

**Request for Proposal (RFP)**  
**COVID-19 Relief Fund Coordinator**  
**Requested by the Shoalwater Bay Indian Tribe**

The Shoalwater Bay Indian Tribe has been awarded funding through the Treasury CARES ACT.

We are seeking the services of an experienced consultant to provide coordination of COVID Relief funding and regulated expenditures and reporting. Proposals that reflect experience working with Native American tribes with proven abilities in the areas of regulation comprehension and coordination of regulated funding.

The successful qualifier will demonstrate, on the part of the lead planner, knowledge and experience in tribal/local/regional/ and state levels of fund coordination, policy and program development.

**Proposal Due Date:** 9/4/20 by 3:30 p.m. Pacific Standard Time

**Proposal Submission:** Via email, U.S. mail (proposal must be received by 9/4/20, post marks not accepted) other delivery services and/or hand delivery. Email subject line should read C19C 2020 Proposal.

**Proposal Address:** Procurement  
Shoalwater Bay Indian Tribe  
P.O. Box 130  
Tokeland, WA 98590  
Email: [solicitations@shoalwaterbay-nsn.gov](mailto:solicitations@shoalwaterbay-nsn.gov)  
Phone: 360-267-6766

**Dates of Contract Services:**

Professional Contract Executed: 9/8/20

Contract Services Start Date: 9/8/20

Contract Services Completion Date: 12/31/20

## Requirements for Qualification

Qualifications must contain the following components. Additional information that may prove beneficial to the Tribe during the rating and awarding process is welcomed. Applicants are asked to refrain from submitting qualifications that will not easily be duplicated such as those with spiral binding, photos and fold-out or other larger than letter-size paper. Proposals in excess of 20 pages will not be reviewed excluding resumes and certifications.

1. Contact name, address, and telephone number, fax number and email address.
2. Detailed description of skills, experience and ability to meet task requirements including identification and designation of roles/responsibilities of key project staff, if more than one.
3. Client references including project type, dates, contact info and description. (Provide references of similar services performed)
4. Detailed description of approach including all the requirements listed below.
5. Statement of acceptance to perform services in compliance with HHS CDC Grant Program, Shoalwater Bay tribal policies and procedures as well as other grant funder and/or tribal requirements.
6. If applicable, statement addressing minority, woman, and/or Native American owned business.
  - (Extra points are awarded for ownership by a minority, woman, or Native American)
7. Must meet the requirements detailed above. Applicants should clearly demonstrate how they meet or exceed these requirements.
8. Please provide the technical approach that you will follow to perform the services requested within the Statement of Work on behalf of the Shoalwater Bay Indian as a COVID-19 Relief Fund Coordinator.

## Scope of Work

The Shoalwater Bay Indian Tribe is seeking the services of a qualified COVID-19 Relief Fund Coordinator.

The qualified contractor will provide but is not limited to the following services:

- Create and oversee a documented plan for utilizing funding sources received by the Tribe under the CARES ACT. The plan should include:
  - Assessment of impact of COVID-19 on the SBIT organization and each department, existing SBIT resources, COVID-19-related needs both intradepartmental and interdepartmental;
  - Prioritization of intradepartmental interdepartmental COVID-19-related needs;
  - Assessment of allowable costs for each funding source;
  - Evaluation of allowable expenditures and allocation to funding sources;
  - Assessment of the most efficient use of the received funding with consideration for time constraints and funding periods;
  - Consistent application of methodologies; and
  - Compliance with each funding source's requirements.
- Build out mechanisms to properly capture allowable expenses in each program and a process for monitoring to proactively modify funding source utilization with a clear and traceable documentation trail to support all expenditures attributed to a particular fund or program.

