

# REQUEST FOR PROPOSAL

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## MORONGO BAND OF MISSION INDIANS Tribal TANF

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**Date: June 30, 2014**

**Closing Date: July 30, 2014**

**Proposal Number: MTTP RFP #102-01-FY15**

**To: Prospective Proposers**

**From: Morongo Band of Mission Indians, Tribal TANF**

**Subject: Request for Proposal for Employment and Technology Training and  
Computer-Based Training Services**

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### **Statement of Purpose:**

The Morongo Tribal TANF Program is requesting proposals from qualified vendors to provide certification programs pertaining to technology and computer based training 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 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 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. In 2014, The Administration for Children and Families approved an “extension of service area” to include eligible needy native families residing in the off reservation areas of San Bernardino 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 grants 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.

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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 in our San Bernardino location to provide TANF participants with job preparation, work, education and supportive services to enable them to become self sufficient.

The Morongo Tribal TANF San Bernardino site expects to service about 200 individuals who may require educational and technical computer training. The majority of these individuals may already have some technical training background.

## **Scope of Work**

The MTTP objective is to service Parents/adults who have been unsuccessful in finding or retaining employment, who have multiple barriers to employment and who require additional assistance to address their barriers to employment and develop the necessary personal and employment skills to obtain and retain employment. Parents/adults are required to participate in 24-34 core hours per week in educational activities or job skills training arranged by Morongo Tribal TANF program. MTTP is seeking training consultants' to provide 20-25 hours or more per week of educational or job skills training for technical and computer based training services for barrier removal activities.

MTTP contractors will be responsible for arranging for and monitoring the participation of the TANF parents/adults in activities to ensure parents/adults meet the MTTP federal approved participation requirements. The program will need to consist of multiple levels of training with refresher courses to take place for each level.

Proposals will need to submit a narrative overview (Attachment A) with annotated description of strategies and program objectives, goals, qualifications and 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 and regulations of operations and a line item budget (attachment B) containing explanation and justification of items and services proposed need to be included.

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

1. Collaborate with the MTTP assigned TANF staff to develop a program to engage TANF participants' and eligible TANF families residing in San Bernardino County.
2. Community outreach and engagement in the target service areas, including discussion and consultation with tribal representatives and other relevant community resources.
3. Have participants engaged in classroom activities by MTTP as determined by:
  - Coordinating class schedules and training locations with TANF staff.
  - Obtaining a release of all forms as required by the MTTP program and participants will have recorded data on program activities/time attended, attitude/effort and subjects learned.
4. Provide assessments for participants to evaluate their level of computer experience and employment knowledge.
5. Contractor and staff will contribute to information dissemination/newsletter stories and document events, and activities; may include use of a website, video and photography.
6. Contractor will arrange employment related activities.

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## **CONSTRUCTION OF A TRAINING CURRICULUM - GENERAL REQUIREMENTS**

The MTTP will provide 80 computers, laser printers, a fax and a copier in the training room with Internet access located at 685 E. Carnegie, San Bernardino, CA 92408

## **OUTCOMES AND PERFORMANCE STANDARDS:**

The training contractor must be able to provide long term (30-60 days duration) certified technical IT classes at Morongo facilities. Classes must offer open enrollment. Examples of courses Morongo Tribal TANF is interested in are included in this RFP. This list is not all-inclusive;

- Practical Computer Literacy
- Microsoft Office 2013 Basic Skills
- Microsoft Office 2013 Advanced Concepts and Techniques
- Introduction to QuickBooks
- Adobe Photoshop CS4
- Communication Skills Training
- General Education Diploma Preparation Courses
- Other Courses Related to Employment

The service provider must be able to offer beginning, intermediate and advanced technical training classes. Contractors must be able to provide a demo/evaluation of their training. The Contractor/Service 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, and computer software and/or presentation materials.

The Service provider must design an ongoing education and employment training program that will support and enhance TANF parent's ability to: End dependence of needy parents on government benefits by promoting job preparation, work and marriage. These activities shall meet the Tribal TANF purpose #2 in Federal Registry February 18, 2000, Vol. 65, NO. 34.

## **Who will the program serve?:**

The key customer group is TANF parents/adults who have been unsuccessful in Job Search. The second group is income eligible parents/adults who meet eligibility criteria within the Morongo Family Assistance Plan or as referred by TANF staff.

