

REQUEST FOR PROPOSAL

MORONGO BAND OF MISSION INDIANS Tribal TANF

Date: August 15, 2014

Closing Date: September 15, 2014

Proposal Number: MTTP RFP #102-02-FY15

To: Prospective Proposers

From: Morongo Band of Mission Indians, Tribal TANF

Subject: Request for Proposal for Academic Tutorial Services for TANF Students

STATEMENT OF PURPOSE:

The Morongo Tribal TANF Program is requesting proposals from qualified vendors to provide afterschool tutorial services to TANF participants. 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 conditions 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 have a demonstration 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, making it possible 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 American 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 strives to provide tools and resources to eligible Native American families who meet all MTTP requirements in an equitable and fair method according to customs and traditions. It is the intent of the Morongo Tribal TANF Program to provide services to eligible needy Indian families with due regard for the preservation of Indian family life.

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BUDGET/PROGRAM PERFORMANCE PERIOD:

October 1, 2014 – June 1, 2015

SCOPE OF WORK:

The Morongo Tribal TANF Program is seeking proposals from responsible qualified independent contractors to provide students with tutorial services. The services sought are to enhance opportunities for academic enrichment, personal enrichment and complement students' academic progress. The tutorial services are for students during non-school hours and are designed to help students meet local and state academic standards in subjects such as reading and math. In addition, all tutorial services must also provide opportunities for students to learn new skills and creative ways of approaching challenges, and achieve academic success.

CONSTRUCTION OF A TUTORIAL CURRICULUM - GENERAL REQUIREMENTS:

The MTTP will provide twenty computers with internet access, two laser printers, a fax and a copier in the tutoring room located at 161 W. Ramsey St., Banning, CA 92220

TARGET POPULATION:

The tutorial contractor must be able to provide tutorial services by qualified academic instructors at Morongo facilities for the following target populations:

- Tutorial services for grades Kindergarten through Fifth (5) for approximately forty three (43) students:
- Tutorial services for grades Sixth (6) through Eighth (8) for approximately nine (9) students:
- Tutorial services for grades Ninth (9) through Twelfth (12) for approximately nineteen (19) students:
(A total of approximately seventy one (71) students)

ASSESSMENT AND EVALUATION:

Describe the initial assessment process you will use to determine each individual's academic needs and how you will develop an individual learning plan for each participant. Identify the specific skills assessed and the tools used. Describe how you will work with each student to achieve academic success and how you will make any necessary modifications.

OUTCOMES AND PERFORMANCE STANDARDS:

The tutorial contractor must be able to offer beginning, intermediate and advanced tutorial services. The provider must prepare the instructional material to be used and purchase any and all material for instructors and participants for each class, including but not limited to copies of course participant's materials, books, videos, overheads, computer software and/or presentation materials.

The service provider must design ongoing tutorial services that will support and enhance TANF students' ability to achieve academic success, as well as support the students' ability to: prevent and reduce out of wedlock pregnancies by promoting academic success. These activities shall meet the Tribal TANF purpose #3 in Federal Registry February 18, 2000, Vol. 65, NO. 34.

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SPECIAL CONDITIONS:

Tutorial sessions will need to be offered on a weekly basis as follows: Kindergarten through Fifth (5) grade, Mondays and Wednesdays; Sixth (6) grade through Twelfth (12) grade, Tuesdays and Thursdays; 2 hours, to start at 3:30 p.m. and end at 5:30 p.m.

Instructors will need to work approximately ten (10) hours per week. The program Instructor(s) will also need to address the special needs of TANF recipients dealing with learning disabilities.

The tutorial services will be focused on academics as related to grade and age. Students will be referred for attendance by Case Managers. A program coordinator or lead person is to be available to plan and work with continued program development.

PRODUCT-WHAT WILL BE DELIVERED? :

Contractors have creative discretion about many design and delivery aspects of the project. Provide your overall and specific work program project plan in a way that addresses the needs of the TANF program in all levels of service. Please detail your process for designing and implementing each element, involving staff and partners, and providing overall management. Explain the strength of your approaches to project design and implementation.

