

**Request for Proposal (RFP)**  
Linguist Consultant  
Klamath Tribes Language Department  
RFP # KTLD22-18-1LC

**Introduction:**

The Klamath Tribes Language Department (KTLD) is a newly implemented department to help sustain and promote the languages of the Klamath Tribes. The department is requesting quotes from experienced and qualified persons who can provide linguistic services and develop a language system that can be taught to trainees who will become teachers of the Klamath Tribes' languages.

**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 obtaining linguistic services and development of language systems to teach the Klamath Tribes' languages to trainees for creating teachers in the Klamath Tribes' languages.
2. The party selected will assist in the recruitment and selection of interns to be developed into teachers, develop a survey to be sent to Klamath Tribal members to determine language abilities, meet with tribal members in public meetings, design training systems to teach the Klamath languages, research and develop Klamath Tribal language apps for computer and phone use.
3. The party shall provide up to 2 interns to help project(s) designed to teach Klamath tribal languages.
4. Party will be responsible to provide own transportation, provide travel expenditures, own computer equipment and office equipment. Party will assist the Klamath Tribes Language Director with supervision and training of language trainees.
5. Party will be required to give their professional opinion and report any recommendation that may be helpful to language training systems for the Klamath tribal languages.
6. Meet with the Language Director on a weekly basis via Zoom, teleconference, or in person. On occasion the contractor and Language Director may be required to meet with Klamath Tribal Upper Management, Tribal Council and Tribal Membership advance notice will be given for most meetings.
7. The party must have experience with Klamath Tribal languages, customs, history and traditions. Party will be experienced in meeting and working with tribal families, children, elders, and officials.
8. The proposal must show the total cost for labor, travel, supplies, and any other necessary cost to complete the project. Including, the cost of interns, computer app costs for development.
9. Ideally, the Language Department would like the system and training completed by December 1, 2023, and a time extension can be granted if it is warranted.

10. The party must understand that this project is confidential and The Klamath Tribes privacy must be protected at all times during the project. All materials developed are the property of the Klamath Tribes, as per their Culture and Heritage Policy.
11. A Final Report or product will be due within 90 days of contract term unless an extension is granted by the Klamath Tribes.
12. 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.

**B. Quality Requirements:**

The Klamath Tribes and the Language 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 Klamath Tribes Language 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 minimum of 3 years work experience in related field of Linguistic Training.
2. Must have a Masters or Bachelor's Degree or certification in Linguistics or related field.
3. Preferred Doctoral Degree in Linguistics or related field.
4. Must provide resume or job qualification papers showing 3 years' experience in field.
5. Must provide 3 references for the last 2 relevant jobs completed (Name and email or telephone).
6. Must not be debarred or suspended from doing business with the federal government.
7. Provide Federal ID#, Social Security or TIN # and State Registry# or equivalent.
8. Provide certificate of insurance for general liability and automobile insurance.
9. Must provide proof to claim Indian preference (if applicable).
10. Preferred if contractor 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. (0-35 points) Scope of Work. The response must demonstrate ability to carry out each requirement listed in Sections A.
- b. (0-35 points) Quality Requirements. The response must show that respondent meets the requirements in Section B.
- c. (0-10 points) Cost: Cost will be determined by formula method, if possible.
- d. (0-20 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. Submit one unbound proposal in an envelope clearly marked according to the instructions below. Alternate proposals will not be accepted.
2. 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:  
“**KTLD22-18-1LC and your name**”
5. Questions on the RFP can be directed to GeorGene Nelson, Language Department Director at (541)783-2219, ext. 291, or email [georgene.nelson@klamathtribes.com](mailto:georgene.nelson@klamathtribes.com).
6. Schedule of RFP activities :
  - 07/14/2022 Advertise RFP # KTLD22-18-1LC
  - 07/21/2022 3 pm Deadline to email questions regarding RFP to [georgene.nelson@klamathtribes.com](mailto:georgene.nelson@klamathtribes.com).
  - 08/01/2022 4 p.m. Closing Date for RFP to be submitted via method outlined above.
  - Opening and review of RFPs received on time will be coordinated by the Grant and Contract Compliance Officer (GCCO) via a Zoom meeting with a review panel. Review and selection may take up to two weeks. All responders will be notified by email from the GCCO after selection has been 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 August 1, 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 Tribal Administration is closed for a holiday or an administrative closure, the RFP can be submitted the next normal business day by 3 p.m.
2. Proposals will be opened by a coordinated Zoom meeting. The Grant and Contract Officer will email all responders with notification after a selection has been made. Please note this process may take up to two weeks or more to complete.
3. This RFP has been published by: Choose one or both

	Publication in a Newspaper of general circulation
<input checked="" type="checkbox"/>	Direct solicitation of proposals from an adequate number of known sources
<input checked="" type="checkbox"/>	Klamathtribes.org under Procumbent tab.

**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.