

Coyote Valley Band of Pomo Indians



Request for Proposal

Coyote Valley Band of Pomo Indians

**Request for Proposal for Consultant to Provide Strategic Plan Services for
Tribal Government Organization**

Response Due:

December 1, 2023

Coyote Valley Band of Pomo Indians
P.O. Box 39
Redwood Valley, CA 95470
707-485-8723

Introduction:

The Coyote Valley Band of Pomo Indians (CVBPI) is a federally recognized Tribe, located in Redwood Valley, Mendocino County, California, on approximately 78 acres. The reservation is home to 225 of the 430 enrolled members.

The Tribal Membership elects 7 representatives to the governing board known as the Tribal Council. Elected Tribal Officials serve a term of 4 years. The Tribal Council has the authority to lead negotiations with local, state, and federal governments and enact tribal laws. The people also elect a Tribal Chief. The Tribal Chief serves as a liaison between the Tribal Membership, Tribal Council, and Tribal Administration.

A comprehensive range of tribal services is operated by the Tribal Government. The Executive Director provides oversight and management of the eight departments: Administration, Education (including a Boys & Girls Club), Health and Human Services, Environmental Protection, Housing, Tribal Police, Facilities & Land, and Plant Operations (wastewater treatment and water treatment). These departments provide services to all tribal members residing both on and off the reservation.

The Tribe also has corporations that own two gaming facilities, a convenience store and gas station, and a new four-story, 99-bed hotel. The Tribe intends to reach total economic self-sufficiency to enhance the quality of life of our Tribal Members, while making positive contributions to the greater community. Currently, the Tribe employs 200+ people, and is among one of the largest employers within Mendocino County.

CVBPI is a member of the Northern California Intertribal Court System. The court provides a forum for hearing and resolving community disputes, ensuring public safety, supporting community justice, and utilizing culturally appropriate services. NCICS jurisdiction is limited to the tribal laws authorized by the individual member tribes.

The Coyote Valley Band of Pomo Indians is soliciting proposals for the following project:

Project Description:

This RFP is generated to contract with a qualified firm to provide CVBPI with a consultant that will perform strategic plan services outlined within this document.

Proposal Due Date: December 1, 2023 at 3 p.m. (PST)

Scope of Services:

Prospective consultants will discuss their approach to developing a strategic planning process. The proposal will incorporate the project scope, and the process, for defining goals with measurable outcomes, attainable objectives, and action steps. Prospective consultants are encouraged to expand upon the proposed project scope, and recommend additional value-based

services as part of the approach, while also being cognizant of costs. The role of the facilitator is to maintain objectivity and build consensus toward the development of the Strategic Plan. The successful proposer will provide the following services:

- Lead and facilitate an initial meeting with the Tribal Administration Strategic Planning Committee to map out a strategic planning process.
- Develop a plan that outlines a strategy for engagement. Plan to include extracting data using interviews, dialogue sessions (including Zoom), focus groups, and surveys from identified internal and external stakeholders.
- The selected firm will assist CVBPI staff in ranking priorities identified during the strategic planning process and create the Three (3) and Five (5), Year Strategic Plan. Analyze the results of the data collected from internal and external stakeholders.
- Draft and develop a Three and Five Year Strategic Plan. Assist in the development of a Mission Statement and Vision that reflects the current and future needs of the Tribal Government.
- The plan will provide the means for tracking and assessing progress toward the achievement of CVBPI goals.
- Present the draft Strategic Plan to the Tribal Council for final review and approval.
- Finalize and deliver a final Three and Five Year Strategic Plan.
- Provide technical support in the future as needed.

Before entering into a formal agreement, the selected consultant will meet with CVBPI staff to define responsibilities, number of sessions, interviews with Tribal Leaders, Tribal Members, staff, and identified key stakeholders, project timeline, and deliverables. Additional items will be available for the successful proposer to utilize in the development of the strategic plan.

Project Schedule:

Activity	Date (Business Days)	Time
Posting of RFP on the Website	10-25-23	Posted by 5 p.m.
Questions and Site Visit Request Deadline	11-08-23 (10 Days)	4 p.m. (PST)
Responses to Questions Posted on Website	11-15-23 (5 Days)	4 p.m. (PST)
Proposal Due Date	12-01-23 (12 Days)	3 p.m. (PST)
Proposal Selection Notification	12-8-23 (5 Days)	N/A

Proposal Submittal/Preferred Format:

The proposal shall include:

- Cover/Transmittal Letter- This must be signed by a member of the organization with the authority to negotiate and execute contracts on behalf of the firm.
- Project Understanding- This should outline the project as the consultant understands it from reading the RFP. Key issues to be addressed with the project, as well as any insights into ideas that can be used to address these issues, are welcome in this section.

