

Request for Proposal (RFP)
Small Purchases
IT Consultant
Klamath Tribes Child Support Enforcement Program
RFP # 201CSE1-ConsultantIT

Introduction:

The Klamath Tribes Child Support Enforcement Program intends to hire an independent consultant to perform IT services. The successful consultant will assess security of the Child Support Enforcement Program's current server to identify needs and weaknesses in order to gain access to needed Child Support Locator System to improve collections, case processing time, customer service and trust and confidence in Child Support Program.

A. Scope of Work:

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.

Interested parties submitting an RFP need to respond to the following questions and quality requirements by submitting a written response to this RFP and include all costs associated with performing the service.

1. Klamath Tribes Child Support Enforcement Program requires that an independent assessment to be performed by a competent, independent and unbiased evaluator who has expertise in information assurance and IT cybersecurity technology, processes and methodology to validate existing security controls and make a determination of a general security posture of an IT system. The assessment must include information on the security controls denied within the security agreement and detailed findings (if any) and recommendations to improve the tribal child support agency's plans, procedures and practices so the system can be deemed secured and meeting federal requirements.
2. The party selected will perform duties of an independent assessor and should use industry best practices and guidelines with acceptable certifications that include one or more of the following:
 - Certified Information System Security Professional
 - Certified Information Security Manager
 - Certified Authorization Professional
 - Comp TIA Security
3. The selected contractor will be responsible to complete the assessment and provide a written report to the Program Manager on or before August 1, 2020.
4. 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.
5. The Party and/or its employees may be required to pass a background character investigation.

B. Quality Requirements:

The Klamath Tribes and Child Support Enforcement Program will award contracts to responsible prospective contractors who have the ability to perform successfully under the terms and conditions of the proposed contract. In determining the responsibility of a party, Child Support Enforcement Program 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 minimum of three years' work experience in related field; and/or a Cybersecurity or Information Technology degree.
2. Provide resume or job qualification papers showing experience/education in the field.
3. Must provide 3 references for the last 2 relevant jobs completed (Name and number).
4. Must not be debarred or suspended from doing business with the federal government.

Preferred or If Applicable (If information below is not provided with RFP, selected contractor will provide information at time of contract)

1. Provide Federal ID#, Social Security or TIN # and State Registry# or equivalent.
2. Provide certificate of insurance for general liability and automobile insurance.
3. Provide proof to claim Indian preference. (only if claiming IP)
4. It is preferred that party is registered with the System for Award Management (sam.gov).

Schedule of RFP activities:

- 05/28/2020 Advertise RFP # 201CSE1-ConsultantIT
- 06/04/2020 1 p.m. Deadline for questions regarding RFP.
- 06/12/2020 4 p.m. Closing Date for RFP to be submitted via method outlined above.
- 06/15/2020 10 a.m. Opening and review of RFP's submitted on time.

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. 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 the party to request further 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.
 - b. (0-35 points) Cost: Cost will be determined by formula method, if possible.
 - c. (0-10 points) References: A record of integrity, judgment, performance and timeliness in the execution of previous jobs will garner higher points.

- d. Indian preference: At minimum 15% of the evaluation points shall be granted to bidders who demonstrate entitlement to Indian Preference, which points shall not be available to non-Indian bidders when using Method #3 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 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:
"201CSE1-ConsultantIT and company or individual's name"
- 5. Questions on the RFP can be directed to Danita Herrera at (541)783-3020, ext. 4, or email danita.herrer@klamathtribalcourts.com.

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

- 1. Proposals will be accepted at the address above up to **4 p.m. on June 12, 2020**. 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, The Klamath Tribes Administration is closed due to uncontrolled events or Administration closures RFPs will be accepted until 2:00 p.m. on the next normal business day.
- 2. Proposals will be opened at **10 a.m. on June 15, 2020** 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, RFPs will be opened at 3:00 p.m. on the next normal business day.
- 3. This RFP has been published by:

	Publication in a Newspaper of general circulation
x	Direct solicitation of proposals from an adequate number of known sources
x	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.
2. Certain federal laws allow for the application of a Tribal-specific preference, and where those laws apply the Tribes will provide preference for Klamath Tribal members or businesses owned by Klamath Tribal members.
3. Preference and opportunities for training and employment in connection with the administration of these activities shall be given to Indians and Alaskan Natives.
4. The Klamath Tribes Procurement Policy shall be followed for any individual/firm claiming Indian Preference.

G. Provisions:

1. All contractors must observe the Klamath Tribes' Indian preference policy as set forth in the Klamath Tribes Procurement 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 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. 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 comply with Klamath Tribes Procurement Policies.