

# OWENS VALLEY CAREER DEVELOPMENT CENTER

*TUNIWA NOBI FAMILY LITERACY, NŪMŪ YADOHA LANGUAGE PROGRAM, AFTERSCHOOL PROGRAM, TRIBAL TANF, CAREER EDUCATION, EARLY HEAD START, KERN INDIAN EDUCATION CENTER*

## Request for Proposals 22-23-15

**DATE:** July 14, 2022

**PROJECT TITLE:** OVDC Communication Plan Consulting

**PROPOSAL DUE DATE:** Proposals will be evaluated as received with a close date of August 26, 2022, 5:00 pm PST if sufficient qualified proposals are received. This RFP will remain open until an agreement is awarded. Email (electronic) responses are preferred.

**SUBJECT/PURPOSE OF MEMO:** Owens Valley Career Development Center is a Tribal Consortium located in California and organized under the Indian Self Determination Act. OVDC receives and administers several Federal and State Grants including Early Head Start Program Grant, California Department of Education Indian Education Grant; Tribal TANF Grants and Native American Career and Technical Education Program Grant or the benefit of Tribes and communities in Inyo, Mono, Kern, Tulare, Kings, Fresno and Ventura Counties. **OVDC is seeking bids from qualified vendors to provide service consulting on and creation of an internal OVDC Communication Plan. A fully developed Communication Plan will be presented to the Executive Team and OVBT Policy Committee for review with final approval provided by the Owens Valley Board of Trustees (“OVBT”).**

Communication is a vital management component to any organization. Whether the purpose is to update employees on new policies, to prepare for public health emergency or community crisis, to ensure safety throughout the organization or to listen to the attitudes of employees, effective communication is an integral issue in effective management. To be successful, organizations should have comprehensive policies and strategies for communicating with their constituencies, employees and stakeholders as well as with the community at large.

The consultant will design and guide the process with the end goal being the creation of the OVDC Communication Plan. The Communication Plan will aid the organization with consistent internal communication efforts. The completed Communication Plan will provide strategic direction for all internal communication efforts within the organization.

The development of the Communication Plan will include guidelines for OVDC communication efforts for all OVDC employees, partner organizations, Tribes & Tribal entities, current and potential funding sources, job seekers, and other potential collaborators of OVDC.

### Goals and Objectives:

- To build upon current tools (i.e., Jabber, Phone, Outlook, WebEx, etc.) utilized to communicate at OVDC.
- Reduce the confusions between the role and responsibilities of OVDC & OVBT.
- Increase awareness of shared information with all entities and targeted audience.
- Develop a strategic Communications Plan for OVDC that includes: directives, policy updates and emergency response updates (such as Covid-19 protocols updates).
- Increase employee engagement.

- **Effective communication may contribute to organizational success in many ways. It builds employee morale, satisfaction and engagement.**
- **Help employees understand terms and conditions of their employment to drive their commitment and loyalty.**
- **Gives employees a voice—an increasingly meaningful component of improving employees' satisfaction with their employer.**
- **Help to lessen the chances for misunderstandings and potentially reduces grievances and lawsuits.**
- **Improve processes and procedures and ultimately create greater efficiencies and reduces costs.**
- **Effective communication strategies: Safeguard credibility to establish loyalty and build trust.**
- **Maintain consistency to establish a strong employment brand. Listen to employees and to members of the leadership team. Seek input from all constituencies. Provide feedback. Prepare managers in their roles as organizational leaders.**

**Anticipated Tasks & Deliverables:**

- **Conduct an audit of your current communications materials.**
- **Set SMART goals for your communications plan based on the results from your audit.**
- **Identify the audience to whom you plan to deliver your communications plan.**
- **Outline and write your plan, keeping your audiences in-mind.**
- **Determine the channel(s) on which you need to deliver your messages.**
- **Decide which team members are responsible for delivering the message.**
- **Estimate a timeline for how long each step should take.**
- **Measure the results of your plan after presenting to stakeholders, and determine successes and areas for improvement.**

**EVALUATION CRITERIA-** Proposals will be evaluated by OVCDC using the following criteria:

1. Responsiveness of proposal in clearly stating an understanding of the work to be performed and ability to perform the work; (15 Points)
2. Qualifications/experience of firm & key personnel to be assigned to the project; (15 Points)
3. Capabilities, Resources and Reliability to Perform Services; (40 Points)
  - a) Demonstrated Capabilities to Provide Service (10 Points)
  - b) Demonstrated Resources/Capacity to Perform (10 Points)
  - c) Firm commitment to meet delivery schedule including to meet deadlines and operational requirements (10 Points),
  - d) Past Performance (5 Points)
  - e) Financial Stability (financial statements may be requested) (5 points);
4. Price (including cost & expenses); (25 Points)
5. Experience working with a Tribe or Tribal Organization and in multi-cultural environments. (5 points)
6. Preference (Preference will be implemented by award to Bids up to 10% higher in price than the lowest bid or by adding up to 10 points to base score. **[Documentary proof of eligibility must be submitted with Proposal]**
  - a) Is your business or organization minority owned?
  - b) Is your business or organization woman owned?
  - c) Is your business or organization Native American owned?