- Follow documented processes outlined in the policies and procedures to consistently and properly capture expenses into these expense accounts and programs.
- Establish checklists or decision trees to assist staff with determining proper general ledger accounts to utilize.
- Train staff with approval authority and accounting staff on what to look for regarding proper COVID-19 recording.
- Identify and train on procedural steps to follow if an item doesn't look as expected as part of the internal control structure.
- Ensure proper documentation is retained.
- Monitor expenses charged to new accounts to determine if allowable or meets funding requirements.
- Monitor for COVID-19-related expenses that haven't been properly captured.
- Provide lost revenue identification and quantification.
  - The CARES Act affords a great opportunity to identify and quantify lost revenue. However, there isn't explicit guidance for lost revenue like there is for expenditures.
- Develop reporting capabilities for COVID-19 relief funds.
  - Reports will be due to regulatory or other oversight agencies as part of the program or grant requirements. As an example, the first report for Provider Relief Funding is due no later than July 10, 2020. Prepare now and ensure information is accurately represented and that all required information is captured.
- Provide continued familiarization and updates to staff regarding COVID-19 CARES Act funding regulatory changes.
- Report to the Tribal Administrator for weekly updates to the Tribal Council.

### **Grant requirements**

The Consultant will follow all requirements of the Grant and to the extent possible accomplish all tasks consistent with the established Project Schedule.

### **Required Credentials and Qualifications:**

Qualified candidates will possess the following education, background, and experience:

**Required:** Knowledge and experience working with Tribal organizations in Public Health or Emergency Management settings. Experience with the grant process – grant writing, grant oversight, or grant accounting – and familiarity with state and federal guidelines. Excellent verbal and written communication skills.

**Preferred:** BA/BS preferred, but not required; relevant certifications (e.g. CPA) advantageous.

Qualified candidates must provide the following: Resume or qualification papers showing relevant work performed; At least three references for relevant work performed; DUNS number, EIN, SSN, or CCR number; Acknowledgment of willingness to submit to a background investigation if selected.

Qualified candidates must meet the requirements as eligible to do business with the Federal Government as stated in Subpart 9.4—Debarment, Suspension, and Ineligibility

[https://www.acquisition.gov/far/html/Subpart%209\\_4.html](https://www.acquisition.gov/far/html/Subpart%209_4.html)

## **Evaluation Factors and Scoring:**

Indian preference points: 10 points are added to the possible 100 points possible.

1. Selection Procedures: The Shoalwater Bay Indian Tribe is utilizing a formal advertising of Request for Proposals to award to the most highly rated proposal subject to negotiation of fair and equitable compensation. All timely responses to this RFP will be considered. The Shoalwater Bay Indian Tribe reserve the right to reject any and all proposals.

2. Method of Review: The Shoalwater Bay Indian Tribe and their authorized representatives will review all proposals received and may contact the party to request further information. The Shoalwater Bay Indian Tribe may accept any given proposal as submitted or may negotiate with the party to establish terms most advantageous to the Tribes. The decision of the Shoalwater Bay Indian Tribe shall be final and not subject to appeal.

3. Method of Scoring: All proposals received on time will be evaluated and scored in the following categories.

a. (0-60 points) Scope of Work, Credentials and Qualifications. The proposal must fully demonstrate satisfaction of required credentials and qualifications and the ability to carry out each requirement listed in the scope of work. Partial points may be awarded for those proposals that do not fully meet the required credentials and qualifications or scope of work standards.

b. (0-25 points) Cost: Cost will be determined by formula method.

c. (0-15 points) References: A record of integrity, judgment, performance and timeliness in the execution of previous jobs will garner higher points.

d. In the case of duplicate proposals the earliest postmarked envelope will be considered unless otherwise advised in writing by the applicant that the later proposal is the appropriate one to review.

