

**REQUEST FOR PROPOSAL FOR CULTURAL
SKILLS TRAINING AND WORKSHOPS
FOR THE PERIOD 5/1/2017 to 9/30/2017**

DEADLINE: APRIL 13, 2017



INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

**Vicky Bates,
Victim Services Coordinator
Yurok Tribal Court
PO Box 1027
Klamath, CA 95548
Office: (707) 482-1350 ext. 1344
Fax: (707) 482-0105**

I. GENERAL INFORMATION

- a. **Purpose.** This request for proposal (RFP) is to contract for cultural skills trainings and workshops for the date range of 5/1/2017 to 9/30/2017.
- b. **Who May Respond.** Tribal members who have experience in any of the following skills: bow and arrow making, carving traditional items, gill net construction, traditional fishing, traditional hunting, basket making, beading, gathering of traditional materials, canning food, smoking and barbecuing fish, regalia making, language and traditional dance protocol/instruction.
- c. **Instructions on Proposal Submissions.**
 - i. **Closing Submission Date.** Proposals must be submitted no later than 4pm on April 13, 2017.
 - ii. **Inquiries.** Inquiries concerning this RFP should be mailed to:

Vicky Bates
Victim Services Coordinator
Yurok Tribal Court
PO Box 1027
Klamath Blvd., CA 95548
Or emailed to: vbates@yuroktribe.nsn.us
 - iii. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the Yurok Hey-wech-ek Program, herein referred to as the Program.
 - iv. **Instructions to Prospective Contractors.** Your proposal should be addressed as follows:

Vicky Bates
Victim Services Coordinator
Yurok Tribal Court
PO Box 1027
Klamath Blvd., CA 95548

It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Qualifications for Cultural Skills

It is the responsibility of the Offeror to insure that the RFP is received by the Program, by the date and time specified above. Late RFPs will not be

considered.

- v. **Right to Reject.** The Program reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal(s) will be drafted based upon the factors described in this RFP.
- vi. **Small and/or Minority-Owned Businesses.** Efforts will be made by the Program to utilize small businesses, women and/or minority owned businesses. Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 C.F.R. § 121.201).
- vii. **Yurok Tribal Enforcement Rights Ordinance (TERO).** This RFP shall be governed by the Tribe's TERO including providing Indian Preference to Qualified Indian Offerors and Indian Firms. The TERO can be found at the following link:

http://www.yuroktribe.org/government/councilsupport/documents/TEROFeb2014_000.pdf
- viii. **Notification of Award.** It is expected that a decision selecting the successful Candidate(s) will be made within four (4) weeks of the closing date for the receipt of proposals. It is expected that the contract shall be for six-months with the opportunity for renewal.
- ix. **Description of Entity.** The Program is a tribal agency of the Yurok Tribe located in Humboldt and Del Norte Counties in California. The main administrative office is located in Klamath with satellite offices in Eureka and Weitchpec. The Program has three dedicated staff members including a Victim Services Coordinator and two Victim Advocates. The Program offers direct crisis intervention services to victims of domestic violence, sexual assault, dating violence, and stalking and their families.

II. SCOPE OF SERVICES. The Offeror shall be available to perform one-on-one instruction and group instruction in identified cultural skills for tribal members and their families, as needed. The Offeror shall be prepared to submit detailed billing statements for all services billed at an hourly rate, if any, broken down into time increments of no more than a quarter hour. Offeror shall also include summaries of work performed and time spent on services performed under the flat monthly fee, as discussed below. A list of sign-in sheets showing the names of the participants.

III. PROPOSAL CONTENTS. The Offeror, in its proposal, shall submit the attached Bid Form, include the following;

- a. **Experience.** The Offeror should describe their experience including the length and depth of personal knowledge. Experience in one or more of the following needs to be

included: bow and arrow making, carving traditional items, gill net construction, traditional fishing, traditional hunting, basket making, beading, gathering of traditional materials, canning food, smoking and barbecuing fish, regalia making, language classes, and dance protocol/instruction.

- b. **Availability.** Any time and location availability that would work best for one-on-one instruction and group activities or any time and location availability restrictions.
- c. **Price.** The Offeror's proposed price should include information on their hourly billing rate and names of individuals who are expected to work the project with their corresponding hourly billing rate.

IV. PROPOSAL EVALUATION

- a. **Submission of Proposals.** All proposals shall include an original and 2 copies.
- b. **Evaluation Procedures and Criteria.** The Assistant Director and appropriate YCSS staff will review proposals and make recommendations to the Yurok Tribal Council for approval. The Assistant Director and/or YCSS Program Manager may request a meeting with some qualified Offerors prior to final selection. Proposals will be reviewed in accordance to the following criteria:
 - i. Level of knowledge of the individual(s) identified to work on this matter;
 - ii. Availability; and
 - iii. Cost.

PROJECT BID FORM – Cultural Activities

1. **Name of Proposal Offeror(s):** _____

Cultural Skills:

- | | |
|---|---|
| <input type="checkbox"/> Bow and arrow making | <input type="checkbox"/> Carving traditional items |
| <input type="checkbox"/> Gill net construction | <input type="checkbox"/> Traditional fishing |
| <input type="checkbox"/> Traditional hunting | <input type="checkbox"/> Basket making |
| <input type="checkbox"/> Beading/regalia making | <input type="checkbox"/> Gathering of traditional materials |
| <input type="checkbox"/> Canning food | <input type="checkbox"/> Smoking/barbecuing fish |
| <input type="checkbox"/> Language | <input type="checkbox"/> Traditional dance protocol/instruction |
| <input type="checkbox"/> Other (please list): _____ | |

Level of Knowledge/References: _____

2. **Availability:** _____

3. **Cost breakdown:**

	Name:	Cost per Hour:
Principle Consultant:	_____	_____
Additional Consultants:	_____	_____
Additional Consultants:	_____	_____
Additional Consultants:	_____	_____
Additional Consultants:	_____	_____

Contact Information for Proposal:

Name: _____
Address: _____
Phone: _____