

<b>Procurement Type:</b>	<b>Request for Proposal (RFP) Small Purchases</b>
<b>Title:</b>	<b>Archaeologist</b>
<b>RFP #:</b>	<b>1902CHD1-Archaeologist</b>
<b>Closing/ Opening Date:</b>	<b>RFP Close: 9/13/2019, 3 p.m. RFP Open: 9/16/2019, 2 p.m.</b>
<b>Department/Contact</b>	<b>Klamath Tribes Culture and Heritage Department (CHD)/ Perry Chocktoot</b>

**Introduction:**

This Request for Proposals (RFP) solicitation shall result in a personal services contract with a party that is qualified and has the experience to perform complete archaeological oversight services for the Culture and Heritage Department on the Obsidian Solar Project near Fort Rock, Oregon for approximately 24 months.

**A. Scope of Service:**

Described below are the technical requirements for the material, product, or service to be procured, including the minimum essential characteristics and standards which it must meet to satisfy its intended use.

1. See Exhibit A for full details on the requirements.

**B. Quality Requirements:**

The Klamath Tribes and Culture and Heritage Department will award a contract to a responsible prospective contractor who has the ability to perform successfully under the terms and conditions of the proposed contract. In determining the responsibility of a party, the Tribes Culture and Heritage Department will consider such matters as the party's

- Integrity;
- Compliance with public policy;
- Record of past performance;
- Financial and technical resources.

**Required**

1. Must have a Master's degree in Anthropology.
2. Must have minimum of 3 years work experience in related field of archaeology
3. Provide resume or job qualification papers showing 3 years' experience in field.
4. Provide 3 references for the last 2 relevant jobs completed. (Name, address, phone or email)
5. Must not be debarred or suspended from doing business with the federal government.
6. If claiming Indian Preference, must provide an Indian Enterprise Qualification (IEP) as proof. Additional points will only be available for party's submitting an IEQ.

**Required no later than time of contract approval.**

1. Provide certificate of insurance for professional liability, automobile insurance. If selected, party will be required to provide information at time of contract signing.
2. It is preferable if the party is registered with the System for Award Management sam.gov. Cage Code number is acceptable if registered.

**C. Evaluation Factors and Scoring:**

1. Selection Procedures: The Klamath Tribes' Administration utilizes this formal advertising of Request For Proposals to award to the most highly rated proposal subject to negotiation of fair and equitable compensation. Awards will be made to the responsible party whose proposal is most advantageous to the program with price and other factors considered. 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 ask the party for additional information. The Klamath Tribes' Administration may accept any given RFP as submitted or may negotiate with the party 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 as follows:
  - a. (0-55 points) Proposal Preparation and Requirements. The RFP must fully demonstrate ability to carry out each requirement listed in Sections A-C and Attachment A - Scope of Service.
  - b. (0-35 points) Cost: Points for Cost will be determined via a formula method performed by the Tribes.
  - c. (0-10 points) References: A record of reference, such as a resume' or job qualification statement showing integrity, judgment, performance and timeliness in the execution of previous jobs will garner higher points.
  - d. Indian preference: A minimum of 15% of the evaluation points shall be granted to parties who demonstrate entitlement to Klamath Tribal or Indian Preference, which points shall not be available to non-Indian parties per Chapter IX of the Klamath Tribes Procurement Policy.
  - e. In the case of duplicate proposals the earliest postmarked envelope will be awarded unless otherwise advised in writing by the applicant that the later proposal is the appropriate one to review.

**100 TOTAL POINTS POSSIBLE** (without Indian preference)

D. **Instructions for Submitting Proposals:**

1. Return proposal in an envelope clearly marked according to the following instructions below. One (1) original and two (2) copies must be submitted. Alternate proposals will not be accepted.
2. Sealed Bids 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. Do not submit RFP by email or Fax

4. On outside of sealed envelope write:  
**“1902CHD1-Archaeologist and company or individuals name”**

For any questions on the proposal and requirements, please contact Perry Chocktoot at 541-783-2764 x107, email: [perry.chocktoot@klamathtribes.com](mailto:perry.chocktoot@klamathtribes.com).

