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# Request for Proposals

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Qualified firm/firms are invited to submit a proposal to perform services related to Native American History/Culture curriculum development.

**To:** Qualified Firms

**From:** The Confederated Tribes of Coos, Lower Umpqua & Siuslaw Indians Tribal Education, Culture, & Natural Resources Department

**Subject:** Tribal History Curriculum/Academic Writer    **Opening Date:** July 15<sup>th</sup>, 2018

**Submittal:** Naoki Tsuruta  
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**Submittal Deadline:** August 8<sup>th</sup>, 2018



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## INTRODUCTION

The Confederated Tribes of the Coos, Lower Umpqua & Siuslaw Indians (the “Tribe” or CTCLUSI) requests that qualified individuals, firms, partnerships, corporations, associations, or professional organizations (“Firm” or “Firms”) submit a proposal that includes qualifications for developing curriculum related to the history, sovereignty, issues, culture, treaty rights, government, socioeconomic experiences, and current events associated with the Hanis Coos, Miluk Coos, Lower Umpqua, and Siuslaw tribes.

The deadline for receipt of complete statements of qualifications in accordance with the following instructions is 3:00 PM (Pacific Daylight Savings Time) on August 8th, 2018. **Responses delivered after the stated deadline will not be considered.**

THIS SOLICITATION IS OPEN TO ALL INTERESTED AND QUALIFIED INDIAN AND NON-INDIAN FIRMS.

### **Background:**

Today, our Tribe is made of constituent bands called Hanis Coos, Miluk Coos, Lower Umpqua and Siuslaw. In the late 1850’s, our ancestral lands were stripped away and our peoples were forcibly relocated numerous times before ending up north in Yachats, Oregon within the Great Coast Reservation. More than half of the Tribe’s peoples lost their lives whether from starvation, illness and physical abuse. When the Reservation closed in 1875, survivors were asked by the federal government to move to the north to another reservation, but most decided that there had been too many broken promises. Homesick and heartbroken, many of our ancestors made their way back to their respective homelands, although their lives were often very different and difficult.

Further damaging the moral of Tribal members, the Tribe was terminated in the 1950’s. After decades of struggle and sacrifice, their spirits were finally uplifted when the Tribe was restored in 1984. Since restoration, the Tribe has worked to repair the historic trauma caused by the destructive policies of the federal government, resurrect the cultural traditions and lifeways of the tribes, and meet the needs of future generations of tribal members.

Due to the nature of the destructive policies of the past, the history of the tribal peoples, the meaning of our sovereignty, and the residual impacts we continue to address today are often missing from the lesson plans of the schools throughout the ancestral homeland region. The Tribe’s history, culture, and contributions to the region are integral to the understanding of this state and these lands. As such, the Tribe strives to ensure all students have access to a robust and authentic curriculum that tells the story of our Tribes past, present, and future.

Senate Bill 13 (Bill) was passed during the 2017 legislative session. The Bill directs the Oregon Department of Education (“Agency”), in collaboration with federally recognized Indian Tribes in Oregon, to develop curriculum and professional development opportunities relating to Native American tribal history, sovereignty issues, culture, treaty rights, government, socioeconomic experiences and current events. All educational units shall be (i) related to the Tribes experience in Oregon, including tribal history, sovereignty and associated issues, culture, treaty rights,

government, socioeconomic experiences and current events; (ii) historically accurate, culturally relevant, community-based, contemporary and developmentally appropriate; and (iii) aligned with the academic content standards adopted under ORS 329.045.

**Location:**

The Ancestral Lands of the Coos, Lower Umpqua, and Siuslaw Indian Tribe stretches from Tenmile Creek in Lane County, Oregon, to the South near Whiskey Creek in Coos County, reaching West twelve miles past the continental shelf out in the Pacific Ocean and East, inland to the Coastal Mountain Range of Oregon. Within the Ancestral Territory, the Siuslaw, Umpqua and Coos are major rivers that are still actively used for food and plant harvesting. Watersheds and sub-watersheds created by the drainage of these rivers have become home to tributaries and coastal lakes, all of which provide essential Tribal resources. While the Tribe’s homelands encompass this vast area of southwestern Oregon, the reach of the Tribe extends much farther. Today, the Tribe has a five-county service area that includes Lincoln, Coos, Curry, Douglas, and Lane counties. Further, Tribal members reside throughout the state and beyond. Administrative services are provided from the Tribe’s offices in Coos Bay as well as our satellite offices in Springfield and Florence.