- **Scope of Work-** Identify if your proposal is specific to one or more entities of the tribe. The work plan should include a description of the methodology, tasks, timeline, and estimated time that would be spent on the project. Expected completion dates for the project. If there are any changes, deviations, or additions you feel necessary from the information listed above, please note these and clarify tasks if necessary. If some deviations or items may have been overlooked in the RFP that will be beneficial to the Tribe, please include them in the proposal. This may assist in decision-making.
- **Responsible Personnel-** List the Principal-in-Charge, Project Manager, and key staff who will be working on the project. Include a brief statement of qualifications and experience of each person, as well as the hours each will have committed to the project. Please include any anticipated sub-consultants. Include contact details for key personnel. An organizational chart for the project should be included.
- **Consultant Fee- Scope of Work.** Fees should be broken down into labor, subcontracting fees, and expenses. A current fee schedule with hourly rates, and justification for workers and subcontractors participating in the project should be included. The fees should be broken down by task, man-hours per task, different personnel classifications per man-hour, and total cost per task with a not-to-exceed amount. Any out-of-pocket expenses should be included. Include a not-to-exceed estimate of travel and other associated reimbursements.
- **Related experience-** Include a minimum of three projects that are in progress or completed within the last five years that are comparable to this project, or a combination of other projects showing related experience in each necessary element of this project. Include three references with names, addresses, phone numbers, and email addresses.
- **Submit one (1) proposal;** multiple proposals from a single vendor will not be accepted.
- **Indian Preference-** Indian Preference will be given to firms with Tribal Member ownership or Native American ownership and/or who have key employees who are Tribal Members and/ or of Native American descent. Documentation of this is required.
- **Pages shall be typed and double-spaced,** except the cover sheet, table of contents and pages left deliberately blank. No promotional materials or unsolicited information shall be submitted.
- **Preferred method of proposal submission is electronic form.** If a paper copy is submitted, please submit an electronic copy as well. The electronic copy can be provided on a flash drive if the file exceeds email limits, or via a shared drive.

Requests for Information

Questions or requests for site visits regarding this RFP, must be submitted via email to Iyesha Miller, ed@coyotevalley-nsn.gov

All questions must be sent via email by November 8th at 4 p.m. (PST). Responses will be posted by November 15th, 4 p.m. (PST) on the website.

Restrictions on Communication with CVBPI Officials and Staff: From the issue date of this RFP until a proposer is selected and the selection is announced, proposers are not allowed to communicate for any reason with any CVBPI staff or elected officials. For violation of this provision, CVBPI shall reserve the right to reject the proposal of the offending proposer.

Evaluation Criteria

Tribal staff will evaluate the proposals and consultant qualifications. If necessary, follow-up oral interviews will be scheduled to determine which consultant is most qualified for the contract. The committee will then determine the ranking of the consultants.

If the top-ranked consultant has submitted a reasonable fee, then the selection committee will make a recommendation to the Tribal Council that negotiations be opened with that consultant. These negotiations will ensure that the consultant has a full understanding of the expectations of the Tribe, that the scope reflects all tasks anticipated to be required to successfully complete the project, and that the fee reflects the completion of the project to the satisfaction of the Tribe. If the Tribe does not feel negotiations are successful, then they may close negotiations and negotiate with the next ranked consultant. Once an agreement is reached on scope and fee, the committee will make a recommendation to the Tribal Council to award the project to the selected consultant. If the Tribal Council agrees with the recommendation, staff will proceed with the completion of the agreement and prepare for contract execution.

The following items, as they relate to the Scope of Services described above, will be used by the committee to assist in the ranking of the proposals and oral interviews if necessary:

- Understanding of the project
- Experience with similar types of work
- Experience and qualifications of project manager
- Experience and qualifications of the project team
- Ability to complete projects on time and within budget
- Indian preference

Tribe's Contact

Iyesha Miller, Executive Director
Coyote Valley Band of Pomo Indians
7601 North State Street / P.O. Box 39
Redwood Valley, CA 95470
707-472-2203

ed@coyotevalley-nsn.gov

Standard Consultant Agreement:

The Consultant selected to provide the scope of services shall enter into a professional services agreement with Coyote Valley Band of Pomo Indians, which shall be reviewed by the Executive Director, CFO, Tribal Council, and Tribal Legal Counsel if deemed necessary.