

# OWENS VALLEY CAREER DEVELOPMENT CENTER

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

## Request for Proposals 23-24-48

**DATE:** August 23, 2023

**PROJECT TITLE:** Cultural Youth Gathering Camp 2024

**PROPOSAL DUE DATE:** Proposals will be evaluated as received with a close date of September 29, 2023 at 5:00pm PST if sufficient qualified proposals are received. **This RFP will remain open until an agreement is awarded. Electronic (Email) Submission are Accepted & 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 an 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, Ventura, and Fresno Counties.

**OVDCDC is seeking bids from qualified camp facilities vendors to provide:**

**The OVDCDC Cultural Youth Gathering. The event will consist of 5 days and 4 nights.**

**Potential date ranges must be 5 consecutive days excluding holidays such as 4<sup>th</sup> of July:** Between June 17<sup>th</sup>, 2024 and July 26<sup>th</sup>, 2024.

**Monday-Friday schedule.**

Arrival time between 1:00pm – 3:00pm on first day.

Departure time for group on last day will be by Noon.

**Group meeting and dorm/cabin accommodations should include the following for approximately 110 people:**

General assembly room to accommodate approximately 110 staff and campers combined, for use on day 1 and final day 5.

Minimum of four (4) to six (6) breakout classrooms or outside areas to accommodate group activities for days 2, 3, & 4. Will be used as a craft room and a youth store to purchase items.

- Dorm/cabin style accommodations with bunk beds and preferred indoor toilet and showers.
- Dorms/cabins will be occupied based on gender
- Separate living quarters for chaperones and support staff
- Dorms/cabins, bathrooms and showers should be maintained and cleaned frequently

Availability of Presentation equipment (inside Audio/Video Equipment) (No separate entity);

**Meals will be provided by the camp according to the following:**

- Day one - buffet dinner
- Day two - buffet breakfast, lunch & dinner
- Day three - buffet breakfast, lunch & dinner
- Day four - buffet breakfast, lunch, & dinner
- Day five - buffet breakfast and a sack lunch to go

**Camp must have insurance coverage for event. OVCDC carries insurance coverage for this event.**

**The following are preferences and may be negotiated:**

- Availability of telephone landline use for outside calls preferred;
- WiFi access preferred and Cellphone service.
- RN nurse or licensed medical personnel onsite to administer medications and for emergencies;
- Lifeguards are inclusive with camp staff.
- Camp staff to facilitate and/or provide training on Camp initiated activities such as climbing walls; ziplines, bouldering, high and low ropes, archery, kayaking and canoeing;
- Water stations on site throughout the camp;
- Adequate lighting for inside and outside activities.
- Request no sharing of accommodations/or common ground with other camp groups or entities during the Gathering.
- On site Nurse available as part of the agreement with a designated infirmary to work from.
- Notification of wild animal life must be stated in the agreement and what the protocol is for addressing this situation with the Forestry.
- Storage room/area for OVCDC provided snacks.

**Background Checks**

All facility/camp staff whose work will or does involve contact, influence or control over minor children must provide an OVCDC Background Check Authorization Form and undergo and pass a 7-year criminal conviction check in the county(ies) of residence for the past 7 years to be conducted only by OVCDC Human Resources for benefit and protection of children.

Contractors/Vendors who perform their own background checks must submit a certification in writing to Human Resources that they have complied with OVCDC's background check requirements in advance for all individuals who will have regular contact with or control over minor children before the services commence.

**Logistics and Payments**

- Prefer one point of contact from the vendor, throughout camp.
- Advance deposit to be negotiated.
- Final invoice will be paid as agreed or within calendar 30 days of receipt by OVCDC Finance after the last day of the camp.

**Recreational activities provided by camp may include but are not limited to:**

Pool with lifeguards	Low Ropes Courses
Organized Beach activities	Kayaking/canoeing

Basketball court	Tide pooling
Volleyball Area	Gaga pit
Archery	Fishing
Bouldering/rock climbing	Zip Line

**All proposals will be evaluated under the following criteria:**

- A. Clarity of Proposal and compliance with specification of work; (Value-15 Points)
- B. Compliance with delivery schedule and ability to meet deadlines and operational requirements as requested including past performance; (Quality-20 Points)
- C. Price (including expenses); (20 Points)
- D. Accessibility and condition of facilities, amenities; (20 Points)
- E. Credentials and qualifications of person to be assigned to the project; (15 Points)
- F. Camp amenities and specialty staff. (10 Points)
- G. Preference (Preference will be implemented by award to Bids not more than 10% higher in price than the lowest bid or by adding 5 points to base score).

**This project will be funded entirely with Government Grant funds.**

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 and OMB Circular A-102 (45 C.F.R Part 92.36(e)) 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. 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. All preference requires documentary proof to be provided with the proposal or preference will not be allowed. For Indian Preference to be applied: proof of enrollment in recognized tribe must be submitted with the proposal. For American Indian owned businesses to receive preference, proof of enrollment in a recognized tribe and more than 50% American Indian ownership of the business must be submitted with the proposal. Indian preference can be allowed with an affirmative statement regarding training and employment of American Indians submitted with the proposal.

**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 OVCDC. The OVCDC reserves the right not to make any award. An award may be split between multiple firms.

**Unless otherwise stated in the Agreement; any Agreement let from this RFP is for one annual Camp event for OVCDC 2024 Camp , (“Initial Term”). Upon agreement of OVCDC and the Camp host, the Agreement awarded under this RFP may be extended under the same or very similar terms for three (3) additional OVCDC camp events during the Summer of the following three (3) years 2025, 2026 and 2027. (“Renewal Terms”).**

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 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. 445  
FAX: 760-873-3231  
E-MAIL: [contracts@ovcdc.com](mailto:contracts@ovcdc.com)