**PURPOSE OF RFP**

This RFP is for hiring qualified Curriculum/Education Development Consultants to assist the Tribe in developing place-based curriculum for 4<sup>th</sup>, 8<sup>th</sup>, and 10<sup>th</sup> graders. All curriculum will be related directly to the experiences of the Hanis Coos, Miluk Coos, Lower Umpqua, and Siuslaw peoples and the CTCLUSI in relation to our tribal history, sovereignty and associated issues, culture, treaty rights, government, socioeconomic experiences, and current events. The curriculum shall also be historically accurate, culturally relevant, as well as community-based, contemporary and developmentally appropriate. Finally, all curriculum must be aligned with the academic content standards adopted under ORS 329.045.

As a sovereign government and one that receives federal funding and Congressionally-appropriated funds, the Tribe must strictly adhere to a formal procurement policy when securing any professional services. To streamline the procurement process for both the Tribe and for interested Contractors, information obtained under this RFP may be used by the Tribe to evaluate each Firm, and to pre-qualify one or more Firms for future work.

Each Firm responding to this RFP should be prepared and equipped to provide full service to the Tribe in a timely and expeditious manner, and with relatively short notice so as to enable the Tribe to meet critical time deadlines and schedules.

## SCOPE OF WORK

To be considered for selection, the Firm shall be qualified and capable of delivering the following services anywhere in the State of Oregon, but primarily in the counties of Coos, Curry, Douglas, Lane, and Lincoln:

- Coordinates and drafts the overall planning, designing, implementing, development, field-testing, and evaluation of the Tribes new 2018 Senate Bill 13 education curriculum (see Table 1).
- Identify and evaluate existing curriculum to identify gaps and opportunities for enhancement.
- Work cooperatively with Tribal Natural Resources, Cultural Stewardship, and Education staff to identify specific learning goals for students for each of the grade levels incorporated into this project.
- Develops the appropriate content and assessments that meet local, state, and/or national standards.
- Organizes curriculum into cohesive, consistent and coherent units.
- Work with Oregon Department of Education to ensure all curriculum is aligned with the academic standards adopted under ORS 329.045.
- Ensures curriculum is in compliance with local and federal education standards by staying current with curricular trends and standards.
- Conduct research including interviews of elders to develop content for curricula.
- Develop assessment and progress reports (formative and summative) for evaluating the effectiveness of the curricula.
- Produce curriculum packages ready for distribution to schools.
- Consultant to plan and facilitate professional development opportunities for teachers to learn the curriculum and Native American student learning styles.
- Coordinates professional development opportunities for teachers on curriculum and Native American student learning styles.
- Perform a variety of other duties as assigned by supervisor.

Below is a list of potential content areas per unit, which may change after further development of unit objectives.

***Table 1. Proposed Project Scope***

	<i>4<sup>th</sup> Grade</i>	<i>8<sup>th</sup> Grade</i>	<i>10<sup>th</sup> Grade</i>	<i>Content Area</i>	<i>Estimated Timeline</i>
<b><i>Tribal History Units</i></b>	x	x	x	Social Studies	12/3/2018
<b><i>Sovereignty Culture Unit</i></b>		x	x	English Arts	1/15/2019
<b><i>Culture Unit</i></b>	x	x	x	Social Studies	2/15/2019
<b><i>Language Unit</i></b>	x	x	x	World Language	3/18/2019
<b><i>Tribal Government Unit</i></b>		x	x	Civics	4/19/2019

**Notes:** All units will be aligned to appropriate academic content standards.

The Firm shall coordinate work as required with the Tribe’s Culture and Natural Resources Department and CTCLUSI Administration. The Firm shall also work cooperatively with the Tribe’s Education Department, Education Committee, SB 13 Advisory Board, Tribal Council, Tribal Memberships, Cultural Committee, Culture Coalition and the Planning Department.

