

The Klamath Tribes
Request for Qualifications
Curriculum Development / Curriculum Writer SB13
RFQ # 1801EED-1CurriculumDeveloper

I. Introduction:

The Klamath Tribes is a federally recognized tribe comprised of three distinct tribes (Klamath and Modoc Tribes, and Yahooskin Band of Snake Paiute) located in South Central Oregon and comprised of 5,381 members. The Klamath Tribes (hereafter the Tribes) includes Klamath Tribal Administration, Klamath Tribal Health & Family Services, Klamath Tribal Gaming Regulatory Commission, and three enterprises - Kla-Mo-Ya Casino, and the Crater Lake Junction Travel Center and Sleep Inn Hotel.

The Tribes is seeking an experienced curriculum developer to provide the development of standardized curriculum for the Klamath Tribes. The Tribes is accepting "Qualification Statements" from Curriculum Developers that have experience with Oregon tribes and tribal communities, as well as experience writing curriculum that aligns to the Oregon Department of Education Common Core Standards.

The Curriculum Developer should have excellent research and demonstrated writing skills to assist with Educator implementation. The Curriculum Developer should also have an understanding of potential execution barriers at the federal, state, local, and tribal levels. Emphasis is placed on accurate curriculum development experience, particularly as it applies to Oregon and Native American tribes. The Curriculum Developer must have a proven track record of successfully completing the outlined "Scope of Services" for projects of comparable size and complexity. It is preferred that the successful applicant be available for meetings at the Tribal Headquarters located in Chiloquin, Oregon as needed.

The anticipated duration of services is for a period not to exceed 6 months. The selection of the Curriculum Developer may be made after review of this RFQI and a scheduled interview. The final selection is subject to approval by The Klamath Tribes. Nothing in this RFQI constitutes a waiver of the Tribes' sovereign immunity or a guarantee of employment.

All requested documents, resumes, qualifications, and references shall be provided by sealed envelope in one of the following methods: ground delivery, regular mail, or in person to The Klamath Tribes Purchasing Agent at the Klamath Tribes Administration office no later than 4 p.m. on January 3, 2019.

II. Scope of Services:

At minimum, the selected Curriculum Developer will be expected to provide the following services by way of target deliverables in the final project plan:

1. The development of a minimum of three units of curriculum in one or more of the following content areas: Tribal History, Sovereignty, Culture, Language, and Tribal Government. One unit of curriculum from the content area selected from above, shall be appropriately aligned for each grade level 4th, 8th and 10th; and up to an additional 12 units within the time period.
2. Provide rough drafts, recommended edits and final copies of drafts for approval with reports and presentations as appropriate.
3. Close coordination and collaboration with the Essential Understandings (EU) Advisory Committee, other tribal consultants and tribal employees as specified. Contracted services will include contact, coordination, and communication with other tribal representatives and key stakeholders in the development of

historically accurate, culturally embedded, place-based, contemporary and developmentally appropriate (AI/AN) American Indian / Alaskan Native curriculum.

4. Working directly with the Tribal Essential Understandings (TEU) Committee members regarding Oregon Department of Education Common Core Standards, Tribal culture, language, tribal sovereignty, and associated treaty rights relevant to The Klamath Tribes.
5. Participate in person or by telephone, at weekly meetings to discuss materials for implementing Senate Bill 13 with the primary purpose of updating, and reporting the target curriculum units for development and progress.
6. Provide written draft reports and edit documents as requested by the EU Committee until FINAL draft approval. May occasionally be requested to provide a verbal report, written report and/or presentation to the Tribal Council or project stakeholders of The Klamath Tribes.

