



MTTP Reviewed:

## Request for Proposal (RFP)

**Date: June 29, 2018**

**Closing Date: July 27, 2018 at 5:00 pm**

**To: Prospective Proposers**

**From: Morongo Band of Mission Indians, Morongo Tribal TANF Program (MTTP)**

**Subject: RFP #101-07-FY18 Technology and Job Skills Training Services**

### STATEMENT OF PURPOSE

The Morongo Tribal TANF Program (MTTP) is requesting proposals from qualified vendors to provide onsite job preparation programs focused on technology and job skill training for eligible participants at MTTP offices in Banning and San Bernardino, CA. Courses should allow participants to earn certificates while advancing their technical skills in order to gain a competitive edge in the workforce.

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 for one (1) to three (3) years with an option for renewal. During the evaluation process, MTTP may request additional information or clarification from the proposers, or allow corrections of errors or omissions. At the discretion of the MTTP selection committee, vendors submitting proposals may be requested to provide a demonstration as part of the evaluation process. MTTP reserves the right to make an award on the basis of the greatest benefit to the program and not necessarily the lowest price. 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.

### BACKGROUND INFORMATION

Tribal Temporary Assistance for Needy Families (TANF) provides time-limited cash assistance and support services to low income families with children and is designed to address the specific needs of Native Americans. It is a federally and state funded program administered by federally recognized Tribes under the U.S. Department of Health and Human Services, Administration for Children & Families, Office of Family Assistance. In 2005, the Morongo Band of Mission Indians was approved to implement and administer its Tribal TANF program to serve eligible Native American families living on the Morongo Indian Reservation and Morongo descendants residing in Riverside County. In 2014, Morongo expanded its Tribal TANF service area to include eligible Native American families residing in the off-reservation areas of San Bernardino County. The mission of the Morongo Tribal TANF Program is to support and encourage Native American self-reliance by promoting cultural preservation, healthy families, education and career development.

It is the intent of MTTP to provide eligible participants with job preparation, work, education, and life skills to enable them to become self-sufficient. Career development services, including technology, general education, and basic skills development, is necessary to the success of the Morongo Tribal TANF Program.

## SCOPE OF WORK

MTTP's objective is to offer onsite job preparation courses to adults who have been unsuccessful in finding or retaining employment, or to help advance the careers of adults who are underemployed. A variety of barriers to employment may exist and may require specialized attention. Services provided must address these barriers and help develop the basic skills necessary to obtain and retain employment. Vendor must design a comprehensive education and employment training program that will support and enhance MTTP's ability to end dependence of needy parents on government benefits by promoting job preparation and work. These activities shall meet TANF purpose #2 as authorized by Title IV-A of the Social Security Act.

Vendor will be responsible for arranging and monitoring the participation of MTTP adults in training activities to ensure they meet the MTTP's federally approved work participation requirements. TANF recipients are required to participate for a minimum of 24-34 hours per week in job skills training, employment, or educational activities approved by the Morongo Tribal TANF Program.

***Expected attendance:*** Participation may vary from two (2) to 15 adults in each course and attend the courses daily. Attendance may fluctuate based on the needs of the program, circumstances of the individual, and may differ between MTTP facilities. There will be typically be two types of students: one is a "referral" by the MTTP Case Advocate for TANF clients needing to meet weekly minimum work participation hours and/or meet Personal Responsibility Plan (PRP) goals. The second type is intended to be open enrollment participants that are free to attend the program during regular class sessions without being mandated to do so.

***Schedule:*** Classes must be offered Monday through Thursday, from approximately 9:00 a.m. to 3:00 p.m., for a total of 52 weeks. Course length may vary (recommended 30-60 day duration with multiple sessions), but weekly services should consist of three (3) to four (4) course topics. Approximately two (2) instructors will be needed at each site for approximately 24 hours per week; may vary based on need. Instructor(s) must be prepared to address the special needs of TANF recipients dealing with learning disabilities. Ongoing assessment and remedial skill building may be required.

