

REQUEST FOR PROPOSAL

MORONGO BAND OF MISSION INDIANS Tribal TANF

Date: October 31, 2014

Closing Date: November 21, 2014

Proposal Number: MTTP RFP #104-02-FY15

To: Prospective Proposers

From: Morongo Band of Mission Indians, Tribal TANF

Subject: Request for Proposal for Furniture for the Morongo Tribal TANF San Bernardino Office.

Statement of Purpose:

The Morongo Tribal TANF Program is requesting proposals from qualified vendors to provide and install furniture at the Morongo Tribal TANF San Bernardino Office. Morongo Tribal TANF reserves the right to accept or reject any or all proposals submitted and to retain all proposals submitted, regardless of whether a proposal is selected.

Submission of proposal indicates acceptance by the vendor of the condition contained in the Request for Proposals (RFP) and an agreement to enter into a contract. During the evaluation process, Morongo Tribal TANF may request additional information or clarification from the proposers, or allow corrections of errors or omissions. At the discretion of the Morongo Tribal TANF Program selection committee, vendors submitting proposals may be requested to provide sample products as part of the evaluation process. Morongo Tribal TANF program reserves the right to make an award on the basis of the greatest benefit to the TANF program and not necessarily the lowest price.

Background Information

In 2005, The Morongo Band of Mission Indians was designated to implement and administer the Tribal TANF program for Indian Families living on the Morongo Indian Reservation and eligible families within Riverside County. Tribal TANF is a federal and state funded program that provides time-limited assistance for needy families with children in an effort for those children to be cared for in their homes or in the homes of relatives. The Tribal TANF program was created by Native Americans to provide cash assistance and supportive services to meet the specific needs of Native Americans families. Tribal TANF is designed with the flexibility to address and focus on a variety of cultural and traditional needs.

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. Morongo Tribal TANF

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strives to provide tools and resources to eligible Native American families who meet all MTTP requirements in an equitable and fair method according to custom and traditions.

It is the intent of the Morongo Tribal TANF program to provide TANF participants with job preparation, work, education and supportive services to enable them to become self sufficient. The TANF program in San Bernardino expects to serve approximately 1,000 individuals.

Scope of Work

General criteria upon which proposals will be evaluated include, but are not limited to the following:

- Style (e.g. elements, attributes, appearances)
- Construction (e.g. economy of operation, quality, design, materials)
- Cost
- Qualifications and experience
- Completeness, thoroughness and detail of response as reflected by the proposal's coverage of all elements in the product and work requested.
- Warranty
- References

VENDOR REQUIREMENTS:

Brand Name or Acceptable Alternative

The name of a certain brand, make or manufacturer of allusion to thereof does not restrict vendors to the specific brand, make or manufacturer names; it conveys the general style, type, character, and quality of the product desired, and any product which MTTP in its sole discretion determines to be equal of the specified, considering quality, workmanship, materials, economy of operation and suitability for the purpose intended shall be accepted.

The vendor is responsible to **clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalog cuts, pictures, and technical detail to enable the MTTP to determine if the product offered meets the requirements of the solicitation.** Detailed material and construction specifications must be included. Failure to furnish adequate data for evaluation purposes may result in declaring a proposal non-responsive.

Samples

The vendor must provide a sample of the item offered prior to award. The sample shall be the exact and true representation of the materials and components to be used. The sample will be tagged or labeled with the name of the vendor and the FRP number. The sample shall be provided at no cost to the MTTP. In the event the delivered product fails to conform to the sample provided, the vendor shall immediately replace the portion of the delivered commodity with acceptable material and/or components conforming to the contract requirement at no additional cost to the MTTP.

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Warranties

The vendor will include in their proposal a complete detailed copy of the manufacturer's warranty. The warranty policy should include length and how executed, especially with regard to life expectancy; method for determining manufacturing defects versus negligence, misuse or abuse; and explain how the manufacturer handles replacements of defective or damaged items.

Transportation

Prices quoted will be considered to include all charges for transportation, packaging, crates, containers, insurance, duty and brokerage charges, etc. necessary to complete delivery.

Delivery and Installation

Delivery and installation for the new 20,000 sq.ft. San Bernardino TANF office scheduled for December 2015 opening is described below:

- Delivery and installation shall be performed by the contracted party.
- To ensure there is no conflict with the delivery of items the contractor shall coordinate the delivery date, delivery location, and installation schedule of items with the TANF Director prior to first delivery date.
- All transportation, delivery, installation, and disposal arrangements shall be the responsibility of the contractor.
- Items shall be delivered directly to the installation site.
- The contractor shall have complete responsibility for items until they are unpacked, assembled and installed in rooms.
- The university does not have storage facilities and shall not accept items prior to delivery.
- The contractor shall be responsible for the daily removal of crating and packing materials from the TANF premises. Crating and packing materials shall be properly and legally disposed of by the contractor.

The contractor shall be solely responsible for correcting damages to the TANF office premises resulting from the installation process.

