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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:**

Cultural Consultant(s): Traditional Native  
American Culture, Crafts and History  
Multiple sites

**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 agencies to provide a cultural education and preservation program for STTP participants. The proposal should focus on preserving, strengthening or renewing cultural practices and values. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements. STTP plans to award multiple cultural contracts amongst the numerous sites as listed below:

- Riverside
- Soboba
- Santa Rosa
- Cahuilla

Examples of proposed workshops can include but are not limited to; traditional crafts, bird singing, drumming, fancy shawl, traditional art and language.

**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 with child(ren) in an effort for those child(ren) to be cared for in their homes or in the homes of their relatives. As a sovereign nation, Soboba's 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 objective of this RFP is to obtain qualified vendors who can assist with incorporating culture and tradition into daily programming so that STTP participants can address social issues within their individual communities. There should be an emphasis on reducing intergenerational welfare dependency through the ability to prevent and reduce out-of-wedlock pregnancies and promote two parent family formations and healthy life styles.

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

1. Collaborate with the STTP assigned Project Team leader to develop a plan to engage TANF parents and families living within the approved STTP service area.
2. Have participants engaged in class room activities from **January 1, 2019 to December 31, 2019** as determined by;
  - a. Coordinating class schedules and training locations with TANF staff.
3. Report status of family participation in program activities (e.g., time attended, subjects learned and completion) to STTP monthly.
4. Conduct consistent workshop sessions monthly for families.
5. Prepare and submit a monthly report including copies of sign in sheets, summary and any supporting documentation.
6. Provide monthly invoices for services rendered no later than the 5<sup>th</sup> of the following month.
7. Contractors will maintain cordial, open, cooperative, relations and communications with the TANF staff and participants.

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

Classes must offer open enrollment.

- A. Implement and develop culturally-focused programs that foster family stability and unity.
- B. Develop preventative and educational cultural services to reduce problem behaviors, delinquency, alcohol and drug abuse and improve social competencies.
- C. Provide workshops that empower participants while preserving, strengthening/renewing native culture and tradition.

The service provider must be able to provide a comprehensive cultural education and strengthening families program that will support and enhance STTP's ability to: prevent and reduce out-of-wedlock pregnancies and promote two parent family formations and healthy life styles. These activities shall meet the TANF and STTP purposes: #3 & #4 as defined in Federal Registry February 18, 2000, Vol.65, N0. 34.

The service provider must prepare any instructional materials to be used and purchase any and all materials for each class.

**Who will the program serve:** The key customer group is TANF participants who meet STTP eligibility criteria.

### **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 unless another approved contract term has been proposed. Workshop contract terms may vary in length ranging from three (3) to twelve (12) month terms. 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.

### **FUNDING FORMULA AND PAYMENTS**

Funding of contracts for individual consultant(s) will depend upon the following:

1. In no event will a 52 week contract for any individual workshop exceed \$12,000.00 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.
5. No personnel are to do any work nor will any funds be advanced or paid, if the contractor has not complied with any necessary background requirements requested by the tribe. Contractor is responsible for payment of the background clearance if necessary.

## **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 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.*

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 STTP 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 STTP.
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 cultural empowerment and education 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) Name – company or individual Federal Employer Tax Identification number, Social Security Number, or the Uniform Business Identification (UBI) number issued by the state of California Department of Revenue.
- 2) Description of the firm/organization, experience and the demonstration of the vendor’s ability to be STTP’s training provider. (Experience and success working with high risk families in the welfare system.)
- 3) Detailed proposal from instructor that will be teaching the class (es).
- 4) Course Schedule –specific classes/workshops being offered.
- 5) Workshop description and objectives.
- 6) List of resources/materials/equipment to be used (Video, PowerPoint, Books, Handouts, Exercises, etc...).
- 7) Indicate experience with target population: (general statement, number of years, etc.).
- 8) Line itemed budget and justification.

## **SELECTION AND EVALUATION PROCESS**

The contractor selection process will include an extensive application review by 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) Meeting all Requests for Proposal Service Specifications as outlined herein.

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 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.