Sessions may occasionally be held offsite, or during the weekend or evening, depending on the special needs of the TANF families and MTTP, with advance notice.

Vendor will have creative control over the courses, subject to MTTP input and/or approval. A program coordinator or lead contact is to be available to plan continued program development. Vendor must be able to provide long term certified technical courses at MTTP facilities. Vendor must be able to offer beginning, intermediate and advanced technical training classes. Classes must offer open enrollment.

Examples of courses MTTP is interested in are included below; list is not all-inclusive.

- Practical Computer Literacy
- Microsoft Office 2013 Basic Skills
- Microsoft Office 2013 Advanced Concepts and Techniques
- Adobe Photoshop CS4
- Communication Skills
- Basic Accounting
- GED® test preparation and/or remedial adult education
- Employment and Job Readiness (i.e. resume building, interviewing, business writing, typing)

***Materials and Equipment:*** Vendor is responsible for the preparation of all instructional material and for the purchase and acquisition of any and all instructional materials and supplies for instructor and participant use, including but not limited to copies of coursework, books, multimedia resources, computer software,

and other presentation materials.

MTTP will provide one (1) computer lab equipped with 10-15 student computers, Internet access, laser printer, access to fax machine and copier, and one (1) separate training room for adult education classes/study, at each MTTP facility.

The MTTP Banning site is located at 940 E. Williams Street, Banning, CA 92220 and the San Bernardino site is located at 720 E. Carnegie Drive, Suite 150, San Bernardino, CA 92408.

**Record Keeping Requirements:** Vendor will provide various reports and instructional materials including copies of program planning documents, course materials, and instructor responsibilities. Vendor agrees to provide MTTP the following:

1. Weekly participant rosters with number of work participation hours completed;
2. Data elements or performance measurement to demonstrate knowledge gained, skill level improvement, certifications obtained, etc.
3. Monthly and annual reports based on a system that provides individual training and program accomplishment
4. Weekly communication with the TANF staff and reporting on participant status

**Performance Requirements:**

1. Collaborate with MTTP staff to develop a program that will engage eligible MTTP participants and lead to employment opportunities
2. Participate in community outreach and engagement in the target service areas, including job fairs and other employment activities.
3. Engage participants in classroom activities, coordinate class schedules and obtaining all release of information forms as required by MTTP
4. Record and analyze data on program activities including but not limited to time attended, attitude/effort, subjects learned as well as desired outcomes
5. Contribute to dissemination of information such as newsletter, success stories, documentation of events and activities, and marketing of courses
6. Provide assessments for participants to evaluate their level of computer experience and employment or labor market knowledge
7. Conduct education assessments (i.e. TABE) and develop a recommended education plan for each student/participant
8. Demonstrate program success through GED acquisition rate and/or course certifications

## **TERM OF CONTRACT**

**Award of the contract may be a partial or full award for training at one or both sites.** The successful bidder shall enter into a contract for a minimum of one (1) year to three (3) year period with options to renew the contract under the same terms and conditions for another one (1) to three (3) year term by mutual agreement of the parties. **The contract term will begin September 1, 2018 and services must be implemented within 30 days of notice of award.** The contract is subject to cancelation for cause or convenience by the Morongo Band of Mission Indians, Morongo Tribal TANF Program at its discretion at any time within the original contract term or with any successive renewal upon 30 day written notice to the contractor/service provider.