Items shall be considered received when completely unpacked, assembled, installed in rooms and free of dirt, dust, marks, dents, scratches, tape, packaging or other foreign substances.

The installation shall be inspected by representatives of the MTTP and the contractor prior to final acceptance by the MTTP.

Any special installation requirements shall be submitted with the quote to MTTP.

The delivered product will be inspected by the MTTP. In the event the delivered product fails to conform to award specifications, the contractor shall remove the delivered product and immediately replace it with an acceptable product conforming to the contract requirements at no additional cost to the MTTP.

FUNDING FORMULA AND PAYMENTS:

Funding of contracts for furniture and installation will depend upon the following:

1. All consultants will be required to follow the Federal Budget Categories.

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2. The full amount of the awarded contract is subject to availability of TANF funding and payments may be suspended by the MTTP director with Tribal Councils approval.

CONTRACTUAL TERMS AND CONDITIONS:

Contractor agrees to comply with the following:

1. Contractor has understanding of Tribal TANF and federal regulations as related to Tribal TANF.
2. Contractor will comply with the individual regulations codes of the Reservations.
3. Comply with MTTP background investigations and criminal history record check.
4. Comply with MTTP Goals and Objectives.
5. Comply with MTTP Confidentiality Agreement.
6. Comply with present and future General Provisions, Circulars, Program Guides and RFP amendments as developed by MTTP.
7. Comply with Drug Free Work Place Part 92.
8. Comply with Civil Rights Provision OCR Regulations.
9. Comply with TANF Policies, Rules and Regulations Sub Part 412.
10. Comply with Single Audit Act Requirements.
11. Comply with 42 USC 12101.
12. Comply with HHS Assurance Status.
13. Provide appropriate insurances as needed.

Drug Free work place www.workplace.samhsa.gov
Federal Regulations: www.tribaltanf.dcss.ca.gov

Civil Rights www.hhs.gov/ocr/privacy:
Disabilities Act www.eeoc.gov/policy

REQUIREMENTS FOR PROPOSALS REPARATION:

The purpose of the proposal is to demonstrate the qualifications, experience and competence of the contractor(s) to provide furniture for the San Bernardino MTTP Office. Please note that proposals will not be returned, and once submitted are property of the Morongo Band of Mission Indians, Tribal TANF. Each proposal should have the following information in the order listed below:

Cover letter: All proposals shall be submitted on 8.5" X 11" paper in two envelopes, clearly marked on the exterior "MTTP RFP #104-02-FY15 Request for Proposal for Furniture for the Morongo Tribal TANF San Bernardino Office.

1. All cost proposal forms will be submitted in the second sealed "Cost Proposal" envelope. The cost proposal form must be signed in ink by an authorized official of the proposer.

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2. Name/company or individual Federal Employer Tax Identification number or Social Security number and the Vendor ID number issued by the state of California Department of Revenue.
3. Three (3) references to include three office of similar size with which the vendor has conducted business in the past year on projects of similar scope to this one. The list will contain the name and telephone number of the office contract administrator/liaison officer for each operation.
4. Proposer may correct, modify or withdraw a Proposal by written notice received by the Morongo Tribal TANF Program prior to the time and date set as the deadline for submission of proposals.
5. The proposal shall be organized to respond to each evaluation criteria.

SELECTION AND EVALUATION PROCESS:

The contactor selection process will include an extensive applicant review by the MTTP TANF staff and the Morongo Tribal Council. The selection process will be based on the response to this Request for Proposals and any interviews required verifying the ability of the 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 Proposals service specifications as outlined herein.
4. Proposing the services described with the most advantageous and prudent methodology and cost to the tribe.

A Review Committee will select the proposal which appears most comprehensive and beneficial to the TANF program. The Morongo Band of Mission Indians, Tribal TANF Program reserves the right to reject any and all proposals, or to select and subsequently recommend for an award, the proposed vendor which best meets its required needs, quality levels and budget constraints.

Criteria to be used:

Provide concise narrative description as outlined herein with clarity, completeness and comprehensiveness of the proposal.	15
Qualification, experience and past performance of contractor providing the proposed services verifying service levels.	15
Experience with Tribal TANF's commitment to meet or exceed specified participation targets.	15
Experience with Southern California Tribes. Demonstrate ability to work with targeted customers.	15
Program, activities and scope of work (SOW).	15
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).	5
Indian Preference.	5
Total:	100

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BID SUBMISSION CONTACTS:

Proposals must be received by the close of business (5:00 p.m.), on November 21, 2014. Please send the proposals and all other pertinent information to the following address:

Attention: Jacqueline Cordova
Morongo Band of Mission Indians
Morongo Tribal TANF
685 East Carnegie Dr., Suite 100
San Bernardino, CA 92408
Phone Number: 909-890-9916

Please contact Jacqueline Cordova with any questions you may have regarding this project at the numbers indicated above or email at: jcordova@morongo-nsn.gov. We look forward to your response.