

**Confederated Tribes of the Colville Reservation
Request for Qualifications:
Provide Unarmed Security Training
Identify and Prevent Theft and Robbery Training**

Introduction

The Confederated Tribes of the Colville Reservation (Tribes or CTCR) seeks an RFQ For training on site to Tero Clients regarding unarmed security and training on how to React during a Shooter/theft alarm.

Preparation Instructions and Information Required in Your Statement of Qualifications:

Please provide (3) copies of your Statement. In order to facilitate the review process and obtain the maximum degree of comparison, these should include the following information presented in the order and format shown below:

Section I – Proposal Deadline/Address/Contents

Deadline: The deadline for receipt of all Statements is August 9, 2019 and must be received by the Tribes, either by hand delivery, express delivery or regular mail by 3:30 p.m. on that day. Proposals should be sent to: Dorthey Zacherle, Purchasing Direct, Colville Tribes.

Title Page: Show RFQ statement name of Respondent/Respondents firm(s), address, telephone and fax numbers, name of contact person and date of submission.

Transmittal Letter: Provide a one or two page summary stating the Responder's understanding of the work to be done and making a positive commitment to timely perform the work within deadlines agreed upon.

Table of Contents: The TOC should clearly set out contents by subject matter, section and page number.

Profile of the Respondent/Respondents: Include location of office(s), number of partners, managers, supervisors, seniors, and other professional staff. Describe the range of activities to be performed, including capability for script research and development, pre-and post-production work resulting in the creation of a 30-minute high-quality documentary.

Approach: Provide a detailed and clear description of the approach and methodology for implementing the work, including the period of performance, proposed duration of the work in weeks and a milestone chart. Time for preparation and submission of the reports should be included in the schedule.

Qualifications and Experience of Staff: Include a list of personnel to be used for this work and their qualifications. Résumé, including education, licensing/certification information, background accomplishments, relevant continuing professional education and any other pertinent information for each of the key personnel to work on the project.

Qualifications and Experience of Firm: Describe your entity's experience which is relevant to the proposed work, i.e. experience with other Tribal governments.

Indian Preference: CTCR shall, to the greatest extent feasible, provide preference to Indian-owned economic enterprises and Indian organizations. Projects developed and operated with assistance under 25 CFR Part 1000 are subject to Section 7(b) of the Indian Self-determination and Education Assistance Act (25 U.S.C. 450e (b)). Section 7(b) provides that to the greatest extent feasible, preference shall be given to Indian organizations and Indian-owned economic enterprises in the award of all contracts and subcontracts. If applicable, please include documentation of Indian enrollment and TERO certification.

Preference must be provided in accordance with the requirements set forth in 24 CFR 1000.48 and Chapter 10-1 Tribal Employment Rights. If applicable, provide documentation of Indian enrollment and TERO certification. In accordance with the adopted TERO Compliance, to be eligible as a tribally owned or Indian owned business, the business shall apply for certification with the Tribal Employment Rights Office (TERO) and must be eligible for certification prior to submitting a proposal. Contact TERO for more information:

TERO Director
Confederated Tribes of the Colville Reservation
P. O. Box 150
Nespelem, WA 99155
509.634.2200

Section III - Cost Proposal:

Include an estimate of costs showing staff hours and rate(s), delineated by task. Also, include an itemized listing of all anticipated expenses or fees.

Section IV-- Evaluation Procedures:

Evaluation Criteria: The proposals will be evaluated on the basis of the following criteria and point ranges.

- 1) Responsiveness of the proposal in clearly stating an understanding of the work to be performed. (0-25)
- 2) Reasonableness of overall time estimates as well as the time estimates for each major section of the work to be performed (0-5)
- 3) Qualifications and experience of Responder/Responders (0-20)
- 4) Size and structure of firm and ability to maintain continuity of work (0-5)
- 5) Qualifications and experience of staff to be assigned. Education, position in the firm/entity, and years and types of experience will be considered (0-10)
- 6) Indian preference (0 – 10)
- 7) TERO certification documented & included (5)
- 8) Cost (0-20)

Maximum Points: (100)

The CTCR reserves the right to reject any and all responses, whether or not within applicable cost limits, whenever such rejection or waiver is in the best interest of the CTCR.

Section IV: Description/Specifications

Purpose: The purpose of this RFQ is to identify and develop a contract with the Respondent or Respondents who best demonstrate experience and expertise all phases of the development of a high-quality documentary film, including providing ongoing mentorship to the Tribes' Public Affairs Officer in order that the Tribes may at some future date produce its own documentary films. The contract to be used for this work will be the Colville Tribes' standard form consultant contract, which will include a "no assignment" provision indicating that the contract may not be assigned without written consent of the Tribes. Any increase in contract price of scope of work following execution of the contract will not be made without written modification signed by both parties.

Statement of Work:

Requirements: The Respondent shall furnish all qualified personnel, facilities, equipment, and supplies to conduct an organization-wide financial and compliance audit in accordance with appropriate standards on behalf of the Confederated Tribes of the Colville Reservation.

Contract: Prior to any binding agreement with the successful Respondent(s) for services under this RFQ, the successful Respondents will be required to enter into a contract for the requested services under this RFQ. This RFQ does not constitute an obligation or agreement on the part of the Tribes. An hourly rate/actual expenses contract is anticipated.

Reports Required: Not applicable

Period of Performance: Any contract executed as a result of this RFQ shall be in effect upon the date of award and shall continue to be in effect until the termination of the Contract.

Key Personnel: The personnel specified in the Responder/Responder's statement are considered to be essential to the work being performed hereunder. Prior to changing any of the individuals specified in the proposal, the Responder/Responders shall notify the Contracting Officer reasonably in advance and submit a justification for the proposed substitutions in sufficient detail (including names, titles and résumés) to permit the evaluation of the impact on the quality of work performed. No personnel changes shall be made by the Contractor without the prior written consent of the COR.

Payment and Submission of Invoices: Payment for work performed under the contract shall not exceed the agreed upon amount, unless otherwise agreed upon, in writing, by both parties hereto.

Payment shall be made to the contractor based on progress achieved. The contractor must submit each invoice in sufficient detail to document the audit's progress.

Invoices will not be accepted on more frequent intervals than once a month. Invoices requesting payments shall be prepared and submitted in duplicate and contain the following information: contract number, description of services, and total cost.

In the event of abandonment of the work or termination of the contract for any cause, under the respective sections of the contract, the terms of any settlement shall be subject to approval by CTCR Contracting Officer or designee. The CTCR shall not disburse monies after giving notice of abandonment or termination. A settlement may be reached to include may include restitution of funds disbursed for services not performed.