

December 19, 2011



Request for Qualifications (RFQ) for:

Facilitation of Tribal Government Strategic and Organizational Planning

1) GENERAL INFORMATION

- a) The Morongo Band of Mission Indians is a federally recognized Indian tribe providing a full range of governmental services to the tribal membership and has jurisdictional authority over the lands of the Morongo Indian Reservation. The Tribal Council is an elected body of seven elected officials. The tribal government operates similar to a full service city or county while offering many services that are provided by states. As one of three sovereigns (tribal, state, and federal), the tribal government is responsible for concurrently providing the services of both the federal government and the state government and its political subdivisions (i.e. counties and cities). The tribal government's major divisions are similar to many California cities and include the functions of administration, community services, community development, information technology, fire services, contract law enforcement (sheriff), education, environmental, social services, public works and facilities, finance and accounting, and human resources.
- b) The Morongo Band of Mission Indians (Tribe) intends to procure a qualified consultant to provide facilitation to the Tribal Council and tribal government senior management on strategic and organizational planning for the Tribe through this Request for Qualifications (RFQ). In general, consultants responding to this RFQ shall be in the business of providing expert advice, assistance, guidance, or counseling in support government oriented business functions for counties or full service cities.
- c) This project falls under the auspices of the Tribe's Chief Administrative Officer, G. Michael Milhiser who may be contacted at 951.755.5113.
- d) Interested parties shall submit their Statement of Qualifications (SOQ) in response to this RFQ to the Morongo Band of Mission Indians, Attn: David Munro, 12700 Pumarra Road, Banning, CA 92220 no later than 3:30 p.m. on Monday, January 16, 2012.
- e) The tribe is requesting 5 hard copies of the SOQ and a print ready electronic version in PDF format. The hard copies will be used for initial screening and if necessary the tribe will print additional copies from the PDF for presentation to the Tribal Council.
- f) Because of the relative straightforward nature of the this request the Tribe does not anticipate having a pre-submittal conference. Questions related to this announcement

and/or the selection should be directed to David Munro at 951.755.5309 or dmunro@morongo-nsn.gov.

- g) The Tribe shall not be held responsible for any oral instructions. Any changes to this RFQ will be in the form of an addendum, which will be posted on the Tribe's website and made available to any potential submitters of an SOQ. Submitters are encouraged to contact the number above to check the status of the issuance of any changes to the RFQ before final submittal.
- h) Nothing in this RFQ shall be construed as specific or explicit waiver, limited or otherwise, of the Tribe's sovereign immunity.
- i) The Tribe reserves the right to reject any or all SOQs, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQs received.
- j) The consultant will be selected on the basis of demonstrated competence and qualification for the type of services required without regard to fee, and thereafter the Tribe will negotiate a contract for the project at a fair and reasonable fee with the best qualified firm.

2) ANTICIPATED SCOPE OF WORK (SOW)

- a) Upon selection the consultant will execute a contract with the tribe largely based on its response to this RFQ. The SOW developed in drafting the RFQ may include, but not necessarily limited to:
 - i) Governmental operations review
 - (1) Development of an "as-is" and "to-be" long-term (3yr) organizational plan
 - (2) Review of inherently governmental operations
 - (3) Guiding the development of interdepartmental congruency
 - ii) Strategic plan development
 - (1) Strategic planning workshops with the Tribal Council and management
 - (2) Priority development
 - (3) Leveraged opportunities and SWOT analysis
 - (4) Completion of timelines and project management of highest priorities for tribal staff implementation

3) STATEMENT OF QUALIFICATIONS CRITERIA

- a) The consultant will be selected through a qualification-based selection process. Firms interested in providing the services identified in this RFQ shall submit a SOQ that addresses the following evaluation criteria. Applicants are encouraged to organize their submissions in such a way as to follow the general evaluation criteria listed below. Information included within the SOQ may be used to evaluate your firm as part of any

criteria regardless of where that information is found within the SOQ. Information obtained from the SOQ and from any other relevant source may be used in the evaluation and selection process.

- i) **Cover Letter** (2-page maximum) indicating interest and containing at a minimum:
 - (1) Company name
 - (2) Contact name
 - (3) Address
 - (4) Email address
- ii) **General Information** (2-page maximum)
 - (1) Entity name or number searchable on California Secretary of State database or state of incorporation or formation
 - (2) Company description and team design for this project
 - (3) Legal company organization and organization chart with names
 - (4) Relevant General Services Administration (GSA) contracts (i.e. Mission Oriented Business Integrated Services (MOBIS) contract number
 - (5) Disclosure of any federal government disbarment or identification of firm or principles on Excluded Parties List
- iii) **Relevant Experience** (5-page maximum)
 - (1) Consultants overall capabilities and capacity as related to this project
 - (2) Demonstration of 5 comparable (i.e. city or county) comparable projects completed by the company with a clear demonstration of the firm's role in the effort and key personnel proposed for this project. For each, include who the work was performed for (entity and project manager), contact information for the project manager of who the work was performed for, where the work was performed, outcomes of the project, outcomes, and lessons learned.
- iv) **Team Experience and Qualifications** (2-page maximum not including attached resumes or CVs)
 - (1) Describe each team member's position within the firm. Provide attachments of resumes or CVs of each proposed team member (2-page maximum for each).
 - (2) Provide a description of relevant experience (as related to the projects identified above) of each team member.
 - (3) Highlight the team's project management experiences and/or project management certifications.
- v) **Project Understanding and Scope** (2-page maximum)
 - (1) Describe your understanding of the project as proposed.
 - (2) Describe your understanding of the intergovernmental influences on the project.
- vi) **Proposed Approach and Milestones** (2-page maximum)
 - (1) In whatever form (i.e. illustrative or narrative) best suits your firm present a proposed approach and milestones for this project.
 - (2) Provide a detailed description of why and how your approach would best fit this project.
- vii) **Other** (2-page maximum)
 - (1) A statement that the firm will adhere to a non-disclosure agreement.
 - (2) A statement that all materials and works prepared under and award from this RFQ are property of the Tribe.

- (3) A statement regarding
 - (4) Disclosure of any and all relationships (including previous work) with tribal officials, members, and senior management personnel.
- b) The SOQ shall adhere to the maximum number of pages (17 not include resume or CV attachments—limited to two pages each) indicated above. It shall be printed on a single-side and each section shall be clearly identified by a heading at the top of the page at the section start. The SOQ will be bound by a single staple in the upper left corner (no comb binding) and shall not be in a plastic document cover. The cover letter shall be the cover. There is no need for a table of contents. Resumes and CVs may be separated by a separator sheet and the last page may be a hard backer (i.e. cardstock).
- i) Five hard copies and a print ready PDF (either by email, DVD, or thumb drive) of the SOQ must be submitted to the Tribe no later than 3:30 p.m. on Monday, January 16, 2012 to the Morongo Band of Mission Indians, Attn: David Munro, 12700 Pumarra Road, Banning, CA 92220.

4) SELECTION PROCESS

- a) The issuance of this RFQ may not result in a contract
- b) An evaluation team will evaluate each SOQ according to the above criteria and select finalists that will be short listed for the project. If necessary, the short list firms will meet with tribal officials and/or tribal staff for interviews. The purpose of the interview will be to expand on the information provided in the SOQ, not to repeat information already provided. Those firms selected for the short list will be provided additional instruction by the Tribe. Those firms not selected for further consideration will be notified.
- c) The Tribe will enter into negotiations with the selected firm and execute a contract upon completion of negotiations. If the Tribe is unsuccessful in negotiating a contract with the highest ranked consultant the Tribe could at its own discretion move to the next consultant on the short list.

End
