



## Request for Proposals (RFP)

<b>Scope of Service</b>	<b>CCDF Policy &amp; Procedure Writer</b>
<b>RFP #</b>	
<b>RFP issued by</b>	Hoh Indian Tribe Family Services
<b>Issue date</b>	<b>October 15, 2021</b>
<b>Closing date/time</b>	Proposals must be received before 4:00 PM Pacific Time on: <b>January 3, 2022</b>
<b>Contact Information and Questions</b>	All inquiries related to this RFP including any requests for information, questions, and clarification, are to be directed to the following email address: <a href="mailto:britni.duncan@hohtribe-nsn.org">britni.duncan@hohtribe-nsn.org</a> . The Tribe will respond if time permits. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be recorded and may be distributed to all Proponents at the Tribe's option.
<b>Delivery of Proposals</b>	Proponents may submit one (1) electronic copy of their Proposal in Adobe Reader compatible format by email marked in the subject line with the RFP name and number and sent to <a href="mailto:britni.duncan@hohtribe-nsn.org">britni.duncan@hohtribe-nsn.org</a> . The Tribe will reply acknowledging receipt and it is the Proponent's responsibility to ensure the Tribe has received their Proposal. Proponents are advised not to submit files larger than 5 MB by email.
<b>Short-Listed Proponents</b>	Proponents who <b>have not</b> been contacted by end of business day on <b>January 7, 2022</b> are their proposal submission was unsuccessful.
<b>Expected Interview Dates</b>	<b>January 10<sup>th</sup>-14<sup>th</sup>, 2022</b>
<b>Successful Proponent Notified</b>	<b>January 18, 2022</b>
<b>Expected Proponent Start Date</b>	<b>February 1, 2022</b>
<b>Proponent's submissions</b>	A person authorized to sign on behalf of the Proponent must complete and sign the <b>Proponent Section</b> (below), leaving the rest of this page otherwise unaltered and include the originally-signed and completed page with the first copy of the Proposal.  <i>Note: The RFP timetable is tentative only and may be changed by the Tribe in its sole discretion</i>

### Proponent Section

*(To be completed by the Proponent and included as the "RFP Cover Page" of the Proposal)*

The enclosed Proposal is submitted in response to the above-referenced RFP including any addenda. Through submission of this Proposal, we agree to all the terms and conditions of this RFP and agree that any inconsistencies in our Proposal will not be considered. We have carefully read and examined the RFP including the *Administrative Section* and have conducted such other investigations as were prudent and reasonable in preparing the Proposal. We agree to be bound by the statements and representations made in our Proposal.

Signature of Authorized Representative:	Legal Name of Proponent (and Doing Business As Name, if applicable):
Printed Name of Authorized Representative:	Address of Proponent:
Title:	
Date:	
Authorized Representative email address (if available):	Authorized Representative phone, fax (if available):

## **1. Summary of the Requirement**

The purpose of this RFP is to invite experienced and qualified Early Childhood Program Policy and Procedure Developers to provide Tribal Child Care and Development Fund (CCDF) policy and procedure research and writing services to the Hoh Indian Tribe Family Services Division (TFSD)

The successful Proponent will be invited to negotiate a Contract for consulting services providing CCDF policy and procedure research and writing services for the TFSD. The term of the Contract will be for a period of six month (6 month).

## **2. Terms and Conditions**

This RFP does not create any binding legal obligations on the TFSD. For greater certainty, the TFSD reserves the absolute right to invite, consider and analyze Proposals from Proponents and to negotiate a Contract with the successful Proponent, as the TFSD considers desirable.

The terms and conditions applicable to this RFP are identified in *Appendix A – Definitions and Administrative Requirements*. The submission of a Proposal in response to this RFP indicates acceptance of all terms and conditions that are included in Appendix A, and any addenda subsequently issued by the TFSD. Provisions in Proposals that contradict any of the terms of this RFP will be as if not written and do not exist.

## **3. Services**

The successful Proponent will assist the TFSD in designing, and developing a comprehensive range of CCDF policies, directives and procedures for the governance and day-to-day operations of the CCDF that are based on current best practices.

Specific services include:

1. Based on the existing inventory of TFSD CCDF policies, directives, and procedures, identify gaps and/or opportunities for improvement
2. Participate in the creation of a project plan intended to prioritize and address existing gaps and opportunities for improvement
3. Manage and report on the project plan ensuring goals, and milestones are met
4. Provide expertise and guidance relevant to CCDF policies, directives, and procedures
5. Research, design and write CCDF policies, directives and procedures based upon the priorities articulated in the project plan and that reflect best practices.
6. Participate in working groups intended to ensure collaboration and communication with relevant CCDF staff and stakeholders relating to the design and development of TFSD CCDF policies, directives, and procedures

## **4. Service Requirements**

The ideal Proponent will have a broad range of skills, experience and education as described below:

1. Work experience relating to the design and development of CCDF policies and procedures
2. Work experience in a tribally operated CCDF program organization
3. Experience working with diverse teams and stakeholders
4. Excellent writing and language skills relating to the articulation of clear and concise policies and procedures

5. Critical thinking and researching skills
6. Communicate effectively in both oral and written English
7. Strong interpersonal skills, able to work collaboratively and effectively with other team members
8. Experience with change management in a large organization undergoing significant transformation
9. Excellent working knowledge of MS Word, Excel, and PowerPoint

The ideal Proponent will be available to provide services on a regular basis. Furthermore, the successful Proponent may delegate or sub-contract the services were deemed reasonable and with the TFSD's consent.

