

Request for Proposal (RFP)
Stewardship and Contract Support Services
Klamath Tribes Natural Resources Department
RFP # 1904NRD-1Stewardship

The Klamath Tribes Natural Resources Department (KTNRD) is requesting proposals from interested parties to offer stewardship support services related to the Tribe's Master Stewardship Agreement (MSA) and other agreements, and contracts administered by KTNRD. The MSA is administered by Klamath Tribes in partnership with a non-profit partner, the U.S. Forest Service and other natural resource management entities, on the historic Klamath Indian Reservation now managed by the Fremont-Winema National Forest (F-WNF).

Introduction:

The purpose of this request for proposal is to add capacity to the KTNRD through a dedicated contract consultant to assist the KTNRD in the administration of current and future stewardship agreements and other contractual agreements related to planning, contracting and administration of active and future agreements and contracts.

Over the past seven years, the KTNRD has been actively engaged with the F-WNF and partners in the development and implementation of Supplemental Project Agreements (SPAs) under the KTNRD's MSA. Currently, there are three active SPA areas in various stages of planning and implementation: Black Hills SPA, Red Knight SPA, and Kirk SPA. The purpose of these SPAs is to address landscape scale impacts to forest and watershed health on the F-WNF. In addition, future F-WNF planning areas will be identified for SPA development and implementation.

Duration of this work will correspond with the sequence of current SPA activities provided in the specific agreements as well as the corresponding planning for the potential new SPA project areas. The term of this contract will run for an Indefinite Delivery Indefinite Quantity (IDIQ) over a five (5) year period to maximize the technical expertise provided to the KTNRD under this contract. The minimum contract award period under this agreement will be for 1 year with annual task orders being awarded to reflect the desired work to be completed under this contract for each year. Subsequent annual task orders may be awarded during the remaining IDIQ period.

A. Scope of Work:

Described below are the mandatory services to be provided under the stewardship support contract. The goal under this award is to contract a "dedicated" support contract person to work directly with the Natural Resources Director and Forest Manager on the contracted tasks.

- 1) Provide broad level support for active and future stewardship and participating agreements, logging contracts and service work contracts administered by the KTNRD.**
 - a) Provide technical support to the KTNRD, for MSA and SPA related development, planning, procurement and contracting.
 - b) Provide technical expertise related to short and mid- term business planning related to the MSA and SPA projects.

- c) Assist in all required reporting related to active MSA, SPA, and other contracts and agreements administered by the KTNRD.
- d) Assist in all aspects of contract request for proposal (RFP) development and planning, solicitation, proposal review, contract award and administration and tracking of projects under the SPAs.
- e) Provide assistance on the tracking of retained receipts on a SPA project basis as well as the cumulative tracking under the MSA initiative and provide consultation on the prioritization of these funds for current and future work.
- f) Work with local mills, secondary wood product manufactures and operators to maintain a pool of interested vendors to work and or collaborate on future SPA projects. Create quarterly reports tracking the current mill indices and market prices related to active projects and log sales as well as provide guidance on current market trends and indices.
- g) Provide assistance as needed on all active SPA project agreements, including financial plan modifications, develop budgets and provide technical expertise for new agreements entered into by KTNRD.
- h) Assist with tracking income and expenses for all aspects of SPA implementation and associated work, including the receipts of log sale income and payments to selected timber operators and other associated administrative costs in accordance with the SPA financial plan. Provide reporting on a quarterly basis.
- i) Assist with managing Timber Sale Accounting (TSA) through the tracking of log volumes and income received from the mill. Produce a monthly report for the tribe in advance of the monthly TSA accounting.
- j) Provide final project accounting report after forestry harvest operations are complete under each agreement as well as keep track of and report on cumulative accomplishments under all MSA SPAs.
- k) Provide Stewardship Timber Sale administration support and training and job shadowing of KTNRD staff for active SPA projects.

B. Required credentials of proposed bidder shall include at minimum, but is not limited to:

1. Upper level degree in Forestry and Natural Resources, plus three (3) years' experience developing and administering stewardship agreements, **OR**, ten (10) years' specific experience in stewardship agreements and natural resources and forestry project planning and management. Contractor's designated staff must have specific demonstrated experience in an upper level lead management role in the stewardship agreements in the 10-year period.

The proposed contractor selected to perform the solicited work will be subject to abide by the following requirements and to submit the following documents:

- Must be eligible to do business in the state of Oregon and submit a proposal to this RFP.
- Abide by all relevant Federal, State, Local or Tribal Laws, rules or regulations.
- Must not be debarred or suspended from doing work with the federal government. Being registered in the System of Awards Management through sam.gov will garner higher points. If registered, provide Cage Code.
- Will be asked to furnish proof of Worker's Compensation Insurance and to complete a form W-9.
- Shall procure and maintain liability insurance issued by a responsible insurance carrier. Furnish a Certificate of Insurance (Coif). Required insurance coverage shall be continuous without interruption during the term of the contract, in the amounts listed:
 - Commercial General Liability \$1,000,000

C. Evaluation Factors and Scoring:

1. Selection Procedures: The Klamath Tribes' Administration utilizes this formal advertising of Request for Proposals to award the contract to the most highly rated offeror subject to negotiation of fair and equitable compensation. All timely responses to this RFP will be considered. Klamath Tribes' Administration reserves the right to reject any and all proposals based on documented reasons including determining any or all proposals to be non-responsive.
2. Method of Review: The Klamath Tribes' Administration and its authorized representatives will review all proposals received and may contact offerors to request further information, either in written form or in the form of a presentation. The Klamath Tribes' Administration may accept any given proposal as submitted or may negotiate with an offeror to establish terms most advantageous to the Tribes. The decision of the Klamath Tribes' Administration shall be final and not subject to appeal.
3. Method of Scoring: All proposals received on time will be evaluated and scored in seven- (7) categories. For each category list the specific " Designated" person or person's responsible for each task and their relevant qualifications and experience