**Number of allowable participants:** There can be as many as 30 participants enrolled in each class.

## **Special Conditions:**

Classes will need to be offered Monday through Thursday, from 8:30 a.m. to 3:30 p.m., on a weekly basis and consist of four classes weekly for a total of 52 weeks. Approximately one to two part time instructors will be needed. Instructors will need to work from 15-20 hours per week. The program instruction(s) will also need to address the special needs of TANF recipients dealing with learning disabilities.

The workshops and classes will be focused on technology and computer based employment training and development sessions. There will be two types of services: One is a "referral" by the TANF Career Specialist or Case Manager for TANF clients needing to earn weekly work participation hours, and the second is participating open enrollment where clients are free to attend the program during regular class sessions with no referral needed.

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Sessions can be during the day, afternoon, or evening depending on the needs of the TANF Families and participants.

A program coordinator or lead person is to be available to plan and work continued program development.

## **PRODUCT: WHAT WILL BE DELIVERED?**

Contractors will 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 need of the TANF parents/adults in all levels of service. Please detail your process for designing and implementing each element, involving customers and partners and providing overall management. Explain the strength of your approaches to project design and implementation.

## **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 MTTP with:

1. Contractor shall provide weekly participant rosters and number of work participation hours completed.
2. Contractors shall provide data elements as established or performance measurement in the contract such as knowledge gained, skill level and improvement, etc.
3. Provide monthly invoices for services rendered no later than the 5<sup>th</sup> of the following month.
4. Contractor shall make monthly/annual reports based on a system that provides individual training and program accomplishment in meeting the objectives and the TANF purposes of this RFP.
5. Contractor and employees will maintain cordial, open, cooperative, respectful and friendly relations and communication with the TANF staff, Tribal programs and participants.

## **TERM OF CONTRACT:**

Award of this contract may be a partial or full award for training. 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 another one (1) year term by mutual agreement of the 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 thirty (30) days written notice to the vendor.

This contract will be from Monday, September 1, 2014 until Monday, August 31, 2015, or until 52 weeks has been completed.

## **FUNDING FORMULA AND PAYMENTS:**

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

1. Under no circumstances will the contact amount for any individual consultant exceed \$250,000.00
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.

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## 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. 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](http://www.workplace.samhsa.gov)  
Federal Regulations: [www.tribaltanf.dcss.ca.gov](http://www.tribaltanf.dcss.ca.gov)

Civil Rights [www.hhs.gov/ocr/privacy](http://www.hhs.gov/ocr/privacy):  
Disabilities Act [www.eeoc.gov/policy](http://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 customized computer based training services for MTTP TANF participants and families. 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: All proposals shall be submitted on 8.5" X 11" paper in two envelopes, clearly marked on the exterior "MTTP RFP #102-01-FY15 Request for Proposal for Employment and Technology Training and Computer-Based Training Services."
2. 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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3. 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.
4. Description of the firm/organization, experience, and depth of staff, quality control, and the demonstration of the vendor's ability to be MTTP TANF's training provider.
5. Instructors(s): please list the specific certifications required of instructors.
6. Detailed resume of instructor that will be teaching the class(s).
7. Course schedule-specific classes/workshops being offered.
8. Course description.
9. Course objectives.
10. Sample of developed course materials.
11. List of resources/materials/equipment to be used (Video, PowerPoint, Books, Handouts, Exercises, etc...).
12. Indicate experience with target population (general statement, number of years, etc.).
13. Evaluating and reporting process.
14. 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.
15. Line item budget and justification.
16. 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.
17. 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. For MTTP 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 presentation will be entirely at the expense of the proposer. Please note: presenters must be the qualified instructor(s) identified by potential training

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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 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, equipment/service 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.	10
Qualification of contractor staffing, experience certifications of staff and capability of the proposer to provide services.	10
Experience with Tribal TANF's commitment to meet or exceed specified participation targets.	10
Experience with Southern California Tribes. Demonstrate ability to work with targeted customers.	10
Program, activities and scope of work (SOW).	10
Management Information Systems for providing Monthly/Annual Reports.	10
References and Recommendations; providing references (which will 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
<b>Total:</b>	<b>100</b>

### **BID SUBMISSION CONTACTS:**

Proposals must be received by the close of business (5:00 p.m.) on Monday, June 30, 2014. Please send the proposals and all other pertinent information to the following address:

Attention: Grant Management Specialist  
 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 number indicated above [lkizer@morongo-nsn.gov](mailto:lkizer@morongo-nsn.gov); We look forward to your response.