR PROPOSAL

Date:

March 21, 2019

To:

Prospective Proposers

From:

Maria Aguirre
Executive Director
Soboba Tribal TANF Program

Subject:

Request for Proposal for Employment and
Education Training Services

Site:

Riverside TANF Site

Closing Date:

5:00 pm, April 18, 2019

Mailing Address:

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

Contact:

Maria Aguirre, Executive Director
Email: maguirre@soboba-nsn.gov

Angela Diaz, Site Manager
Email: adiaz@soboba-nsn.gov
Soboba Tribal TANF Program
951-654-5964

STATEMENT OF PURPOSE:

The Soboba Tribal TANF Program (STTP) is requesting proposals from qualified vendors to provide TANF funded services that will augment and/or complement the current delivery of the Tribal TANF employment services 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 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:

In this bid, STTP is seeking consultants for the provision of employment and education training and development services for eligible TANF participants and at-risk Indian families.

The objective is to engage TANF participants residing within the STTP service area to help identify education and employment deficiencies and to provide a comprehensive program to enhance access to education and

employment training services for Soboba Tribal TANF participants suffering from intergenerational welfare dependency. The program will need to consist of multiple levels of training and education services.

Proposers will provide a *narrative overview* with annotated descriptions of strategies and 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 budget examples need to be included.

Proposer will need to submit (Attachment A) outlining program objectives overview, goals, qualifications etc. and (Attachment B) a line item budget 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 living in the service area for which the consultant is responsible for, which includes contacting participants and relevant community contacts within the service area.
2. Community outreach and engagement in the target service area, including discussions and consultation with tribal representatives and other relevant community resources.
3. Collaborate with assigned STTP CW to have participants engaged in program activities by June 3, 2019.
4. Workshop and class room activities will be established by **June 3, 2019** 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.
5. Contractor will provide education and barriers to employment assessments for participants to evaluate their level of education and employment knowledge. Based off the individual participants assessment results consultant(s) may need to provide GED or adult basic education training services.
6. 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.
7. Contractor will arrange participation in offsite career fairs and employment activities.

The Soboba Band of Luiseno Indians is committed to providing a safe and productive learning environment. To achieve that goal, we may 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:

To design an ongoing education and employment training program that will support and enhance TANF families ability to: End dependence of needy parents on government benefits by promoting job preparation, work and marriage; Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidences of these pregnancies; and Encourage the formation and maintenance of two parent families. These activities shall meet TANF and STTP purposes: #2, #3 & #4 as defined in Federal Registry February 18, 2000, Vol.65, N0. 34.

Who will the program serve: The program will serve all eligible needy and at-risk Indian families living within the STTP's approved service area. Workshops will be hosted at the Riverside location.

Number of allowable participants: There can be as many as 40 participants who will participate in the program.

Special Conditions: Classes will need to be offered from **June 2019 to May 2020**, on a weekly basis and consist of 1-2 classes weekly for a total of 52 weeks. Approximately 1-2 part-time instructors will be needed. Instructors

will need to work from 4 to 6 hours per week. The program Instructor(s) will also need to address the special needs of TANF recipients dealing with learning disabilities and those participants who may need assistance with obtaining a high school diploma or GED.

The workshops and classes will be focused on employment and education 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 shall develop and maintain participant portfolios on a monthly basis for tracking of certificates and skills obtained while participating within the program.
6. 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. 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 June 2019 to May 2020 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 sixty five thousand (\$65,000.00) dollars; an estimated budget amount of \$32,500.00 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, but items may be delivered after that date.

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 HHS Assurance Status.
14. Provide appropriate Insurances as needed.

Drug Free work place www.workplace.samhsa.gov; Civil Rights www.hhs.gov/ocr/privacy;
Federal Regulations www.tribaltanf.cdss.ca.gov; Disabilities Act 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 Employment and Education 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:

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| 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, April 18, 2019** 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.