



Spokane Tribe of Indians

P.O. Box 100 - Wellpinit, WA 99040 - Ph. (509) 258-4581

CENTURY OF SURVIVAL

1881 - 1981

**Request for Proposal for a
Program Consultant
for Spokane Tribe Health and Human Service/
Native Youth Community Project
Proposal No. 004**

Opening Date: 01/30/2020

Closing Date: 02/15/2020

CONTACT

NATHAN AYALA

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Spokane Tribe of Indians

PURCHASING/PROPERTY DEPARTMENT

6195 FORD/WELLPINIT RD

PO BOX 100

BACKGROUND

The person selected for this position will be responsible for assisting and supporting the NYCP Director in the implementation and operation of programs under the Native Youth Community Project. He/she will work directly with curriculum development teams to ensure alignment with tribal and state agencies. He/she will also ensure the curriculum lessons being developed are delivered with fidelity and in alignment with state standards and grounded in indigenous epistemological and pedagogical practice and knowledge that are specific to the Spokane Tribe. He/She will also monitor other programs being implemented under the NYCP grant and report progress and identify areas within programming that is working and what is not working so that the program manager ensures program success.

QUALIFICATIONS

- **Must** have experience working for a pre-k - 12 public/tribal school
- **Must** have experience working with Indian Tribes
- **Must** have experience with projects focused on Native American education
- **Must** have a Bachelor's Degree in Public Administration, or Education, or similar field
- **Must** be able to pass a background check
- Experience in effective written and oral communication skills
- Ability to understand and execute complex oral or written instructions.
- Ability to work effectively and respectfully within the Spokane Tribe of Indians community and Tribal culture.
- Ability to research programs that support whole child initiatives in the community
- Preference given to experience working with Federal Grants aimed at Native youth
- Preference given to experience with school transitions programming between organizations
- Preference given to experience in effective planning and organizational skills
- Preference given for experience with Early Learning Framework
- Preference given to experience working in multi-organizational and collaborative projects
- Preference given to experience with indigenous curriculum development and professional development

SCOPE OF WORK

The Spokane Tribe is seeking a program consultant to assist in the following;

- Develop and execute professional development plans with teachers and school administrators.
- Demonstrate and co-teach Spokane Tribal Lessons with WSD teachers to help familiarize them to ways of teaching the new curriculum in a culturally responsive manner.
- Coordinate and facilitate the design and implementation of Spokane Tribal History, Science, Leadership, and Culture Curriculum.
- Assist the Family Engagement/Out-of-School Coordinator with the planning and implementation of out of school learning activities and after school family engagement activities.
- Work with the Project Director to communicate and coordinate with project partners and other outside organizations.
- Assist Head Start in meeting kindergarten readiness goals
- Assist with P-2 alignment with public school system
- Assist with tracking data from early learning outcomes and K-12 state testing
- Support teachers to meet their educational goals
- Report to supervisor performance of teaching staff in program operations
- Weekly report to supervisor observations of staff/teacher progress on creation and delivery of NYCP program lesson plans and programming
- Develop training resources

Upon completion of a competitive proposal process, all proposals will be evaluated and the selected contractor will be retained by the Spokane Tribe of Indians to provide support to the Health and Human Service department/ Native Youth Community Project.

TERMS OF ENGAGEMENT

Upon completion of evaluation, should the awarded individual choose, a contract between the Spokane Tribe of Indians and the awarded individual will be made in regards to the scope of work listed in this request for proposal for a duration of February 2020 (Start Date To Be Determined) through September 30, 2022, pending grant funding each fiscal year.

PROPOSAL SUBMITTAL REQUIREMENTS AND EVALUATION PROCESS

To be considered responsive to this RFP, each Proposer is required to submit their proposal for the work in written form. Two (2) copies of the submitter's written proposal will be due no later than 4:00 P.M. on February 15, 2020. The Selection Committee will consider each proposal relative to the needs of the Tribe as described in this RFP, SOW, and the Contractor's response to each aspect of the Work. Scoring by the Selection Committee of the submitter's written proposal to produce a total score and ranking of individuals.

- Qualifications - Present qualifications to complete the Work as described in the SOW. Demonstrate capability of providing all services anticipated within the SOW.
- Project Management - Present the process by which the Proposer will establish and maintain effective project management throughout the course of the Work. Include cost and task tracking mechanisms proposed to keep Work on schedule, within budget, and

- of professional quality.
- Technical Proposal - Provide a narrative discussion of your relevant experience with Education Consulting and plan for the Work in sufficient detail to demonstrate the Proposer understands key objectives for each project/task described herein and has developed a logical strategy for resolution.
 - Business Proposal. Provide itemized hourly rates and per diem/travel rates, and other relevant cost information.

Proposals prepared in accordance with the RFP/SOW and received by the closing date and time will be opened, reviewed, rated by the Selection Committee, and a recommendation will be made to Tribal Council for formal acceptance. Scoring of proposal submittals will be based on the following criteria:

Proposal Evaluation Criteria	Maximum Points Available
Ability to work with community programs that support the whole child initiative	8
Experience working with Indian Tribes	8
Project Management Experience	8
Experience developing tribal curriculum	8
Completeness of Proposal	8
Experience with school transitions programming between organizations	8
Proposed Complete Service Costs	8
3 or more years working with a Native population of youth ages 4-18 in an education setting	8
Experience working in a Pre-K-12 public/tribal school	8
Any Additional licenses and/or certifications that complement the license in performance of a project consultant in the education field	8
Native Preference	4
Experience with projects focused on Native American education	8
Experience working with teams of people	8

Total	100

0 = No Experience/Lacked Most Required Information 4 = Some Experience/Some Info Provided 8 = Extensive Experience/Complete Proposal Submitted

OTHER REQUIREMENTS

- Please provide at least three (3) relevant professional references as a part of the proposal
- Please provide proof of Professional Liability Insurance

We thank you for your consideration of this RFP. Should you have any comments or questions, or wish to submit a proposal, please contact Nathan Ayala at (509) 458-6550.

**Contractor Certification Regarding
Debarment, Suspension, and Other Responsibility Matters**

The prospective contractor certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State, Local or Tribal department or agency;

(b) Have not within a five-year period preceding this bid been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, Local or Tribal) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, Local or Tribal) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/bid had one or more public transactions (Federal, State, Local or Tribal) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this bid or termination of the award. In addition, under 13 USC Sec. 1601, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years or both.

Typed name & Title of Authorized Representative

Signature of Authorized Representative

Date

I am unable to certify to the above statements. My explanation is attached.