III. **“Qualification Statement” Response Requirement:**

Interested individuals must submit a “Qualification Statement.” The submission must be responsive to the following items and may also include supplemental material that further supports the knowledge, skills and ability to provide the “Scope of Services” outlined in Section II. Failure to provide complete responses may exclude the party from further consideration. In review of the RFQI, the Tribes will take into consideration the following:

- Integrity;
- Compliance with public policy;
- Record of past performance;
- Financial and technical resources.
- Additional curriculum units completed within the time period; beyond the minimum required deliverables

Required

1. At minimum, provide the following information in your RFQI response:
 - Experience working with Indian Tribes;
 - Proven experience in curriculum development;
 - Length of time in business or field;
 - Bachelor’s degree or higher preferred;
 - Ability to acquire general liability insurance for working on this project; and
 - Writing sample, delineate how content targets the subject area;
2. Three (3) recent references to include the following:
 - Organization name, address;
 - Contact name and title;
 - Telephone number and/or email.
3. Provide work samples that demonstrate ability to meet and exceed expectations as outlined in “Scope of Services.” At minimum, this must include examples of the following:
 - a. Provide an explanation of relevant factors related to the development of curriculum that may be in the best interest of The Klamath Tribes.

b. Availability to attend requested meetings, or provide presentations if requested.

c. Cannot be on the excluded parties list on sam.gov

IV. RFQI Questions and Clarifications:

All inquiries regarding the RFQI must be submitted in writing to Julie Bettles, Education & Employment Director at Julie.bettles@klamathtribes.com. Written responses to such inquiries will be made available to any requesting party.

Any information given to an individual will be furnished to all prospective applicants as an addendum if such information is necessary or if the lack of such information would be prejudicial. Receipt of addendum should be acknowledged in the "Qualification Statement." It is the individual's ultimate responsibility to ensure that they have all applicable addenda prior to submitting the "Qualification Statement."

From the date of distribution of the RFQI through the date of interview for the Curriculum Developer by the Tribes, the applicant may not initiate or continue any verbal or written communications regarding this RFQI with any official of the Tribes unless the Tribes expressly authorize communication. If determined that there has been a compromise of the competitive process or there is otherwise deemed to be disruptive, inappropriate, or unacceptable conduct, the RFQI submitted may be disqualified from further consideration.

V. Review of Qualification Statements and Selection Criteria

1. Selection Procedures: The Klamath Tribes' utilizes this formal advertising of Request for Qualifications to award to the most highly qualified individual or firm. All timely responses to this RFQI will be considered. The Klamath Tribe reserves the right to reject any and all RFQI's based on documented reasons including determining any or all RFQI's to be non-responsive.
2. Method of Review: The Klamath Tribes and its authorized representatives will review all RFQI's received and may contact the party to request further information. The Klamath Tribes may accept any given RFQI as submitted. The decision of the Klamath Tribes shall be final and not subject to appeal.
3. Qualification Statements will be evaluated on, but not limited to, the following criteria:
 - a. (0-40 points) Scope of Services, Qualification Statements. The RFQI must fully demonstrate ability to carry out each requirement listed in this RFQI.
 - The professional and ethical reputation of the individual or business
 - Any added benefits the individual provides that might further enhance the interview
 - Past record of performance with respect to quality of work provided
 - Provide draft project plan budget based on Statement of Work
 - b. (0-15 points) Cost: If any, will be determined by formula method.
 - c. (0-35 points) Writing Sample; with delineation of common core standards and content of a past curriculum or sample curriculum
 - d. (0-10 points) References: A record of integrity, judgment, performance and timeliness will garner higher points.
 - Three (3) references.

- e. Indian preference: At minimum 15% of the evaluation points shall be granted to applicants who demonstrate entitlement to Indian Preference.
- f. In the case of duplicate proposals, the earliest postmarked envelope will be reviewed unless otherwise advised in writing by the applicant that the later RFQI is the appropriate one to review.