DELIVERABLES:

The contractor or entity hired as consultants will be expected to perform the following operational objectives:

1. Provide after school tutorials for approximately 75 students in grades K-12.
2. Collaborate with the MTTP assigned TANF staff to develop and oversee a tutorial program to engage eligible TANF students to achieve academic success.
3. Coordinating tutorial services with TANF staff as follows: Tutorial Services for Kindergarten through Fifth (5) grade, Mondays and Wednesdays; Sixth (6) grade through Twelfth (12) grades, Tuesdays and Thursdays; 2 hours, to start at 3:30 p.m. and end at 5:30 p.m.; Time and Activity Sheets require submission on a weekly basis.
4. Obtaining all release of forms as required by the MTTP program and participants will have recorded data on program activities, time attended, attitude/effort and subjects learned.
5. Materials consistent with evidence-based research on effective models for reading/math improvement. In order to maximize the benefits of the extracurricular reading and math programs, their content and instructional strategies should be consistent with evidence based research on reading and math, and its implications for instruction.
6. Student assessment integral to the program. The development shall incorporate appropriate diagnostic tests to determine a student's individual needs and to monitor student progress to inform instruction. A reliable and valid teacher administered assessment tool is essential and should be included as part of this proposal. In addition, the instructor guidance must clearly link assessment finding with appropriate student materials. Parents shall receive monthly progress reports and a final summary report; reports also require submission to TANF program.
7. Contractor and staff will contribute to information dissemination/newsletter stories, and document events and activities; this may include use of a website, video and photography.
8. Contract with certified tutors holding standard certifications.

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9. Pre- and Post-testing will be administered for each student participant. Parent will receive monthly progress reports and final summary reports. The final summary report will also be provided to the TANF program for documentation purposes.
10. Parent meeting to initiate program.
11. Profile: the contractor shall disclose number of partners, managers, and other key staff used to perform the scope of the RFP. If applicable, identify all subcontractors necessary to conduct the project. Describe the range and scope of activities performed by the contracting organization, including capability to fulfill the specifics of the project (e.g., staff, equipment, workload, etc.).
12. Approach: provide a clear description of the approach and method to be used for implementing the statement of work.
 - a. Organization and management: please state tasks and work to be performed and identify the person(s) of the project team that will complete the tasks and work identified.
 - b. Schedule: state the amount of time needed to complete the project in days and months (as appropriate to the size of the project), and provide a milestone chart showing tasks and dates of anticipated completion. Any time that is to be used for preparation and submission of report should be included in the schedule.
13. Qualification and Experience: include a list of personnel to be used on this project and the qualifications of each person. Special consideration will be given to organizations that have proven experience in working with Tribal TANF programs throughout the nation. Identify all key personnel required to meet the scope of the RFP. Provide resume including education, background, accomplishments and any other pertinent information.
14. If key personnel/staff will be used on the project, include a statement of the proposal to the effect that “the key personnel assigned to this project as described in this proposal will not be removed from the project without prior approval of the TANF Program.”
15. Specialized or Specific Qualifications and Experience: state professional and company experience which is relevant to TANF Program Review, Organizational Analysis, and developing a Detailed Operating Plan, (e.g., experience working with Tribal TANF Programs). Special consideration will be given to those organizations that have proven experience working with Tribal TANF Programs.

MTTP contractors will be responsible for arranging for and monitoring the participation of the TANF participants’ tutorial services.

Proposers will need to submit a narrative overview (attachment A), with annotated description of strategies and program objectives, goals, qualifications, with specific mention of activities and methods to be used. A matrix with a timeline of activities and instructors responsibilities will need to be provided, as well as a material list, forms, calendars, attendance rules and regulations of operations, and a line item budget (attachment B), containing explanation and justification of items and services proposed, need to be included.

ANALYSIS PARAMETERS:

Entrance and exit conferences: the final analysis is required in report form indicating outcomes of tutorial services.

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service. Please detail your process for designing and implementing each element, involving staff and partners, and providing overall management. Explain the strength of your approaches to project design and implementation.

TERM OF CONTRACT:

Award of this contract may be a partial or full award for analysis of tutorial services. The successful bidder(s) will be required to enter into a contract for an nine (9) month period of time or another period of time mutually agreed upon by both parties. This contract is subject to cancelation by the Morongo Band of Mission Indians, Tribal TANF Program at its discretion at any time within the original contract term or with any successive renewal upon ten (10) days written notice to the vendor.

This contract will be from October 1, 2014 through June 30, 2015 or until the school year concludes.

FUNDING FORMULA AND PAYMENTS:

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

1. Under no circumstances will the contract amount for any individual consultant exceed \$65,000.00 for the entire project.
2. All consultants will be required to follow the Federal Budget Categories.
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 availability of TANF funding and payments may be suspended by the MTTP director with Tribal Councils approval.

PAYMENT AND SUBMISSION OF INVOICES:

Payment for work performed under this contract will not exceed the agreed upon amount unless additional payments are agreed upon in advance in writing and signed by both parties.

Payment will be made to the contractor based on progress achieved. The contractor must submit each invoice in sufficient detail to document the project's progress.

Invoices may not be accepted on more frequent intervals than twice a month, and once per month or less often is preferred. Invoices requesting payments will be prepared and submitted in duplicate and will contain the following information: contract number, description of services, time spent on each task and total cost for services.

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 reservation.
3. Comply with MTTP background investigations and criminal history record check.
4. Comply with MTTP TANF 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 TANF.

