

# REQUEST FOR PROPOSALS

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## MORONGO BAND OF MISSION INDIANS Morongo Tribal TANF Program

Posting Date: March 11, 2019

Closing Date: April 12, 2019 @ 5:00PM

Proposal Number: MTTP RFP #104-03-FY19

To: Prospective Proposers

From: Morongo Tribal TANF Program (MTTP)

Subject: **On-Site Child Care Services for TANF Participants**

### STATEMENT OF PURPOSE

The Morongo Tribal TANF Program (MTTP) is seeking bids from qualified child care providers for onsite child care services beginning July 2019 at one or both MTTP facilities located in San Bernardino and Banning, CA. It is the intent of MTTP to offer a nurturing and educational program for children ages six (6) years and younger while their parents and siblings experience various career development and life skills workshops. The services provided to children should be age appropriate, safe, and healthy to encourage the optimal physical, social, emotional, and intellectual development of each child.

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 proposer 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 also 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 a child care provider that can provide on-call services to infants and young children (age 6 and under) for approximately three (3) hours per session. Each session should include an age appropriate activity that is educational, safe and engaging. Children must be signed in/out of child care and may not be left alone at any time. Communication

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with MTTP staff and parents is expected and encouraged. Contractor must be able to accommodate a flexible on-call schedule and maintain a positive relationship with parents, children, and MTTP staff.

Most MTTP programming occurs in the afternoon or evening from approximately 4:30 pm – 7:30 pm and frequency varies from two (2) to eight (8) times per month per site, depending on the needs of the program. On occasion, more than three (3) hours of child care is needed and may occur at different times throughout the day, depending on holiday/school schedules and changes in MTTP programming. Upon agreement of both parties, children older than six (6) years may be permitted to attend child care sessions.

Advance notice for securing child care services typically averages 30 days prior to each session, but changes and cancelations may occur up to twenty-four (24) hours in advance of a scheduled session. Scheduling is based on RSVPs by MTTP clients, but participation is not guaranteed. Child care provider would be compensated at the agreed upon rate if children do not participate as a result of a no call/no show situation and MTTP is unable to provide 24 hour advance notice of cancelation.

Contractor with additional personnel or assistant(s) is preferred, in the event that more than six (6) children are anticipated, or if sessions at both sites conflict. Services must be performed onsite at MTTP facilities:

MTTP- San Bernardino Site  
720 E. Carnegie Drive, Suite 150  
San Bernardino, CA 92408

MTTP-Banning Site  
940 E. Williams Street, Suite A  
Banning, CA 92220

Contractor may invoice MTTP for supplies on a monthly basis or supplies may be purchased by MTTP directly. Supplies (such as age appropriate crafts or educational games) must be preapproved for purchase and properly stored on MTTP premises in a secure, designated area.

## **TERM OF CONTRACT**

The successful bidder shall enter into an agreement with MTTP for a period of six (6) months, or as negotiated following award. The contract shall become effective upon signature by both parties and shall renew automatically and continue until canceled by either party with a 30 day advance written notice. There is no guarantee of recurring services or quantity of work; frequency may vary month to month. If selected contractor is unavailable to perform services at any point (i.e. scheduling conflict), MTTP reserves the right to utilize another contractor during the term of the contract. MTTP, a grant funded program, may terminate the contract at any time for cause and convenience of the Tribe or awarding agency.

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## PAYMENTS, CONTRACTUAL TERMS AND CONDITIONS

MTTP's preferred billing arrangement would include individual invoices per session; invoice to be processed and paid after the session. Standard rate should anticipate travel time and associated costs to the child care provider; MTTP will not reimburse any fees.

### Cost Parameters:

- Standard rate per session (includes up to three (3) hours and maximum of six (6) children)
- Additional hourly rate for time exceeding 3 hours per session
- Additional per child rate for seventh child and above per session, plus cost of assistant at a standard assistant rate

Submission of proposal indicates the proposer's willingness to enter into a contract and to follow applicable federal, state and tribal laws and regulations. Execution of contract will depend upon the following:

1. Payment for work performed under the contract will not exceed agreed upon amounts and will not be paid in advance
2. An invoice for services rendered must be submitted to MTTP no later than 30 days after the session; invoice required in order to receive payment
3. The awarded contract is subject to availability of TANF grant funding; payments may be suspended by the MTTP Director with Tribal Council approval
4. Proposer understands and agrees to comply with applicable contract provisions for federal awards and Federal regulations related to Tribal TANF, including HHS Assurance Status, and debarment and suspension policies (SAM database exclusions)
5. Proposer agrees to comply with MTTP background investigations and criminal history record check
6. Proposer agrees to comply with MTTP confidentiality assurances, mandatory reporting requirements, and other MTTP policies and procedures
7. Proposer agrees to comply with present and future General Provisions, OMB Circulars, Program Guides and RFP amendments as developed by MTTP
8. Proposer agrees to provide W-9 and new vendor ID forms, upon request if selected
9. Contract is subject to review and approval by the Morongo Band of Mission Indians Legal Counsel, Tribal Council, and awarding agency; may be canceled at any time with 30 day written notice for cause or convenience of the Tribe or awarding agency

## PROPOSAL REQUIREMENTS (Bid Submission)

1. **Narrative-** Please provide a brief summary of your services and qualifications to best convey your capability to perform the services outlined in this RFP
2. **Licenses-** Please provide proof of child care license(s)/certifications and a resume for yourself and any assistant(s); subject to background check
3. **Cost Estimate-** Please provide a per session cost estimate based on services up to three (3) hours and up to six (6) children ages infant to six years old (standard rate)

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4. **Additional Costs-** Please provide an hourly rate for sessions exceeding three (3) hours (up to six (6) hours, if applicable), AND a per child cost rate for sessions with more than six (6) children, including cost of assistant.
5. **Restrictions-** Please provide any applicable restrictions (i.e. maximum number of children before an assistant is required, if less than six)
6. **References-** Please provide contact information for at least (2) professional references
7. **Service Area-** Please indicate if you are interested and capable of serving only one or both MTTP sites (San Bernardino and Banning). MTTP will not provide transportation.

## **SELECTION AND EVALUATION PROCESS:**

The contractor selection process will include an extensive review of proposals by MTTP staff. The selection process will be based on the response to this RFP and any interviews required to verify the ability of the contractor to provide services in response to this RFP. Meeting all RFP conditions and instructions as outlined herein, as well as the clarity, completeness and comprehensiveness of the proposal will serve as the basis for selection. The proposal which appears most comprehensive and beneficial to the TANF program will be selected. MTTP will use a point system to rank each proposal from highest to lowest to determine the award of a contract.

MTTP will make every effort to make an award determination within two weeks of submission deadline and notify proposers of results.

## **BID SUBMISSION CONTACT**

Submissions must be received by 5:00 pm on April 12, 2019. Please indicate "MTTP RFP #104-03-FY19" on your proposal. Proposals may be submitted via email, in person, or by U.S. mail to:

### **ATTENTION:**

Adrienne Martin, Grant Assistant  
Morongo Tribal TANF Program  
[amartin@morongo-nsn.gov](mailto:amartin@morongo-nsn.gov)

### **Delivery Address:**

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

### **Mailing Address:**

P.O. Box 1268  
Banning, CA 92220

For questions, please contact Adrienne Martin, Grant Assistant at (951) 755-5178. Thank you for your interest.