

Request for Proposal (RFP)
Archaeologist for Bootleg Fire Project
Klamath Tribes Culture and Heritage Department
RFP # CHD22-09-1ArchaeologistBFP

Introduction:

The Klamath Tribes is requesting proposals from qualified licensed and experienced persons who can carry out services under a Personal Services Contract to perform complete archaeological oversight services for the Culture and Heritage Department on the Bootleg Fire Project in Southern Oregon and in the area of Chiloquin Oregon for approximately 24 months.

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. Response must not be longer than 10 pages and will not include the one-page writing sample. Response must explain and/or provide information regarding the requirements in the Scope of Work and the Quality Requirements.

1. Provide complete archaeological oversight services. as outlined in this RFP.
2. Provide complete archaeological oversight services at all sites.
3. Complete Cultural Resource Survey's, file site reports with the Oregon State Preservation Office, and provide written weekly reports to the Klamath Tribes Culture and Heritage Department Director.
4. Party will be required to give their professional opinion and report any recommendation that may be helpful to the Klamath Tribe's Culture and Heritage Department on all Anthropological requirements and process.
5. Meet with the Klamath Tribes Culture and Heritage Department on a daily/weekly/monthly basis to discuss pertinent issues.
6. 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.
7. Must be willing to travel and perform work in the Bootleg Fire footprint in Southern Oregon and shall be responsible for own travel and per diem arrangements.
8. Complete the project by December 31, 2023 and provide a final report 90 days after end of project. In the event the project cannot be completed on time, an alternate date of completion is requested.
9. The party must understand that this project is confidential and The Klamath Tribes privacy must be protected at all times during the project.
10. Must be respectful to the Klamath Tribes and their possessions at all times and it is highly suggested that questions or a meeting is asked for clarification.

11. Attend an exit meeting with the Culture and Heritage Department no later than 10 business days after the completion of the project. During the exit meeting, all keys and equipment will be turned in the Klamath Tribes Culture and Heritage Department. Meeting can be in person or via Zoom.
12. Meetings will be in person, by Zoom, or teleconference.

B. Quality Requirements:

The Klamath Tribes and the Culture and Heritage Department 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, the 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. The proposal must show the total cost for labor, travel, supplies, and any other necessary costs to complete the project(s).
2. Must have a Master's Degree in Anthropology.
3. Must be a Registered Professional Archeologist (RPA) in the state of Oregon.
4. Must provide an Indian Enterprise Qualification Statement (IEQS) if claiming Indian preference.
5. Must have minimum of 3 years work experience in related field of Archaeology.
6. Must provide resume or job qualification papers showing three (3) years' experience in field.
7. Must provide three (3) references for the last two (2) relevant jobs completed (name, email and telephone).
8. Must have experience with anthropological field processes and experience in writing documentation to Tribal, Federal, State and local agencies. Provide a short one-page or less writing sample; written sample from a prior project is acceptable.
9. Provide Federal ID#, Social Security or TIN # and State Registry# or equivalent.
10. Must not be debarred or suspended from doing business with the federal government.
11. Must provide a current Certificate of Insurance (COI) showing commercial general liability **or** professional liability, and auto insurance if selected.
12. It is 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. (0-30points) Scope of Work Response Section A: The response must fully demonstrate ability to carry out each requirement listed in Sections A.
- b. (0-30 points) Quality Requirements Section B: The response must fully demonstrate that responder has met the requirements listed in this Section.
- c. (0-15 points) Cost: Cost will be determined by formula method if possible.
- d. (0-25 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 responder's who demonstrate entitlement to Indian Preference, which points shall not be available to non-Indian responder's when using Method #3 of the Klamath Tribes Procurement Policy.
- f. In the case of duplicate proposals the earliest postmarked envelope will be reviewed unless otherwise requested 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 one unbound proposal in an envelope clearly marked according to the following instructions below. Alternate proposals will not be accepted.
2. Sealed Proposal 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:
"CHD22-09-1ArchaeologistBFP and your name or company name"
5. Questions on the RFP can be directed to Perry Chocktoot or Mandy Roberson at (541)783-2764x107 or email perry.chocktoot@klamathtribes.com or mandy.roberson@klamathtribes.com
6. Schedule of RFP activities :
 - April 5, 2022 Advertise RFP # CHD22-09-1ArchaeologistBFP
 - April 22, 2022 Deadline for questions regarding RFP.
 - April 25, 2022 Closing Date for RFP to be submitted via method outlined above.
 - Grant and Contract Compliance Officer will start RFP opening during the week of April 25, 2022 via Zoom with a Review Panel; review and selection may take up to two weeks. All responders will be notified after a selection is made.

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 April 25, 2022**. 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 Klamath Tribes Administration is closed for a recognized Holiday or Administrative closure on the day and time of closing, the RFP response can be submitted the next business day up to 3 p.m.
2. The Grant and Contract Compliance Officer will schedule a Zoom opening with a Review Panel during the week of April 25, 2020 to review RFPs received on time; the process may take up to two weeks. All responders will be notified by email once a selection is made.
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.