

Request for Proposal (RFP)
Consultant – Health & Safety Standards and Policies and Procedures
RFP # 2117ECDC-1ConsultantHSSPP

Introduction:

On November 19, 2014, the Child Care and Development Block Grant (CCDBG) Act of 2014 was signed into law (PL 133-186). The law reauthorized and revised the purposes of the CCDF program and requirements. In September 2016, the CCDF Final Rule was released which outlined the regulatory requirements for CCDF programs based on the CCDBG Act of 2014. The CCDF requirements strengthen the requirements to protect the health and safety of children in child care; help parents make informed consumer choices and access information to support child development; provide equal access to stable child care for low-income children; and enhance the quality of child care and early childhood workforce. The full regulations are listed in the U.S. Code of Federal Regulations at 45 C.F.R. Part 98 and 99.

The Klamath Tribes' Child Care and Development Fund (CCDF) program function is to provide a subsidy to low-income Klamath Tribal families and other federally-recognized Native American families who need child care assistance. The CCDF program also works to support children's learning by improving the quality of early care and education programs.

The CCDF program supports Klamath Tribal and other Native American families by ensuring they have access to quality and stable child care within the service area of Klamath County. There are two components of the CCDF program: (1) Child Care Subsidy (Certificate), and (2) Operation of a child care center (Klamath Tribes Early Childhood Development Center (ECDC)).

The Klamath Tribes Early Childhood Development Center (ECDC) is a tribal early learning facility located in Chiloquin, Oregon for children aged 0-5 years old. It currently houses two (2) prekindergarten classrooms and one (1) infant/toddler classroom. One of the prekindergarten classrooms focuses on tribal culture and language. The three classrooms could house up to 28 children total. Currently the enrollment is at 16 children in the Center. There are also Child Care Providers serving families outside of the Center. Meals and snacks are provided but transportation is not provided. The majority of the funds used to operate the Center comes from grants.

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.

1. This RFP is directed at hiring a consultant to provide technical assistance in reviewing and drafting the Child Care and Development Fund (CCDF) program standards, including the revision of the current policies and procedures. This includes the Health & Safety standards and monitoring and enforcement policies and procedures for CCDF providers.
2. The consultant will be experienced working with grant funded programs; have prior work experience and knowledge in early learning, child care and/or child development. Previous work experience involving Child Care Development Funds (CCDF) funded programs is required. Prior relevant work experience in Early Head Start, Head Start, Preschool Promise, or similar program is preferred.
3. The consultant shall prepare a final product - written policy and procedures as stated in number 1 above. Sections will be drafted and presented to a team of staff for review. The consultant will

prepare a proposed timeline for completion of the project, including time for staff to review and final presentation.

4. The consultant will provide a writing sample of a written project they previously completed with the proposal. This will not be returned.
5. The consultant will be required to meet with one or more of the following: General Manager, Contracts & Grants Officer, Project Manager, Office Manager and other staff as needed. This can be at the Center or other Tribal Administration Office in Chiloquin. Virtual/remote meetings using Zoom is preferred. At least one face to face meeting is required if possible, either at the beginning of the project, or to present the final product.
6. Previous relevant work experience with tribes is preferred.
7. The party must be willing to travel and perform work at Tribal Administration and/or the Early Childhood Development Center if covid-19 allows. This would be in Chiloquin, Oregon – 318 S. Chiloquin Blvd., and 501 S. Chiloquin Blvd.
8. The consultant must be willing to work with staff at the Early Childhood Development Center.
9. The proposal must show the total cost for labor, travel, supplies, and any other necessary cost to complete the project.
10. The Klamath Tribes Tribal Council would like the project to be completed within 90 days of a signed agreement; however, if the timeline is not feasible, the proposal must include the next earliest date to complete project.
11. The final product is due within 45 days of project end.
12. The consultant 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.

B. Quality Requirements:

The Klamath Tribes Administration 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, Tribal Administration and ECDC will consider such matters as the proposers

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

Required.

1. Prior work experience with grant funded, tribal education programs or related field.
2. Proposal must show the total cost for labor, travel, supplies and any other necessary costs associated with this RFP.
3. Proposal must provide a summary of your experience showing a minimum of ten (10) years' work experience in related field of education, early childhood education, or similar field.
4. Must provide resume or job qualification papers showing at least five (5) years professional work experience in field.

5. Proposal must include a one-two page writing sample of a previous project.
6. Proposal must provide 3 references for the last 2 relevant jobs completed (Name, number email).
7. Proposal must include Federal ID#, Social Security, EIN # or TIN#.
8. Proposal must include Certificate of Insurance for professional liability and auto coverage.
9. Proposal must provide Indian Enterprise Qualification Statement to claim Indian preference (if applicable).
10. Proposers must meet the following minimum requirements:
 - a. Minimum of ten (10) years' work experience.
 - b. At minimum a degree (BA/BS) in business management, public administration, education, early learning, or related field.
 - c. Prior work experience with tribal nations/communities preferred.
 - d. Must not be debarred or suspended from doing business with the federal government.
 - e. Preferable if the party is registered with the System for Award Management (sam.gov).

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 proposal must fully demonstrate ability to carry out each requirement listed in Section A.
 - b. (0-30) points Section B Quality Requirements. The proposal must demonstrate all requirement questions have been answered or addressed in B 1-10 a-e.
 - c. (0-35 points) Cost: Cost will be determined by formula method, if possible.
 - d. (0-10 points) References: A record of integrity, judgment, performance and timeliness in the execution of previous jobs will garner higher points.
 - e. 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.
 - f. 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 two unbound proposals in an envelope clearly marked according to the instructions below. Alternate or emailed proposals will not be accepted.
2. Sealed proposals 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 Boulevard
Chiloquin, OR 97624

3. Proposals are not accepted by email at this time.
4. On outside of sealed envelope write:
“**2117ECDC-1ConsultantHSSPP and your name or company name.**”
5. Questions on the RFP can be directed to Kathleen Mitchell, Project Manager at (541) 783-0804, ext. 112, or email: kathleen.mitchell@klamathtribes.com.
6. Schedule of RFP activities:
 - 08/19/2021 Advertise RFP # 2117ECDC-1ConsultantHSSPP
 - 09/09/2021 2 PM Deadline for questions regarding RFP.
 - 09/21/2021 4 PM Closing Date for proposals to be submitted via method outlined above.
 - 09/24/2021 Opening of all proposals received on time will be held via email and Zoom.

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 September 21, 2021**. 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 the Tribal Administration is closed due to a holiday or administrative closure, the RFP closing date will be moved to the next business day by 4 p.m.
2. Grant and Contract Compliance Officer will schedule the opening of all proposals received on time on **September 24, 2021** at the Klamath Tribal Administration office, 501 S. Chiloquin Blvd., Chiloquin Oregon via email and Zoom.
3. This RFP has been published by:

x	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.

RFP Mailing List **(For internal use only)**
Provide list of names/firms that were solicited

To Address	Method Direct, Mail or Email	Date