

# OWENS VALLEY CAREER DEVELOPMENT CENTER

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

## Request for Proposals 18-19-37

**DATE:** August 22, 2018

**PROJECT TITLE:** Benton Homework Assistance/Tutoring

**PROPOSAL DUE DATE:** Proposals will be evaluated as received. This RFP will remain open until an all agreements are awarded. Email (electronic) responses are preferred to mailed hard copy.

**SUBJECT/PURPOSE OF MEMO:** Owens Valley Career Development Center is a Tribal Consortium located in California and organized under the Indian Self Determination Act. OVDCD 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. **OVDCD is seeking bids from qualified vendors to provide:**

### **Benton Homework Assistance/Tutoring**

OVDCD is seeking bids from qualified vendors to provide tutor services in the Benton, CA area. Contractor will provide 2 hours of tutoring services twice a week, Mondays 3:45 pm-5:45 pm and Wednesdays, 4:45 pm – 6:45 pm assisting with afterschool Academic Education Program for a total of 4.0 hours per week. Anticipated 36 weeks of services September 10, 2018 through June 7, 2019.

Tutoring sessions are held at the Benton Tribe Community Center, 567 Yellow Jacket Road, Benton, CA. Contractor will provide one to one and group tutoring assistance with Tribal TANF eligible students in school subject areas:

**Math, English Language Arts, Science and Social Studies.**

OVDCD will provide curriculum and class supplies for students as needed and appropriate as well as classroom space for students as needed. Contractor's rate will include all costs including for transportation to and from the service location.

### **Qualifications:**

- Interested and qualified parties that are dedicated to working with youth for opportunities as a tutor or homework assistant.
- Must have experience, certification, or education to assist youth in a variety of academic requirements from K-12th grades.
- Additional areas of knowledge would be familiarity of various school curriculums.
- Will be responsible for collecting and turning in weekly sign in sheets and providing monthly assessments to measure each student's progress.
- Attend quarterly meetings with parents to provide updates on student's progress, challenges or suggestions.
- Attend final debriefing meeting on or around June 7, 2019.

### **Additional qualifications:**

1. Must have a valid Red Cross/First Aid CPR card
2. Must be able to pass a criminal background-Must provide a signed OVDCD Background Authorization Form and be OVDCD Background cleared prior to being awarded a contract or providing any services.
3. Maintain High Confidentiality,

4. **Assist in maintaining inviting and safe learning environment, make daily notes on student's progress, share student progress, concerns, success and needed parental contact when applicable with OVCDC Bishop Site Manager and Site Project Coordinator.**
5. **Responsible for contacting Site Project Coordinator and or Site Manager if time frames for tutoring need to be adjusted.**

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-12<sup>th</sup> 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 during the following two (2) fiscal periods ending June 30 2020 and June 30, 2021 for the same time frames as the original contract and under the same or very similar terms and conditions.**

All OVCDC 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 OVCDC 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** OVCDC encourages the utilization of businesses within its service area. To promote participation of local business enterprises in the competitive selection process, OVCDC 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 OVCDC'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 OVCDC. The OVCDC reserves the right not to make any award. An award may be split between multiple firms. To receive preference documentary proof is required to be submitted with the proposal. A copy of valid Tribal enrollment card from a federally

*GUIDELINES AND REQUIREMENTS FOR CONTRACTING WITH  
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recognized Tribe or proof of more than 51% Indian ownership in a business is required for Indian Preference.

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](mailto: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](mailto:contracts@ovcdc.com)**