

OWENS VALLEY CAREER DEVELOPMENT CENTER

TUNIWA NOBI FAMILY LITERACY, NÜÜMÜ YADOHA LANGUAGE PROGRAM, AFTERSCHOOL PROGRAM, TRIBAL TANF, CAREER EDUCATION, EARLY HEAD START, KERN INDIAN EDUCATION CENTER

Request for Proposals 18-19-08

DATE: May 10, 2018

PROJECT TITLE: Visalia Homework Assistance/Tutoring

PROPOSAL DUE DATE: Proposals will be evaluated as received with anticipated close date of June 29, 2018. This RFP will remain open until all agreements are awarded. **Email (electronic) responses are preferred.**

SUBJECT/PURPOSE OF MEMO: Owens Valley Career Development Center is a Tribal Consortium located in California and organized under the Indian Self Determination Act. OVDCDC receives and administers several Federal and State Grants including a Early Head Start Program Grant, California Department of Education Indian Education Grant and Tribal TANF Grants for the benefit of Tribes and communities in Inyo, Mono, Kern, Tulare, Kings, Fresno and Ventura Counties. **OVDCDC is seeking bids from qualified vendors to provide:**

- Services as a tutor/homework assistant to American Indian TANF (cash aid & prevention) eligible K-12th grade students.
- Seeking individuals that are dedicated to working with youth in the Visalia/Tulare County school districts.
- Must have experience, certification, or education to assist youth in a variety of academic requirements from K-12th grades.
- Areas of knowledge that will be considered as qualifying above would be familiarity with various school curriculums, high school graduation, completion of A/P course work and/or certificated programs, college enrollment or degrees and strong English and math skills.
- Must be available 3 or more days per week, Typical schedule is Tues -Thurs from 2p-4p but hours may vary according to student needs and tutor or space availability.
- Services will be needed during the period August 21, 2018 to May 30, 2019.
- Services to be provided at the OVDCDC Visalia Office location at 1401 West Caldwell, Visalia, CA or at other agreed appropriate sites such as school sites.
- Must provide authorization and be able to pass the OVDCDC and Visalia Unified School District ("VUSD") background checks and fingerprinting. Work may be performed at school locations. Person selected must pay fingerprinting fee for VUSD.
- Multiple Agreements are expected to be awarded under this RFP to several different vendors (Potentially 6 tutors that will work with elementary youth through 6th grade and one or more tutors that will work with eligible Jr. High and High School students.)

All proposals will be evaluated using the following criteria:

- A. Responsiveness of proposal in clearly stating an understanding of the work to be performed and ability to perform the work; (10 Points)
- B. Qualifications including experience, certifications or education related to working with students in K-12th grades and knowledge of school curriculums and math; (30 Points)
- C. Availability to provide service (10 Points)
- D. Ability to meet service delivery schedule (10 Points),
- E. Past performance and financial stability (financial statements may be requested) (10 Points)
- F. Price (including costs travel & other expenses); (25 Points)
- G. Experience working with a Tribe or Tribal Organization and in multi-cultural environments. (5 Points)
- H. Preference (Preference will be implemented by award to Bids up to 8% higher in price than the lowest bid or by adding up to 8 points to base score [Based on eligibility])

This project will be funded entirely with Government Grant funds. Any contract awarded under this RFP may be renewed for up to 2 additional periods of one year for the contract periods ending May 2020 and May, 2021 under the same or very similar terms and conditions.

All OVDC Request for Proposals are subject to Section 7(b) of the Indian Self Determination & Education Act (**25 USC 450e (b)**) which provides to the greatest extent feasible, preference and opportunities be given to American Indians and American Indian owned business enterprises, **2 CFR Section 200.321** requiring OVDC to take all necessary affirmative steps to assure minority firms, women's business enterprises and labor surplus area firms are used when possible and **45 CFR 75.327 to 75.340**. Preferences may be given to vendors or products that are environmentally-friendly, use recycled materials, are recycled, use energy-saving technology or other ecologically beneficial techniques. In accordance with Public Law 103-333, the "Department of Labor, Health and Human Services, and Education, and related Agencies Appropriations Act of 1995," the following provisions are applicable to this purchase: "Section 507: "Purchase of American-Made Equipment and Products- It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available in this ACT should be American-made.""

LOCAL BUSINESS ENTERPRISE PROGRAM OVDC encourages the utilization of businesses within its service area. To promote participation of local business enterprises in the competitive selection process, OVDC provides incentives to local businesses.

A Local Business Enterprise is defined as follows:

Local Business Enterprise – to be considered as a local business enterprise, a firm must provide evidence the firm is located at a fixed commercial or residential address where administrative, clerical, professional or other productive work is performed relative to its commercial purpose. The firm must be located within the OVDC's service area for a minimum of one year.

A value of three additional points will be added to the evaluation scores of Local Business Enterprises who bid on professional services contracts. In the event that the proposed services will be evaluated on a price basis only, the bids of local business enterprises will be reduced by 3%. If, after this adjustment, the local business enterprise is determined to be the most competitive bid, the actual contract amount will be the amount originally bid by the local business enterprise.

After evaluation of Best and Final Offers, the purchase will be awarded to the most responsive and responsible vendor whose offer is the most advantageous to OVDC. The OVDC reserves the right not to make any award. An award may be split between multiple firms/vendors. To receive preference documentary proof is required to be submitted with the proposal. For example, a copy of valid Tribal enrollment card from a federally recognized Tribe or proof of more than 51% Indian ownership in a business is required for Indian Preference.

*GUIDELINES AND REQUIREMENTS FOR CONTRACTING WITH
OWENS VALLEY CAREER DEVELOPMENT CENTER*

Any agreement awarded will be required to contain the following agreement language or substantially similar language as may be negotiated:

“SOVEREIGN IMMUNITY WAIVER LIMITATIONS: Contractor acknowledges that OVCDC, including its TANF and other programs, is a tribal consortium, without authority to waive the sovereign immunity of any consortium member Tribe. Any waiver of the sovereign immunity of the consortium member Tribes can only be provided by the written consent of the consortium member Tribe’s governing body. Any waiver of the sovereign immunity of OVCDC can only be provided by the written consent of the OVCDC Board of Trustees. No such waiver has been provided by the terms of this Agreement, and Contractor agrees that nothing contained in this Agreement is or shall be construed as a waiver of the sovereign immunity of OVCDC or any consortium member Tribe.”

ACTION REQUIRED: You are invited to review and respond to the Request for Proposals. For questions on this RFP please contact OVCDC:

PROPOSAL:

Proposals should be **emailed** or sent to:
Owens Valley Career Development Center
Purchasing/Contracts Administrator
P.O. Box 847 (93515)
2574 Diaz Lane (93514)
Bishop, CA
E-MAIL: contracts@ovcdc.com

CONTACT FOR FURTHER INFORMATION:

Purchasing/Contracts Administrator
Telephone: 760-873-5107 Ext. 275
FAX: 760-873-3231
E-MAIL: contracts@ovcdc.com