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

1. Proposals will be accepted at the address listed above up to **3:00 p.m. on September 13, 2019**. All timely responses to this RFP will be considered. The Klamath Tribes reserve the right to reject any and all proposals including those proposals received after the closing date and time. If, at the time of the scheduled closing date, Klamath Tribes Administration is closed due to uncontrolled events or administration closures, proposals will be accepted until 3:00 p.m. on the next normal business day.
2. Proposals will be opened at **2 p.m. on September 16, 2019** the Klamath Tribal Administration Office, 501 S. Chiloquin Blvd., Chiloquin Oregon in the Housing Director’s office. If, at the time of the scheduled opening date, Klamath Tribes Administration is closed due to uncontrolled events or Administration closures, bids will be opened at 2:00 p.m. on the next normal business day.
4. This RFP has been published by:

<b>X</b>	Publication in a Newspaper of general circulation
<b>x</b>	Direct solicitation of proposals from an adequate number of known sources
<b>X</b>	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 (IEQ) Statement showing:
  - Ownership, control, and interest;
  - Certification by a tribe that the person listed on the IEQ 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.
2. Preference and opportunities for training and employment in connection with the administration of these activities shall be given to Klamath Tribal members, Indian and Alaskan Natives.
3. Certain Federal laws allow for the application of a Tribal-specific preference, and where those laws apply, the Tribes will provide preference, as set out in Chapter IX of the Klamath Tribes Procurement Policy, for Klamath Tribal Members or businesses owned by Klamath Tribal members.

**G. Provisions**

A listing of all Provisions can be found in the Klamath Tribes Procurement Policy.

1. If required, all parties must submit with their proposals 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 or suspended 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 party submitting a proposal is certifying that he/she has not colluded with any other person, firm or corporation in regard to 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. Employees, officers, or agents of the Klamath Tribes shall abide by all sections of Chapter III, Code of Conduct, by refraining from the procurement, in any manner, if a real or apparent contract exists.
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 25 CFR part 900, 2 CFR chapters I and II, NEPA. The Klamath Tribes Procurement Policy and the funding agency terms and conditions. Copies of these requirements are available for review at the grantee's office.

**ATTACHMENT A**  
**SCOPE OF SERVICES**  
**The Klamath Tribes**  
**Archaeologist Services on the Obsidian Solar Project**

Solicitation Information and Requirements

**Project Overview**

This Request for Proposals (RFP) solicitation shall result in a personal services contract with a party that is qualified and has the experience to perform complete archeological oversight services for the Klamath Tribes Culture and Heritage Department on the Obsidian Solar Project near Fort Rock, Oregon for approximately 24 months.

**Scope of Services**

- The RFP is directed at RPA Archaeologists.
- The party will provide complete archeological oversight of the Obsidian Solar Project in Fort Rock, Oregon
- The party will be required to give their professional opinion and report any recommendations that may be helpful to the Klamath Tribes Culture and Heritage Department on all Anthropological requirements and process.
- The party will be required to meet with the Culture and Heritage Department on a daily/weekly/monthly timeframe to interact on pertinent issues.
- The party must have experience with anthropological field processes and as well as providing written documentation to Oregon State Historical Preservation Office (SHPO) and the Klamath Tribes Culture and Heritage Department.
- The party must be insured.
- The party must be willing to travel and perform work at the Obsidian Solar Project in Fort Rock, Oregon and shall be responsible for their own travel per diem arrangements.
- The proposal must show the total cost for labor, travel, supplies, and any other necessary cost to complete the project.
- The Klamath Tribes would like the project to be completed by December 31, 2021; however, if the timeline is not feasible, the proposal must include an alternative completion date.
- The party must understand that this project is confidential and The Klamath Tribes privacy must be protected at all times during the project.
- The party will have an exit meeting with the Culture and Heritage department no later than 10 business days after the project is completed.
- A final report is due and shall be submitted within 90-days after completion of the project. Provide one original and one copy of final report to the Culture and Heritage Director. The party must be respectful to the Klamath Tribes and their possessions at all times. The party is encouraged to ask questions at any time for clarification or ask for a meeting to clarify processes

