

REQUEST FOR PROPOSALS

MORONGO BAND OF MISSION INDIANS Morongo Tribal TANF Program

Posting Date: November 26, 2018

Closing Date: Ongoing

Proposal Number: MTTP RFP #101-11-FY19

To: Prospective Proposers

From: Morongo Tribal TANF Program (MTTP)

Subject: **Cultural Education Facilitators for 2019 Tribal TANF Prevention and Family Formation Activities**

STATEMENT OF PURPOSE

The Morongo Tribal TANF Program (MTTP) is requesting proposals from qualified vendors to provide onsite cultural education for youth and adult participants at MTTP Banning and San Bernardino locations. The objective of cultural education programs is to increase cultural knowledge and encourage the preservation of Native customs and traditions. Activities may include storytelling, teaching or sharing Bird Songs, Cahuilla and Serrano language courses, Native crafts and games, and traditional food preparation. The intent of these services is to promote a strong cultural identity through activities that support the purposes of TANF.

MTTP reserves the right to accept or reject any or all proposals submitted and to retain all proposals submitted, regardless of whether a proposal is selected. Submission of proposal indicates acceptance by the vendor of the conditions contained in the Request for Proposals (RFP) and an agreement to enter into a contract. During the evaluation process, MTTP may request additional information or clarification from the proposers, or allow corrections of errors or omissions. Morongo Tribal TANF Program reserves the right to make an award on the basis of the greatest benefit to the TANF program and not necessarily the lowest price.

BACKGROUND INFORMATION

The Morongo Tribal TANF Program is a federally and state funded program that provides time-limited assistance to low-income families with children through the provision of cash assistance and supportive services. It is the intent of MTTP to promote career development and education to enable participants to become self-sufficient. MTTP provides prevention and family formation services to youth and adults, incorporating life skills and cultural activities designed to promote healthy families.

SCOPE OF WORK

MTTP is seeking facilitators to provide services beginning January 2019:

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- **Bird Singer:** To provide continuous instruction, preferably a weekly session for 12 consecutive weeks, that teaches participants Bird Songs and the meaning and purpose of each song
- **Bird Dancer:** To provide continuous instruction, preferably a weekly session for 12 consecutive weeks, that teaches participants Bird Dances and the history and meaning of the dance
- **Cahuilla/Serrano Language Teacher:** To provide continuous instruction, preferably a weekly session for 12 consecutive weeks, that teaches participants the Cahuilla or Serrano language at the beginner level
- **Native Crafts:** To provide instruction on basket weaving, beadwork, gourd carving/decorating, pottery, clothing (i.e. bird dresses), etc.
- **Native Food:** To provide cooking instruction on modern Native American favorites (i.e. Indian tacos) and/or to share history of gathering and preparation of traditional foods
- **Morongo Historian:** To provide participants with the history of Morongo and surrounding community through storytelling, visits to historic sites, etc.
- **Other:** To provide instruction on culture and traditions specific to Morongo Band of Mission Indians

CONTRACTUAL TERMS AND CONDITIONS

Award of the contract(s) may be a partial or full award for services, depending on availability of TANF funding and program needs. The successful proposer will be required to enter into a contract ("Funding Agreement") for the mutually agreed upon timeframe and must submit invoice(s) for payment processing.

PROPOSAL REQUIREMENTS (Bid Submission)

1. **Narrative-** Please provide a brief summary of your services with specific mention of methods to be used and typical time needed to complete a project. Please also indicate if you have a limit on class size, minimum age, or other restrictions.
2. **Cost Estimate-** Please provide a cost estimate based on two (2) hours of instruction-service fee only (do not include cost of supplies); please indicate if you will provide an assistant for larger classes and incorporate the assistant cost in service fee total. (*Note: typical service provider fee is \$250 plus \$150 for assistant for larger classes).
3. **Additional Costs-** Please indicate if you will provide materials and supplies, or if MTTP would need to provide materials/supplies. If you will provide materials/supplies, please list the per person cost of supplies on the proposal, separate of the service fee total.

SELECTION AND EVALUATION PROCESS:

MTTP staff will select the proposal which appears most comprehensive and beneficial to the TANF program. Proposals will be reviewed on a monthly basis and MTTP staff will pursue a

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contract with the vendor(s) that can best fit the needs of the program for the following quarter. Funding Agreements are typically signed 90 days in advance of an event/activity.

BID SUBMISSION CONTACT

Please indicate “MTTP RFP #101-11-FY19” or “Cultural Education Facilitator” on your proposal. Proposals may be submitted anytime via email, in person, or by U.S. mail to:

ATTENTION:

Katy Ciotti, TANF Director
Morongo Band of Mission Indians
kciotti@morongo-nsn.gov

Delivery Address:

Morongo Tribal TANF Program
940 E. Williams Street
Banning, CA 92220

OR

Mailing Address:

P.O. Box 1268
Banning, CA 92220

Morongo Tribal TANF Program
720 E. Carnegie Drive, Suite 150
San Bernardino, CA 92408

For questions, please contact Katy Ciotti, TANF Director at (951) 572-6161. Thank you for your interest.