100 TOTAL POINTS POSSIBLE (\*not including possible Indian preference points)

### **For those seeking extra points under Indian preference:**

#### **Shoalwater Bay Indian Tribe's Qualified Tribal Preference Policy**

For an entity to qualify for Tribal preference the company must fulfil the following requirements:

- Be owned by a member of a US Federally recognized Native American Tribe, nation or band, including member of Federally recognized Alaskan Native villages, communities, and corporations
- Be at least 51 percent Native owned
- Qualified member must be an active participant in the company (not just a figure head)
- Have appropriate business license(s) and certifications for specific field
- Have experience and staff expertise to complete the contract

Applicants seeking Tribal preference shall submit the following documents during the procurement/bidding process:

- Documentation of membership by a US Federally recognized Native American Tribe,

- Nation or band, including member of federally recognized Alaskan Native villages, communities, and corporations and proof of at least 51 percent Native ownership
- Business license certifications, business structure documents (sole proprietor, partnership, incorporations, LLC), insurance and bonding capabilities.
- Tribe shall require all other necessary licensing documentation specific for the service provided
- (Industry Standard) Portfolios that include proof of the experiences and staff expertise in the specific field listed, resume of jobs completed, and references.
- Business plan that includes proof of the experience and staff expertise in the specific field, projected financials and references.
- Any other documentation or pertinent information required by the Tribe. The Tribe shall have sole discretion in determining other requirements under this policy.
- For compliance and enforcement purposes each entity seeking Tribal preference is required to maintain a separate UBI and Federal 10 number, and a separate Stillaguamish business license for each separate business as required by the Tribe.

**Provisions:**

1. The selected consultant will be required to submit to and satisfactorily pass a background investigation.
2. The selected consultant will be required to provide professional indemnity insurance or a performance bond for coverage of \$1 million.
3. If required, all parties must submit with their proposals a statement detailing their employment and training opportunities and their plan for providing preference to Indians. All contractors must observe the Shoalwater Bay Indian Tribe's preference policy.
4. The Shoalwater Bay Indian Tribe shall conduct all procurement transactions in a manner that provides fair, full and open competition.
5. The Shoalwater Bay Indian Tribe shall provide fair and equitable treatment for all persons or firms who are in the business of supplying goods and services.
6. The Shoalwater Bay Indian Tribe wish to assure that supplies, services, and construction are procured efficiently, effectively, and at the most favorable prices available.
7. The Shoalwater Bay Indian Tribe shall take reasonable affirmative steps to assure that DBE's, WBE's and MBE's are used when possible but without infringing on Indian preference where Indian preference is applicable.
8. The Shoalwater Bay Indian Tribe shall not use federal grantor funds to do business with any entity who is disbarred in accordance with the Federal Government Disbarment list.
9. Request for Proposals may be terminated by The Shoalwater Bay Indian Tribe at any time for cause.
10. Each party submitting a proposal is certifying that he/she has not colluded with any other person, firm or corporation in regard to securing the services being solicited.

11. No employee, Officer, or agent of the Shoalwater Bay Indian Tribe may solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontractors.

12. Negotiation: Provisions not addressed by this solicitation will be negotiated with the professional once a selection has been made.

13. Agreement: The selected professional will enter into an enforceable agreement that fully conforms to the contracting provisions pursuant to OMB 2 CFR 200. Copies of these requirements are online at <https://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-sec200-320>

#### **Instructions for Submitting Proposals: COVID Response**

1. All submission must be submitted by email to: [solicitations@shoalwaterbay-nsn.gov](mailto:solicitations@shoalwaterbay-nsn.gov)

Subject line: C19C 2020 Qualifications

2. For any questions on the bid and requirements, please contact email decided on above by email only. All questions will be placed on and answered on the Tribe's website.

#### **Closing/Opening Date and Time and Method of Solicitation:**

1. Proposals will be accepted by email up to 3:30 pm PST on date, late submissions will not be considered. All timely responses to this RFP will be considered. The Shoalwater Bay Indian Tribe reserves the right to reject any and all proposals including those proposals received after the closing date and time.

2. This RFP has been published through the Shoalwater Bay Indian Tribe website as well as local and national media.

**Disputes:** Protest must be in writing, within 14 days after the Request for Proposal has been awarded and the submitters notified, the protest must be on valid grounds, and the Tribal Administrator or an assignee will review the protest and make a determination, which will be final and cannot be appealed. To start the deadline for the protest claims, all submitters will be informed by certified mail their bid was not accepted.