

Tulalip Tribes

REQUEST FOR PROPOSAL (RFP) Comprehensive Needs Assessment

TULALIP TRIBES COMMUNITY NEEDS ASSESSMENT

Tulalip Tribes
6406 Marine Dr
Tulalip, Washington 98271
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Prepared By: Rochelle Lubbers
Date: March 31, 2023

REQUEST FOR PROPOSAL
TULALIP TRIBES COMMUNITY NEEDS ASSESSMENT
Tulalip - Washington

PROPOSAL SUBMISSION DEADLINE: April 21, 2023, 4:00PM
QUESTION SUBMISSION DEADLINE: April 14, 2023

Questions may be submitted in written form to:

Contact Name: Rochelle Lubbers
Contact Address: 6406 Marine Drive
Tulalip , Washington 98271
Telephone Number: 360-716-4140
Email Address: Rochellelubbers@tulaliptribes-nsn.gov

INTRODUCTION

Tulalip Tribes invites and welcomes proposals for their Tulalip Tribes Community Needs Assessment project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.

PROJECT AND LOCATION

The project associated with this RFP is or shall be located at 6406 Marine Drive, Tulalip Tribes, Washington 98271.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following:

For questions or information regarding RFP, contact:

Name: Rochelle Lubbers
Title: Chief Administrative Officer
Phone: 360-716-4140
Fax: 360-716-0629
Email: Rochellelubbers@tulaliptribes-nsn.gov

PROJECT OBJECTIVE

The objective and ultimate goal for this project is through a comprehensive needs assessment, the tulalip tribes' goal is to collect population data, data to support tribal programs and departments such as housing, health, education, job readiness, community and individual interests, and other crucial data to assist in planning for the future. .

PROJECT SCOPE AND SPECIFICATIONS

The Project Scope and Specification are:

Conduct a comprehensive needs assessment for the Tulalip Tribes using a multi-method data collection strategy such as household surveys, focus groups, and extensive community outreach.

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE

DATE

Award of Contract and Existing Data Review	June 5, 2023
Development of Data Collection Strategy.	June 19, 2023
Data Collection:	September 11, 2023
Analyze Data:	October 23, 2023
Present Data:	October 30, 2023

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

Tulalip Tribes shall award the contract to the proposal that best accommodates the various project requirements. Tulalip Tribes reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by Tulalip Tribes no later than 4:00PM on April 21, 2023 for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

Tulalip Tribes reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in Washington (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
11. Organization chart showing key personnel that would provide services to Tulalip Tribes

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Proposed Outcome

- Summary of timeline and work to be completed.

Equipment or Service

- List any accommodation, services, or space required from Tulalip Tribes, along with a brief explanation.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

References

- Provide 3 references

By submitted a proposal, Bidder agrees that Tulalip Tribes may contact all submitted references to obtain any and all information regarding Bidder's performance.