## 5. Deliverables

It is anticipated that the Proponent will play a leading role in achieving the following deliverables during the 6-month contract period:

1. Creation of a project plan to address the design, development and/or improvement of governance and operational policies, directives, and procedures for the CCDF
2. The revision/creation of CCDF policies, directives, and procedures for CCDF funded programs including the following (not an exhaustive list):
  - a. Parent Program Approval
    - Definition of Indian Child
    - Service Area
    - Prioritized waiting list standards
  - b. Types of Providers
    - Background checks
    - Provider orientation and training standards
  - c. Contracting with CCDP
  - d. Tax Information
  - e. Sign in Sheets
    - Attendance records
  - f. Approved Child Care Expenses
  - g. Claim Process
    - List of paid holidays
    - Invoicing requirements
  - h. Special Needs Rate Approval Process
  - i. Parent Copayments
  - j. Provider Support
  - k. Monitoring and Site Visits for Center Providers
    - Monitoring records
    - Monthly Emergency Preparedness Standards
  - l. Disaster Preparedness and Response Plan
  - m. Attachments
    - Standard forms for parents (intake packets, sign-in sheet, billing statement)

## 6. Working Arrangements

The successful Proponent will have the full cooperation of tribal staff and access to information necessary to provide the services described in this RFP.

The Tribe will provide reasonable administrative support to facilitate communication and meetings with tribal staff.

The successful Proponent will be expected to work off-site and to provide any computer and other equipment and software necessary to perform the services.

## 7. Evaluation

Proposals will be evaluated by a committee that may include employees and Contractors of the Tribe. All committee members will be bound by the Tribe's confidentiality policies.

Proposals will be evaluated on the Mandatory and Desirable Criteria as described below. Proponents should ensure that they fully respond to all criteria to be comprehensively evaluated.

The TRIBE may request and receive clarification from any Proponent when evaluating a Proposal.

The evaluation committee will short-list Proponents based upon the scoring achieved on the Desirable Criteria.

## 8. Interviews and References

Short-listed Proponents receiving the highest scores from the evaluation committee will be asked to meet with the committee to discuss aspects of their Proposals. The evaluation committee will consider these discussions in further evaluating the Proponent's Proposal.

After meeting with the evaluation committee, Proponents may be asked to provide contact information for and permission to speak with, three (3) business references. These references must be able to comment and discuss meaningful aspects of the Proponent's Proposal in relation to the Desirable Criteria.

The TRIBE will contact references to verify statements provided in the Proponent's Proposal. The TRIBE will not enter a Contract with a Proponent whose references, in TRIBE's sole opinion, are unsatisfactory.

Proponents who are not asked to meet with the evaluation committee will serve as notice that their proposal submission was unsuccessful.

## 9. Mandatory Criteria

Proponents and/or Proposals that do not meet the following Mandatory Criteria will be excluded from further consideration in this procurement process:

1. Proposals must be received before the **Closing Date/ Time** specified on the **RFP Cover Page**.
2. Proposals must be in English.
3. Proposals must be submitted as specified in the **Delivery of Proposals** section on the **RFP Cover Page**.
4. Proponents must submit one (1) **RFP Cover Page**, with the **Proponent Section** in its original form fully completed and signed.

## 10. Desirable Criteria

Proposals meeting all the mandatory criteria will be further evaluated against the Desirable Criteria identified below, using the score weightings indicated. Proposals that do not meet the minimum score for each Criterion will be excluded from further consideration.

<b>Desirable Criteria</b>	<b>Maximum Score</b>	<b>Minimum Score</b>
Relevant education and technical abilities	10	4
1. academic qualifications and achievements professional accreditations or certifications		
Work experience: 1. Relating to the design and development of CCDF policies and procedures 2. In a tribally operated organization 3. Working with diverse corporate teams, and stakeholders 4. In large organizations undergoing significant transition and transformation 5. Relating to American Indian, Alaska Native or First Nations communities or organizations	30	18
Relevant skills relating to: 1. Writing and the English language 2. Collaboration and facilitation Microsoft Word, PowerPoint, and Excel	20	12
Hours of availability and commitment to provide ongoing services	20	12
Hourly price for individuals providing the services	20	12
<b>Total</b>	<b>100</b>	<b>60</b>

## 11. Proposal Format

To ensure consistency in Proposals, Proponents will respond to the Desirable Criteria in the format specified below.

Appendices A through D must be completed and submitted as part of the Proposal. Please note that the "Proponent" referenced in these appendices is intended to mean the individual(s) who will provide the services.

1. One (1) **RFP Cover Page** with the **Proponent Section** unaltered and signed by the Proponent.
2. A table of contents including page numbers.
3. A short (one or two page) summary of the key features of the Proposal is optional.
4. Completed **Appendix A – Relevant Education and Technical Abilities**
5. Completed **Appendix B – Work Experience**
6. Completed **Appendix C – Relevant Skills**
7. Completed **Appendix D – Availability and Price**

**Appendix A – Relevant Education and Technical Abilities**

Describe the relevant academic qualifications, educational achievements, and technical abilities of the Proponent

Identify and briefly describe any relevant CCDF professional accreditations or certifications of the Proponent



**Appendix C – Relevant Skills**

In 250 words or less, describe the English language writing abilities of the Proponent. Describe any policy or procedural documents that the Proponent has written. Identify the top three qualities that are most important when creating these documents and explain why they are important.

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In 250 words or less, describe the Proponent’s style and skills in facilitating outcomes and enabling collaboration when working on projects that involve multiple stakeholders.

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Describe the Proponent’s level of skill and ability with Microsoft Word, PowerPoint, and Excel.

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**Appendix E – Availability and Price**

Identify the Proponent's hours of availability for this project over the next six (6) months.

Identify the hourly price/rate in for the Proponent(s) providing the services. Identify any other expectations with respect to compensation. Note that any required travel will be reimbursed at the TRIBE's standard rates for employees and contractors. (FY2022 GSA CONUS)