## **PAYMENTS, CONTRACTUAL TERMS AND CONDITIONS**

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 contracts will depend upon the following:

1. Payment for work performed under the contract will not exceed agreed upon amounts
2. Monthly invoices for services rendered must be submitted to MTTP no later than the 5<sup>th</sup> of the following month
3. The full amount of 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
5. Proposer agrees to comply with MTTP background investigations and criminal history record check, confidentiality assurances, and debarment and suspension policies (SAM database exclusions)
6. Proposer agrees to comply with present and future General Provisions, OMB Circulars, Program Guides and RFP amendments as developed by MTTP
7. Proposer agrees to provide appropriate insurance verification, W-9 and new vendor ID forms, upon request if selected
8. 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

### **REQUIREMENTS FOR PROPOSAL SUBMISSION:**

The purpose of the proposal is to demonstrate the qualifications, experience and competence of the contractor(s) to provide customized computer based training services for MTTP participants. Please note that proposals will not be returned, and once submitted are property of the Morongo Band of Mission Indians, Morongo Tribal TANF Program.

Proposers will have creative discretion about the design and delivery aspects of the project. Please provide your overall program project plan in a way that addresses the need of the TANF parents/adults in all levels of service. Please detail your process for designing and implementing each element, involving clients and providing overall management and reporting of the program. Explain the strength of your approaches to project design and implementation.

### **Proposers must submit the following materials by the stated deadline in order to be considered:**

1. Summary of qualifications – include prior experience, capacity, record of past performance, resources, instructor qualifications and responsibilities, experience with target population, status as a small, minority, or Native American owned business, etc.
2. Description of strategies and program administration, goals and objectives, methods of assessment, training, and evaluation – include a schedule/timeline of proposed activities and course listings, a materials/equipment list with samples (i.e. flyers, calendars, attendance logs) and evaluation and reporting methods with examples of measurable outcomes
3. Cost proposal – include line item budget containing an explanation and justification of items and services proposed; should reflect provision of services to both MTTP locations (Banning and San Bernardino) under a single contract
4. At least two (2) professional reference for which you have provided services. Please include contact name, company name, address, e-mail, phone number, and a list of courses facilitated for the reference.
5. Please include Federal Employer Tax Identification number or Individual's Social Security number and the Vendor ID number issued by the State of California Department of Revenue.

**Please indicate “MTTP RFP #101-07-FY18 Technology and Job Skills Training Services”**

Proposer may correct, modify or withdraw a proposal by written notice to Morongo Tribal TANF Program prior to the time and date set as the deadline for submission of proposals.

## SELECTION AND EVALUATION PROCESS:

The contractor selection process will include an extensive review by the 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.

For MTTP to evaluate quality of instruction, it may be required that proposers give a demonstration to the committee to exhibit teaching skills and quality of material. Such presentation will be entirely at the expense of the proposer. Please note: presenters must be the qualified instructor(s) identified by potential training contractors as those instructors that will be teaching the above named course. A proposer who is asked to present and declines and/or does not appear for the presentation will be eliminated from the pool of candidates. The Morongo Band of Mission Indians, Morongo Tribal TANF Program reserves the right to reject any and all proposals, or to select and subsequently recommend for an award, the proposed curriculum, equipment/service which best meets its required needs, quality levels and budget constraints.

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

### Criteria to be used in the selection process include:

Complete and comprehensive proposal addressing stated scope of work	25
Fee amount and cost structure is reasonable	20
Compliance with delivery schedule and ability to meet operational requirements	15
Qualifications of contractor, experience of staff and capability to provide services	10
Information system for evaluation and reporting for participant tracking and outcomes	10
Experience with Tribal TANF's commitment to meet or exceed specified participation targets and ability to work with target population, past performance	10
References and recommendations from past/current clients of the proposed services	5
Minority owned business and/or Indian preference.	5
<b>Total:</b>	<b>100</b>

## PROPOSAL SUBMISSION INSTRUCTIONS:

Proposals must be received by the close of business (5:00 p.m.) on Friday, July 27, 2018. Please submit proposal electronically via email, or by U.S. mail, or in person to the following contact:

### ATTENTION:

Katy Ciotti, TANF Director  
Morongo Band of Mission Indians  
[kciotti@morongo-nsn.gov](mailto: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.