**Table 2. Expected Work Schedule**

<b>Start Date</b>	<b>Due Date</b>	<b>Deliverables</b>
August 15 <sup>th</sup> , 2018	September 7 <sup>th</sup> , 2018	Meet with Stakeholders and Conduct Research
September 7 <sup>th</sup> , 2018	September 21 <sup>st</sup> , 2018	Draft Goals and Objectives
September 21 <sup>st</sup> , 2018	October 5 <sup>th</sup> , 2018	Draft Evaluation and Assessment Strategy
October 5 <sup>th</sup> , 2018	October 22 <sup>th</sup> , 2018	Draft Curricula Packages
October 22 <sup>th</sup> , 2018	November 8 <sup>th</sup> , 2018	Final Project Plan
November 8 <sup>th</sup> , 2018	February 12 <sup>th</sup> , 2019	Progress Report #1
February 12 <sup>th</sup> , 2019	May 10 <sup>th</sup> , 2019	Progress Report #2

### **SUBMITTAL REQUIREMENTS**

The Firm or Firms meeting the stated limitations, and that have the capability and qualifications to perform the required services, are invited to respond by submitting a proposal containing the following information:

1. A letter, dated and signed by the principal of the Firm, transmitting the Proposal.
2. Responses to each selection criteria element. (See “CRITERIA FOR ASSESSMENT AND SELECTION” below.) Total response must not exceed **ten (10) single-spaced typewritten pages**.
3. To be considered, the Firm or Firm’s Proposal must be received via email to Naoki Tsuruta ([ntsuruta@ctclusi.org](mailto:ntsuruta@ctclusi.org)) or U.S. Mail, commercial courier service (UPS, FedEx, etc.), or personal delivery at the address shown under the “INQUIRIES AND SUBMITTALS ADDRESS” no later than 3:00 PM (Pacific Daylight Savings Time) on August 8<sup>th</sup>, 2018.

### **CRITERIA FOR ASSESSMENT AND SELECTION**

The Firm or Firms shall have no contact related to this RFP with the Tribe, other than with the contact person specified within this document. Any such contact may subject the Firm to immediate disqualification for consideration.

All questions regarding this RFP must be directed via e-mail to Naoki Tsuruta (Assistant Planner) shown under “INQUIRIES AND SUBMITTALS ADDRESS” **no later than one (1) week prior to the due date of the RFP submittal**. Questions later than one week prior to submittal of the RFP will not be considered.

Responding Firm or Firms will be evaluated based on the following selection criteria:

1. **Experience:** Proposals will only be accepted from Individuals and/or Firms with demonstrated experience in curriculum development. The lead consultant should have at least a Master's degree in education and at least two years teaching experience and/or experience in curriculum development. Qualifications will be well described by all Firms or individuals submitting proposals. Please specify in your application how you satisfy these criteria.  
(Pass/Fail Evaluation Factor –this requirement MUST be met for a Firm or Firms to be considered).
2. **Qualifications of the Firm or Firms:** Describe the qualifications of the Firm or Firms that will provide professional services to conduct Curriculum Development. The Firm or Firms must include any subcontractors or consultants that may form a part of the team (if applicable). Preference will be given to a Firm or Firms with experience in and around the Tribe's five-county service area (Coos, Curry, Douglas, Lane, and/or Lincoln).  
(25% of the Evaluation Criteria)
3. **Qualifications of the Project Manager and Project Team:** Identify the project manager and team personnel that will be assigned to the Tribe's projects. This shall include the demonstrated project management and quality control methods employed by the team.  
(25% of the Evaluation Criteria)
4. **Past Performance on Work for Government and/or Tribal Agencies with Respect to Cost Control, Quality of Work, and Compliance with Performance Schedules:** Provide information on the Firm or Firm's last five (5) completed federal or tribal projects. Identify the customer or client, and provide a primary point of contact with phone and email. Also:
  - a. Provide original scope and budget, and final scope and cost;
  - b. Provide original schedule and actual completion time.  
(15% of the Evaluation Criteria)
5. **Response Capability / Project Understanding:** Preference may be afforded to the Firm or Firms that, in the opinion of the Tribe, will be able to adequately respond to requests for meetings, and project administration requirements. Preference may also be afforded to the Firm or Firms that, in the opinion of the Tribe, have an in-depth understanding of the task requirements, governmental procedures, and the local community environment. Also:
  - a. Provide the scope, budget and cost;
  - b. Provide schedule for completion  
(20% of the Evaluation Criteria)
6. **Knowledge of Tribal History, Culture, and/or Traditions:** Describe knowledge, and discuss previous directly related work experience.  
(10% of the Evaluation Criteria)
7. **Compliance with Indian Preference Requirements:** This work is subject to Federal and Tribal Indian preference laws and regulations.