Category 1-3, relevant professional experience

- 1) (0-20) Offeror must have extensive experience in all aspects of procurement, project development, administration and management of U.S. Forest Service Master Stewardship Agreements, Participating Agreements, logging contracts, and general forest-related service contracts, as well as, all applicable federal and state regulations and compliance under these agreements and contracts. Specific experience and knowledge of developing SPA's, SPA financial plans and modifications, rules and regulations and compliance under these agreements and performance tracking are mandatory under this contract. Additionally, offeror must provide demonstrated experience with local log markets, statewide timber

economics, and demonstrated ability to work with local mills, operators and secondary wood product manufacturers, as well as a broad knowledge of regional contractor capacity.

- 2) (0-15) Offeror must have demonstrated experience developing request for proposals for implementation of projects under the SPAs as well as demonstrated experience administering, tracking, reporting and compliance under these contracts. Specifically list experience related to any large- scale landscape restoration, stewardship or associated projects. Offeror must provide a minimum of three contracts (3) that they have developed and administered.
- 3) (0-5) Offeror must have demonstrated experience with Timber sale administration and specifically on Stewardship agreements. List the specific person who would be responsible under the contract if awarded. Offeror must describe how they would offer sale administration support and job shadowing to the KTNRD as well as list the credentials and relevant experience of that designated individual.
- 4) (0-15) Budget. Must submit an estimated detailed budget for each work item including the fully loaded charge out rate for each position related to each task included under this contract. Include all labor costs for each designated individual, as well as travel, supplies and materials and administrative overhead. If applicable, please provide any annual cost escalation if this is a multi- year contract.
- 5) (0-20) Scope of Work and Qualifications. The qualification section of the proposal should reflect the demonstrated ability to complete the tasks requested under the contract as well as show their professional abilities to assist the KTNRD as covered by the statement of work with an emphasis on the offeror's current experience.

The qualification section of the proposal should reflect relevant higher education and/or certification, **OR**, past comparable experience, and the offering of services as covered by the statement of work. Consideration will be given to the offeror's relevant experience and to any proposed plan provided with the proposal or subsequent interview. Consideration will also be given to past and current experience of providing such services.

Offeror's professional experience and demonstrated ability to produce the deliverables identified herein, which will be judged on the basis of references provided by the contractor, as well as by experience with or knowledge of the contractor.

- 6) (0-10) References: A record of integrity, judgment, performance and timeliness in the execution of previous contracts. All offerors must provide a minimum of three (3) professional references who can attest to the Contractors technical expertise in the tasks requested in this RFP.
- 7) (0-15 points) Indian preference: A minimum 15% of the evaluation points shall be granted to bidders who demonstrate entitlement to Klamath Tribal or Indian Preference, which points shall not be available to non-Indian bidders.

100 TOTAL POINTS POSSIBLE (without Klamath Tribal or Indian Preference)

In the case of duplicate proposals, the earliest postmarked envelope will be reviewed unless otherwise advised in writing by the applicant that the later proposal is the appropriate one to review.

D. Instructions for Submitting Proposals:

1. Sealed proposals can be submitted in person, through U.S. 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

2. On outside of sealed envelope write: **RFP 1904NRD-1Stewardship** and your company name.
3. Provide one (1) original and three (3) copies of the proposal. Proposals will not be accepted by Fax or email.
4. For any questions on the proposal and requirements, please contact Will Hatcher, (541) 783-2219 ext. 142 or email will.hatcher@klamathtribes.com.

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

1. Proposals will be accepted at the above listed address **up to 4:00 p.m., on Monday, April 22, 2019**. All timely responses to this RFP will be considered. The Klamath Tribes reserve the right to reject any and all bids including those bids 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, proposals will be accepted until 4:00 p.m. on the next normal business day.
2. Proposals will be **opened at 10:00 a.m. on Wednesday, April 24, 2019** at the Klamath Tribes Administration Offices, 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, proposals will be opened at 2:00 p.m. on the next normal business day.
3. This RFP has been published by:
X _____ Publication in a Newspaper of general circulation.
_____ Direct solicitation of proposals from an adequate number of known sources.

F. Indian Preference:

1. Each federally-funded contract shall observe the applicable Tribal and Indian Preference requirements in accordance with Chapter IX of The Klamath Tribes Procurement Policy for a Klamath Tribal Enterprise; a Klamath Tribal Member Business; and an Indian-Owned Business.

2. Indian Preference is given to a Klamath Tribal Enterprise, a Klamath Tribal Member Business, or Indian-Owned Business that provides proof of at least 51% 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.

G. Provisions:

1. If required all bidders must submit with their proposal a statement detailing their employment and training opportunities and their plan for providing preference to Indians. All contractors must observe the Klamath Tribes' employment preference policy.
2. The Klamath Tribes shall conduct all procurement transactions in a manner that provides full and open competition.
3. The Klamath Tribes shall provide fair and equitable treatment for all persons or firms who re 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 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 Proposals may be terminated by The Klamath Tribes' Administration at any time for cause.
8. Each person and firm submitting a proposal is certifying that he/she has not colluded with any other person, firm or corporation about 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 Chapters I and II.