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## REQUEST FOR PROPOSAL

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**Posting Date:** August 24, 2023

**Closing Date:** 5:00pm, October 19, 2023

**To:** Prospective Proposers

**From:** Soboba Tribal TANF Program

**Subject:** Individualized and Family Counseling, Crisis Intervention and Clinical Therapy 2024-2026

**Site:** Soboba, Santa Rosa and Cahuilla Indian Reservation Sites

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### **STATEMENT OF PURPOSE:**

The Soboba Tribal TANF Program (STTP) is requesting proposals from qualified service provider(s) that are interested and willing to engage our TANF clients and their families in counseling services. We are looking for licensed providers who want to work with TANF clients and their families in non-traditional settings, who are comfortable providing services in the home and in the community. Service activities shall include assessment activities, family strengthening services, individualized program planning, counseling, crisis intervention, visitation, parenting education and clinical therapy.

### **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 in an effort for those children to be cared for in their homes or in the homes of their relatives. The primary focus of STTP 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, Santa Rosa and Cahuilla Indian Reservations, and the city of Riverside. Soboba and Santa Rosa Tribal members may reside anywhere in Riverside County.

### **SCOPE OF WORK:**

The selected contractor must be able to provide counseling services from January 1, 2024 to December 31, 2026. STTP contractors will be responsible for arranging and monitoring the participation of the TANF clients in the scheduled counseling sessions and ensuring they meet targeted program goals. 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:

- **Assessments/Evaluations:** Emergency mental health evaluations, psychiatric evaluations psychological evaluations, learning disorder assessments
- **Treatment Services:** Individual, family, child, adolescent, couples counseling and group counseling sessions; court ordered therapy, crisis intervention, and anger management etc.

- **Family Sessions:** Weekly and Monthly 90-minute group therapy sessions for Parenting, Baby and Me, Couples and Family Bonding workshops that support healthy family and child development

**Number of Monthly Sessions:** 45 counseling sessions

**Number of Monthly Family Sessions:** 8 group therapy workshops

**Schedule:** Weekly sessions are to be hosted at the service provider's business site, STTP Soboba, Santa Rosa and Cahuilla Indian Reservation offices, and/or in participant homes. Sessions can be held during the day, afternoon, or evenings depending on the needs of the TANF families. At least 60% of counseling sessions must be provided by the Licensed Clinician. Group therapy workshops are to be held at STTP Reservation offices with a virtual option.

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

### **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 \$80,000.00 dollars per year for a three-year period.
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 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.

### **CONTRACT CONDITIONS:**

Contractor Agrees to comply with the Following:

1. Maintain an understanding of Tribal TANF federal and state regulations.
2. Comply with the individual regulation codes of the Soboba Band of Luiseno Indians.
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.

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 individual and family therapy program for STTP 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 and staff 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
<b>Total:</b>	<b>100</b>

**BID SUBMISSION CONTACTS:**

Please respond with a proposal to perform the activities referenced above by **5:00 pm Thursday, October 19, 2023** to:

Maria Aguirre-Mendoza, Executive Director, Soboba Tribal TANF Program  
 Email: [maguirre@soboba-nsn.gov](mailto:maguirre@soboba-nsn.gov) ; Phone: (951)654-5964, ext. 6109

Angela Diaz, Regional Assistance Manager, Soboba Tribal TANF Program  
 Email: [adiaz@soboba-nsn.gov](mailto:adiaz@soboba-nsn.gov) ; Phone: (951) 654-5964, ext. 6106

STTP Address: 1425 Spruce Street Suite A, Riverside, CA 92507

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