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REQUEST FOR PROPOSAL

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:

Parent Education and Strengthening Families
Program - Multiple Sites

Contact:

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Site Manager
Soboba Tribal TANF Program
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Action Requested:

Request for Proposals

STATEMENT OF PURPOSE:

The Soboba Tribal TANF Program (STTP) is requesting proposals from qualified agencies to provide a practical training and education parenting program for STTP participants. The intent of this RFP is to establish an instructional support program to enable parents to improve parent-child relationships, child development, and discuss the experiences and responsibilities of parenthood.

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. There can be as many as 20-40 participants enrolled in the program.

SCOPE OF WORK:

The Soboba Tribal TANF Program objective is to provide a practical training and education program for parents residing in the Soboba TANF service area of Riverside County. Parenting programs should be able to provide developmental assessments and parenting education for families in the community. Preventative educational parenting services should provide an opportunity for parents to learn the various developmental tasks that children face, while providing an opportunity for parents to anticipate the growth and development of their children. 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.

STTP contractors will be responsible for arranging and monitoring the participation of the TANF parents in activities to ensure they meet targeted program goals.

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.

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 Soboba TANF service area. This includes Soboba Indian Reservation, Santa Rosa Indian Reservation, Cahuilla Indian Reservation and the city of Riverside.
2. Have participants engaged in class room activities by **January 2, 2019** as determined by;
 - a. Coordinating class schedules and training locations with TANF staff.
 - b. Obtaining a list of eligible participants who may require assistance with parenting education services.
3. Report status of family participation in program activities (e.g., time attended, subjects learned and completion) to STTP Case Worker (CW).
4. Provide qualified staff for the workshops.
5. Conduct 52 weeks of parenting educational classes with sessions taking place once per week for parents at alternating sites.
6. Prepare and submit a monthly report including evaluation questionnaires, copies of sign in sheets, summary and copies of course materials covered.

OUTCOME AND PERFORMANCE STANDARDS:

The training contractor must be able to provide weekly classes at STTP facilities. Classes must offer open enrollment. Examples of classes/workshops Soboba TANF is interested in are included in this RFP, this list is not all-inclusive.

- A. Implement and develop family-focused program to improve family stability and functioning.
- B. Provide training and education in the areas of child care, child development, parent child bonding, parent-child relationships, two-parent formation, and to include the experiences and responsibilities of parenthood in a culturally sensitive manner.
- C. Develop preventative and educational parenting services that have been found to be effective in strengthening family systems and reducing childhood and adolescent problems.
- D. Develop preventative and educational parenting services to reduce problem behaviors, delinquency, and alcohol and drug abuse in children and improve social competencies and school performance.
- E. Provide parents assistance with their basic skills needed for the world of parenthood. This can be coordinated within workshops on; human growth & development, HIV prevention, teen pregnancy prevention, alcohol, tobacco and other drug abuse education services, life skills training, nutrition education, and health education.

The Service provider must be able to provide a comprehensive parent education and strengthening families program that will support and enhance Soboba TANF'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 Soboba Tribal TANF purposes: #3 & #4 as defined in Federal Registry February 18, 2000, Vol.65, N0. 34.

The Service provider must prepare the instructional material to be used and purchase any and all materials for instructor and participants for each class, including but not limited to copies of course participant's materials, books, videos and computer software and/or presentation materials.

Special Conditions:

Parent education services will need to be offered from January 1, 2019 to December 31, 2019, once a week Monday-Thursday for a total of 52 weeks at alternating sites. Approximately 1-2 part-time instructors will be needed. Instructors will need to work from 3-4 hours per week each. There can be various guest presenters who in addition to the instructor would add in-depth information to the workshop being taught.

The program Instructor(s) will also need to address the special needs of TANF recipients dealing with learning disabilities. The program will also need to address the special needs of parents and children of substance abusers or domestic violence. 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 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. Contractor shall submit monthly reports identifying performance measures such as weekly parent participation, knowledge gained, skill level and improvement, etc.
3. Provide monthly invoices for services rendered no later than the 5th of the following month.
4. Contractors will maintain cordial, open, cooperative, relations and communications with the TANF 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 \$26,000.00 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. If required, 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 Soboba TANFs training 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 Soboba Tribal TANF 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.