100 TOTAL POINTS POSSIBLE (without Indian Preference)

D. Instructions for Submitting RFQI:

Return RFQI in an envelope clearly marked according to the following instructions:

- 1. One original and five (5) copies must be submitted. Alternate proposals will not be accepted.
- 2. Sealed RFQI can be submitted in person, through US Postal Service, or by ground delivery to:

The Klamath Tribes
Administration Office
Attention: Jackie Galbreath, Purchasing Agent
P.O. Box 436
501 S. Chiloquin Blvd.
Chiloquin, OR 97624

- 3. Email or Faxed RFQI will not be accepted.
- 4. On outside of sealed envelope write:
"RFQI # 1801EED-1CurriculumDeveloper"

For any questions, please contact Julie Bettles, Education & Employment Department Director at (541) 783-2219, ext. 109 or email: julie.bettles@klamathtribes.com.

E. Closing/Opening Date and Time and Method of Solicitation:

- 1. RFQI's will be accepted at the address above up to **4 p.m. on 01/03/2019**. All timely responses to this RFQI will be considered. The Klamath Tribes reserve the right to reject any and all RFQI's including those received after the closing date and time. If, at the time of the scheduled closing date, The Klamath Tribes administration is closed due to uncontrolled events or administration closures, RFQI's will be accepted until 4:00 p.m. on the next normal business day.
- 2. RFQI's will be opened at **10 a.m. on 01/04/2019** at the Klamath Tribal Administration office, 501 S. Chiloquin Blvd., Chiloquin Oregon. If, at the time of the scheduled opening date The Klamath Tribes Administration is closed due to uncontrolled events or administration closures, RFQI's will be opened at 10 a.m. on the next normal business day.

- 3. This RFQI has been published by:

<input checked="" type="checkbox"/>	Publication in a Newspaper of general circulation
<input checked="" type="checkbox"/>	Direct solicitation of proposals from an adequate number of known sources
<input checked="" type="checkbox"/>	Klamathtribes.org

F. **Indian Preference:**

1. To the greatest extent feasible, preference and opportunities for training and employment shall be given to Indians, and preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned economic enterprises. Indian Preference is given to Indian-owned enterprises that provide proof of at least 51 percent ownership of the enterprise submitted on an Indian Enterprise Qualification Statement showing:
 - ownership, control, and interest;
 - certification by a tribe that bidder is an Indian;
 - evidence of stock ownership, structure, management, control, and financing affecting the Indian character of the enterprise;
 - evidence that the contractor has the technical, administrative, and financial capability to perform contract work of the size and type involved.

Preference and opportunities for training and employment regarding the administration of these activities shall be given to Indian and Alaskan Natives.

G. **Provisions:**

1. If required, all parties must submit with their RFQI a statement detailing their employment and training opportunities and their plan for providing preference to Indians. All contractors must observe the Klamath Tribes' Indian preference policy.
2. The Klamath Tribes shall conduct all procurement transactions in a manner that provides fair and open competition.
3. The Klamath Tribes shall provide fair and equitable treatment for all persons or firms who are in the business of supplying goods and services.
4. The Klamath Tribes wish to assure that supplies, services, and construction are procured efficiently, effectively, and at the most favorable prices available.
5. The Klamath Tribes shall take reasonable affirmative steps to assure that DBE's, WBE's and MBE's are used when possible but without infringing on Indian preference where Indian preference is applicable.
6. The Klamath Tribes shall not use federal grantor funds to do business with any entity who is disbarred in accordance with the Federal Government Disbarment list.
7. Request for Qualifications may be terminated by The Klamath Tribes at any time for cause.
8. Each party submitting a RFQI is certifying that he/she has not colluded with any other person, firm or corporation regarding securing the services being solicited.
9. No employee, officer, or agent of the Klamath Tribes may solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontractors.
10. Negotiation: Provisions not addressed by this solicitation will be negotiated with the professional once a selection has been made.
11. Agreement: The selected professional will enter into an enforceable agreement that fully conforms to the contracting provisions pursuant to 2 CFR and funding grant(s). Copies of these requirements are available for review at the grantee's offices.

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