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## REQUEST FOR PROPOSAL

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**Posting Date:** September 25, 2019

**Closing Date:** 5:00pm, October 24, 2019

**To:** Prospective Proposers

**From:** Soboba Tribal TANF Program

**Subject:** Cultural Consultant(s); Traditional Native American Culture, Skills and Education

**Site:** All Sites; Cahuilla, Riverside, Santa Rosa and Soboba

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### STATEMENT OF PURPOSE:

The Soboba Tribal TANF Program (STTP) is requesting proposals from qualified agencies/vendors to provide a cultural education and preservation program for STTP participants. The proposal should focus on preserving, strengthening or renewing cultural practices and values. STTP plans to award multiple cultural contracts amongst the numerous sites.

### 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. 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 vendors must be able to provide workshops that incorporate cultural education and traditional skills into daily programming from January 1, 2020 to December 31, 2020. Contractors can address social issues within their individual communities by promoting traditions and customs. With the proposed workshops, there should be an emphasis on reducing intergenerational welfare dependency through the ability to promote job preparation, work and marriage; prevent and reduce out-of-wedlock pregnancies and/or promote two parent family formations and healthy life styles. Research shows that students who are immersed in their culture perform better academically, have higher self-esteem and lead more productive lives. STTP aims to provide workshops that empower participants while preserving, strengthening and renewing native culture and tradition. The service provider must prepare any instructional materials to be used and purchase any and all materials or supplies for each class. Examples of desired services includes, but is not limited to:

- **Cultural Education:** Bird singing, fancy shawl, cultural history, food sovereignty, digital storytelling
- **Traditional Skills:** Beading, basketry, pottery, regalia, art, drumming, jewelry, hunting

➤ **Language Revitalization:** Luiseno language, Cahuilla language

**Number of Participants:** Up to 20 participants per month

**Schedule:** Due to multiple sites and individual needs, workshops can be hosted weekly, bi-weekly or monthly.

**Reports:** Contractor shall submit monthly reports identifying performance measures such as weekly participation, knowledge gained, topics covered and participant improvement.

#### **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. A line itemed 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 the option to renew the contract under the same terms and conditions for a one (1) year term, and up to three (3) consecutive years. Due to cultural practices, 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.

#### **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. 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.

#### **SELECTION AND EVALUATION 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, October 24, 2019** 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](mailto:adiaz@soboba-nsn.gov) ; (951) 654-5964

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