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7. Contractor agrees to the above provisions for reimbursements and expenses of the contracted service.
8. Comply with Drug Free Work Place Part 92.
9. Comply with Civil Rights Provision OCR Regulations.
10. Comply with TANF Policies, Rules and Regulations Sub Part 412.
11. Comply with Single Audit Act Requirements.
12. Comply with 42 USC 12101.
13. Comply with HHS Assurance Status.
14. Provide appropriate insurances as needed.

Drug Free work place: www.workplace.samhsa.gov Civil Rights: www.hhs.gov/ocr/privacy
Federal Regulations: www.tribaltanf.dcss.ca.gov Disabilities Act: www.eeoc.gov/policy

REQUIREMENTS FOR PROPOSALS PREPARATION:

The purpose of the proposal is to demonstrate the qualifications, experience and competence of the contractor(s) to provide analysis of the Tribal TANF Program eligibility process. 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:

1. Cover letter: four copies of proposals shall be submitted on 8.5" X 11" paper in two envelopes, clearly marked on the exterior as follows: "MTTP RFP #102-02-FY15." Request for Proposal for Request for Proposal for Academic Tutorial Services for TANF Students.
2. Four copies of the cost proposal forms will be submitted in the second sealed "Cost Proposal Academic Tutorial Services" envelope. The cost proposal form must be signed in ink by an authorized official of the proposer.
3. Name/company and individual Federal Employer Tax Identification # or Social Security # and the Vendor ID number # issued by the State of California Department of Revenue.
4. Profile: the contractor shall disclose the number of partners, managers and other key staff used to perform the scope of the RFP. If applicable, identify all subcontractors necessary to conduct the project. Describe the range and scope of activities performed by the contracting organization: including capability to fulfill the specifics of the project (e.g., staff, equipment, workload, etc.).
5. Approach: provide a clear description of the approach and method to be used for implementing the statement of work.
 - a. Organization and management: please state tasks and work to be performed and identify the person(s) on the project team that will complete the tasks and work identified.
 - b. Schedule: state the amount of time needed to complete the project in days/months (as appropriate to the size of the project), and provide a milestone chart showing tasks and dates of anticipated completion. Any time to be used for preparation and submission of report should be included in the schedule.
6. Qualification and Experience: include a list of personnel to be used on this project and the qualifications of each person. Special consideration will be given to organizations that have proven experience in working with Tribal TANF Programs throughout the nation. Identify all key personnel required to meet the scope of the RFP. Provide resume including education, background, accomplishments and any other pertinent information.
7. If key personnel/staff will be used on the project, include a statement of the proposal to the effect that reads as follows: "the key personnel assigned to this project as described in this proposal will not be removed from the project without prior approval of the TANF Program."

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8. Specialized or Specific Qualifications and Experience: state professional and company experience which is relevant to TANF Program Review, Organizational Analysis and developing a Detailed Operating Plan (e.g., experience working with Tribal TANF Programs). Special consideration will be given to those organizations that have proven experience working with Tribal TANF Programs.

SELECTION AND EVALUATION PROCESS:

The contactor selection process will include an extensive applicant review by the MTTP TANF staff and the Morongo Tribal TANF Committee. The selection process will be based on the response to this Request for Proposals, as well as 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), of 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 elect the proposals which appear most comprehensive and beneficial to the TANF Program. For MTTP TANF to evaluate quality of instruction, it may be required of the proposers to give a demonstration to the committee in order to exhibit teaching skills and quality of materials. 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 who 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 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 curriculum or equipment/service which best meets its required needs, quality levels and budget constraints.

Criteria to be used:

Provide concise narrative descriptions as outlined herein with clarity, completeness and comprehensiveness of the proposal.	15
Qualifications, experience and past performance of contractor providing the proposed services verifying service levels.	10
Qualifications of contractor staffing, experience/certifications of staff and capability of the proposer to provide services.	10
Experience with Tribal TANF and commitment to meet or exceed specified participation targets.	10
Experience working with Tribal TANF Programs, Tribal Organizations and in multi-cultural environments.	10
Programs, activities and scope of work (SOW).	10
Management Information Systems for providing Reports.	10
References and Recommendations; providing references (past/current customers of the proposed services, which may be contacted).	10
Fee amount and structure.	5
Line item budget please respond with a fixed price (for labor and travel).	5
Indian Preference.	5

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Total:	100
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BID SUBMISSION CONTACTS:

Proposals must be received by the close of business (5:00 p.m.), on September 12, 2014. Please send the proposals and all other pertinent information to the following address:

Attention: Lynda Kizer
Morongo Band of Mission Indians
Morongo Tribal TANF
P.O. Box 1268
Banning, CA 92220
Phone Number: 951-755-5178

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