Mechoopda Indian Tribe of Chico Rancheria

**Request for Proposal for Victim Services Needs Assessment and
Strategic Plan Development**

October 29, 2020

Introduction

The Mechoopda Indian Tribe of Chico Rancheria ("MIT") is soliciting proposals to complete a needs assessment and develop a strategic plan to implement victim services for Native Americans in the area (Project). The goal of this Project is to provide meaningful access to services which can help Native crime victims heal. The needs assessment will provide a comprehensive analysis of services currently available as well as opportunities for development of services for Native crime victims. Once completed, the needs assessment will guide the development of a strategic plan for implementation of services offered by the Tribe and/or the community partners.

Bidders are required to submit written proposals that present the consultant's qualifications and understanding of the work to be performed. Each proposal should be prepared simply and economically and contain all the information it considers pertinent to its qualifications for the Specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content. The proposal must be submitted no later than **5:00 P.M. on Monday November 30, 2020**. Proposals may be mailed or faxed to our office (contact information below) or emailed to malabanza@mechoopda-nsn.gov.

General Instructions

1.   A complete proposal must contain the following:

   a. **Proposal Form and Signature Page** – Completed and signed by an individual authorized to bind the consultant (see attachment). All proposals submitted without a proposal form and signature page may be deemed non-responsive. The proposal should contain relevant information on the following:

   - Experience in conducting needs assessments and strategic plans for similar projects;
   - Timeline for conducting the needs assessment; and
   - Timeline for completing and presenting the strategic plan.

   b. **References** – Proposal shall include a list of three (3) references including business name, address, phone number, and primary contact person and email address. It is preferred that references are within the state of California (see attachment). MIT reserves the right to contact references other than, and/or in addition to, those furnished by a consultant.

c. **Compliance**: Consultant shall be in compliance with all applicable laws and licensing requirements including, but not limited to, appropriate insurance coverage, worker's compensation and employer's liability protection. Insurance must be current at all times and available upon request by MIT.

2. **Term and Renewal**: The term of the Contract shall be for 12 months or upon completion and presentation of strategic plan to the Tribal Council, whichever is shorter. The timeline for completion will be negotiated upon selection of consultant.

3. **Contract Sum**: The Contract Sum shall cover all compensation payable by MIT for the actual cost of the work for Specifications and deemed to cover all losses arising out of or related to the performance of the work and any fluctuations in the market conditions.

4. **Payment**: Payment will be made to the consultant at a minimum monthly basis. Invoices must be submitted to the Tribe for payment to be processed and include a description of the work performed. Any additional services not related to the needs assessment or the strategic plan development and not included in the Contract Sum will require written approval in advance by MIT before those additional or special services are provided.

5. **Specifications**: Contractor will be responsible for providing a comprehensive needs assessment of victim services including, but not limited to, convenings of stakeholders and community interviews, and preparing a strategic plan to implement a crime victim assistance program based on the needs assessment. A list of the anticipated responsibilities is outlined to assist you in your quote (see attachment).

6. **Equipment and Software:** The consultant will identify and assist in securing necessary software or equipment to support the implementation of the crime victim assistance program based on the community needs assessment. The consultant will supply their own equipment necessary to complete the needs assessment unless specifically identified in the cost proposal.

7. **Subcontractors and Suppliers**: The consultant shall be responsible under the contract for the acts and omissions of all subcontractors, suppliers, and persons employed by them, either directly or indirectly, as fully as the consultant is for the acts and omissions of consultant employees. Nothing in the contract document shall create any contractual relationship between any subcontractor or supplier and MIT, or any obligation on the part of MIT to pay or cause to be paid any money to any subcontractor or supplier.

8. **Indian Preference.** Preference may be given to qualified Indian organization or Indian-owned economic enterprises as defined in Section 3 of the Indian Financing Act (25 U.S.C. 1452), in accordance with Sections 7 (b) and (c) of the of the Indian Self-Determination Act (25 U.S.C. 450e; 25 C.F.R. 900.47).

9. **Experience and Qualifications:** Consultant may be required, upon request of MIT, to provide evidence to its satisfaction that they have the skill, experience, the necessary

facilities, to meet the requirements of a responsible consultant and ample financial resources to perform the contract in a satisfactory manner within the required time.

10. **Incurred Expenses:** MIT will not be responsible for any costs incurred by any consultant in preparation and submittal of a proposal. Bidders are solely responsible for the cost of preparing their proposals.

11. **Confidentiality and Non-Disclosure.** Given the sensitive nature of this Project, in the contract, consultant will be required maintain confidential information and agree to not disclose any information obtained without the written approval of the Tribe.

Responsibilities of the Contractor

- Needs Assessment
    - Convene a community team which will consist of relevant stakeholders in the area in addition to the Mechoopda Indian Tribe (California Tribal TANF Program, Northern Valley Indian Health, local law enforcement, etc.);
    - Prepare analysis of crime victim needs and priorities;
    - At minimum, provide data tracking for number of individuals receiving services, demographics, type of victimization and unmet need;
    - Identify and recommend gaps in services to crime victims; and
    - Identify opportunities for collaboration or potential partnership with stakeholders.
- Strategic Plan
    - Develop a three-year strategic plan for implementation of victim services by Tribe;
    - Analyze gaps in services and opportunities for collaboration with partners and stakeholders;
    - Identify areas for outreach and community education for crime victims, including culturally appropriate services; and
    - Recommend necessary staff and equipment needs (i.e., computer/software programs) for strategic plan implementation including training and program development.

- Reporting
    - Clear and consistent communication with the Tribal Administrative Officer regarding Project;
    - Prepare written updates on status of Project for the Tribe; and
    - Attend meetings with MIT as needed.

*Expectation is that a strategic plan will be developed within two (2) to three (3) months of the needs assessment.

Proposal Form and Signature Page

The undersigned hereby submits the following proposal for Victim Services Needs Assessment and Strategic Plan Development:

Quote 1: _____

Name and title (please print): _____

Signature: _____

Consultant address: _____

_____

Primary Contact (please print): _____

Phone: _____

Fax: _____

Email: _____

Client References

Please list three (3) client references. It is preferred that those references are clients within the state of California. MIT reserves the right to contact references other than, and/or in addition to, those listed below:

Name: _____

Address: _____

_____

Phone number: _____

Email address: _____

Name: _____

Address: _____

_____

Phone number: _____

Email address: _____

Name: _____

Address: _____

_____

Phone number: _____

Email address: _____