

Request for Proposals:

The Pyramid Lake Paiute Tribe is issuing a Request for Proposals for a 477 Planning Project. The goal of this project is to examine the feasibility of establishing a 477 Program under the Indian Employment, Training, and Related Services Consolidation Act of 2017 (Public Law 115-93).

The Pyramid Lake Paiute Tribe seeks a consultant to engage with stakeholders to determine the feasibility of the program, and whether the program can coordinate to better serve tribal members. The consultant will be responsible for the following:

- I. Initial stakeholder meetings with:
 - a. The Pyramid Lake Paiute Executive Team
 - b. Department Directors from the following Departments, Tribal Recreation Department, Johnson O'Malley Program Department, Social Services Department, Victims Services Department, Higher Education Department, Child Care Department, TERO, Sumunumu Program, Health Department (Behavioral Health).
 - c. The general public.
- II. At the initial stakeholder meetings the consultant will directly engage stakeholders and the public by asking individuals what problems exist on the reservation and how a 477 program might solve those problems. The consultant will also include Needs Assessments taken by the Higher Education Program identifying the need of the communities. The consultant will also ascertain the budget information of the Departments mentioned above—specifically the non-competitive federal funds received by these departments that can be included in the 477 Plan.
- III. Developing a draft plan within 30 days of the initial stakeholder meetings and also including the Needs Assessment taken by the Higher Education Program for presentation to stakeholders, the executive team, and the general public.
- IV. Incorporating feedback from these meetings and presenting a final plan to the Tribal Council at its last meeting in December. The final plan should include all of the elements of a 477 Plan in the Indian Employment Training and Related Services Consolidation Act of 2017 (Public Law 115-93). For guidance the relevant section of the act is quoted below.

“A plan submitted to the Secretary for approval under this Act shall— “(1) identify the programs to be integrated and consolidated; “(2) be consistent with the purposes of this Act; “(3) describe— “(A) a comprehensive strategy identifying the full range of potential employment opportunities on and near the service area of the Indian tribe; “(B) the education, training, and related services to be provided to assist Indians to access those employment opportunities; “(C) the way in which services and program funds are to be integrated, consolidated, and delivered; and “(D) the results expected, including the expected number of program participants in unsubsidized employment during the second quarter after exit from the program, from the plan; “(4) identify the projected expenditures under the plan in a single budget covering all consolidated funds; “(5) identify any agency of the Indian tribe to be involved in the delivery of the services integrated under the plan; “(6) identify any statutory provisions, regulations, policies, or procedures that the Indian tribe believes need to be waived to implement the plan;”

- V. The consultant will then continue to work with the Pyramid Lake Paiute Tribe's Contract and Grants Department to submit the plan, if approved, to the US Department of Interior for approval.

The Pyramid Lake Paiute Tribe, though this is technically different from a Needs Assessment, believes that the Scope of Work is similar to a Needs Assessment. The Pyramid Lake Paiute Tribe has conducted an initial survey of the market and anticipates responses between \$18,000 and \$24,000 to this Request for Proposal.

Proposal Information:

Interested applicants are instructed to provide a timeline for:

- Conducting Initial Stakeholder meetings
- Developing a draft plan, presenting the draft plan
- Presenting the draft plan to stakeholders and the general public
- Finalizing the plan.
- Presenting the final plan for approval to the Tribal Council.

The timeline should include information such as the purpose of the meeting or activity, possible challenges with this meeting or activity, and the projected outcome of the meeting or activity.

Interested applicants should also provide resumes for principal consultants who will be assigned to this project and three professional references.

Proposals should be no more than 10 pages in length. The first page should be a summary page that lists the firm's DUNS number, the firm's address, and the firm's proposed cost for services. The selected firm will be responsible for its own travel costs. **Proposals that do not provide a proposed cost for services will not be considered.** Timelines should be limited to five pages and resumes should be limited to two pages per principal consultant to a maximum of four pages.

Scoring Information:

The Tribe is using a modified small purchase procedure where this project is sent out to consultants who have requested to be on the Grants and Contracts Department's RFP List as well as posted on the Tribe's website. While the Tribe is not required to advertise on its website for a small purchase, it will do so to enhance competition among firms.

Responses to this Request for Proposal will be scored by a three person committee consisting of:

1. The Pyramid Lake Paiute Tribe's Chairman
2. The Pyramid Lake Paiute Tribe's Higher Education Director
3. The Pyramid Lake Paiute Tribe's Tribal Recreation Coordinator.

Applications will be scored on:

- a. Completeness of the first page of firm information and proposed cost (25 points)
- b. Completeness of the timelines provided in the proposal. Specifically whether every meeting or activity stated (50 Points):
 - a. The purpose of the meeting or activity

- b. Anticipates challenges with the meeting or activity
- c. The project outcome of the meeting or activity.
- c. Cost (25 Points)

Proposals are due by November 4, 2019. Review of the proposals will be November 7. The selected consultant will be notified November 8. The contract must be signed by November 15. The period of performance for this project will be November 15, 2019 to March 15, 2020. 50% of the contract will be due upon the signing of the contract, 25% will be due on December 15 and 25% of the contract will be do upon the submission of the final plan to the Pyramid Lake Paiute Tribe.

Submittal Information:

Proposals should be submitted by email to mguss@plpt.nsn.us by 4:30 PM on November 4, 2019.