- a. Indicate if the Firm or Firms is/are a qualified Indian organization or Indian-owned economic enterprise.
- b. Regardless of whether or not the Firm or Firms is/are a qualified Indian organization or Indian-owned economic enterprise, discuss how the Firm or Firms will meet Indian preference requirements for employment and training of qualified Indian persons, and subcontracting opportunities for Indian-owned Firms or consultants.
- c. Describe any prior work with Indian Tribes (up to 2%)  
(5% of the Evaluation Criteria)

## **SELECTION PROCESS**

The Tribe will convene a selection board (“Board”) to review all timely submissions. The Board may also conduct in-person interviews, submit written interrogatories, or conduct other supplemental investigations of the Firm or Firms as the Tribe deems appropriate.

The Board will select not more than three (3) Highly Qualified Firms after completion of reviews, interviews, and/or investigations.

The top-ranked Firms will be invited to submit a proposal for work to be performed. If a fair and reasonable price is reached with an acceptable work delivery timeline, a fixed price contract will be awarded.

If a fair and reasonable price is not reached, and/or if the work delivery schedule is unacceptable, negotiations with the top-ranked Firm or Firms will be discontinued and the second-ranked Firm or Firms will be asked to submit a proposal. This process will continue until a contract is awarded.

The same process will be used to award additional contracts for a period of not more than five (5) years.

This Request for Proposals does not oblige the Tribes to proceed with the Project. The Confederated Tribes reserves the right to modify the scope of the request or Project and/or reject any and all quotes received as a result of this request. In the event that it becomes necessary to revise any part of the Request for Proposals, addenda will be provided to all parties who received the initial RFP.

The assessment and ranking of each applicant will be retained by the Tribe and will not be a matter of public record. The evaluation criteria may be obtained by the Tribe at any time and will follow the criteria set forth in this RFP.

## **CONTRACT AWARD**

The Tribe will maintain sole discretion in the assignment of the project.

The selected Firm or Firms must use the Tribe’s standard contract for professional services which is available upon request.



Any proposed changes or exceptions to the Tribe's standard contract may be addressed during contract negotiations following selection of three or more highly qualified Firms. However, contract provisions relating to TRIBAL JURISDICTION, INDIAN PREFERENCE, and SOVEREIGN IMMUNITY are generally not subject to change or deletion.

### **PRE-CONTRACTUAL EXPENSES**

The Tribe shall not be liable for any pre-contractual expenses incurred by any Firm or Firms. Each Firm shall protect, defend, indemnify, and hold harmless the Tribe from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, the entity participating in the preparation of its response to this RFP.

Pre-contractual expenses are defined as expenses incurred, if any, in:

- Preparing and submitting information in response to this RFP
- Negotiations with the Tribe on any matter related to this RFP
- Costs associated with interviews, meetings, travel or presentations
- All other expenses incurred prior to the date of award and a formal notice to proceed

### **RESERVED RIGHTS**

The Tribe reserves the right to amend, withdraw and cancel this request.

The Tribe reserves the right to request or obtain additional information about any and all proposals.

The Tribe reserves the right to reject any and all submissions made in response to this RFP if it is deemed in the best interest of the Tribe.

The RFP process shall not be considered final until a contract has been successfully executed with the selected highly qualified firm.

### **INQUIRIES & SUBMITTALS ADDRESS**

The Tribe's point of contact for this RFP is:

Naoki Tsuruta, Assistant Planner  
Confederated Tribes of Coos, Lower Umpqua & Siuslaw Indians  
1245 Fulton Avenue  
Coos Bay, OR 97420  
Email: [ntsuruta@ctclusi.org](mailto:ntsuruta@ctclusi.org) (email communications preferred)  
Phone: (541) 888-9577 ext. 7546

**—END RFP—**