- d) Does your business or organization partner with or provide services for any other Native American Organization?

**Total**

100%-100 Points

**This project will be funded entirely with Government Grant funds.**

All OVDC Request for Proposals are subject to Section 7(b) of the Indian Self Determination & Education Act (**25 USC 450e (b)**) which provides to the greatest extent feasible, preference and opportunities be given to American Indians and American Indian owned business enterprises, **2 CFR Section 200.321** requiring OVDC to take all necessary affirmative steps to assure minority firms, women's business enterprises and labor surplus area firms are used when possible and **45 CFR 75.327 to 75.340**. All preference requires documentary proof to be provided with the proposal or preference will not be allowed. For Indian Preference to be applied: proof of enrollment in recognized tribe must be submitted with the proposal. For American Indian owned businesses to receive preference, proof of enrollment in a recognized tribe and more than 50% American Indian ownership of the business must be submitted with the proposal. Indian preference can be allowed with an affirmative statement regarding training and employment of American Indians submitted with the proposal. Preferences may be given to vendors or products that are environmentally-friendly, use recycled materials, are recycled, use energy-saving technology or other ecologically beneficial techniques. In accordance with Public Law 103-333, the "Department of Labor, Health and Human Services, and Education, and related Agencies Appropriations Act of 1995," the following provisions are applicable to this purchase: "Section 507: "Purchase of American-Made Equipment and Products-It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available in this ACT should be American-made."

For all contracts awarded where all or a portion of the contract requires services to be provided within Tribal territory (specifically Bishop Paiute Tribe and Big Pine Paiute Tribe Territory), the successful bidder will be obligated to comply with **TERO (Tribal Employment Rights Ordinance)** of the applicable Tribe, as well as with all rules and regulations, and orders of the applicable TERO Commission. Tribal requirements must be met by vendor(s) awarded a contract and prior to providing any on reservation services. Tribal TERO will require submission of a Compliance Plan Agreement ("CPA") and payment of fee of 4% of the total contract amount for each contract that exceeds \$1,000.00. Please see <http://bishoptero.com/>. Other contract items including equipment, materials, travel and any other costs listed in the contract must be fully disclosed and may be subject to tribal taxes.

**LOCAL BUSINESS ENTERPRISE PROGRAM** OVDC encourages the utilization of businesses within its service area. To promote participation of local business enterprises in the competitive selection process, OVDC provides incentives to local businesses.

A Local Business Enterprise is defined as follows:

Local Business Enterprise – to be considered as a local business enterprise, a firm must provide evidence the firm is located at a fixed commercial or residential address where administrative, clerical, professional or other productive work is performed relative to its commercial purpose. The firm must be located within the OVDC's service area for a minimum of one year.

A value of three additional points will be added to the evaluation scores of Local Business Enterprises who bid on professional services contracts. In the event that the proposed services will be evaluated on a price basis only, the bids of local business enterprises will be reduced by 3%. If, after this adjustment, the local business enterprise is determined to be the most competitive bid, the actual contract amount will be the amount originally bid by the local business enterprise.

After evaluation of Best and Final Offers, the purchase will be awarded to the most responsive and responsible vendor whose offer is the most advantageous to OVDC. The OVDC reserves the right not to make any award. An award may be split between multiple firms. To receive preference documentary proof is required to be submitted with the proposal. For example, a copy of valid enrollment card from a federally recognized Tribe or proof of more than 51% Indian ownership in a business is required for Indian Preference.

*GUIDELINES AND REQUIREMENTS FOR CONTRACTING WITH  
OWENS VALLEY CAREER DEVELOPMENT CENTER*

Any agreement awarded will be required to contain the following agreement language or substantially similar language as may be negotiated:

**“SOVEREIGN IMMUNITY WAIVER LIMITATIONS:** Contractor acknowledges that OVCDC, including its TANF and other programs, is a tribal consortium, without authority to waive the sovereign immunity of any consortium member Tribe. Any waiver of the sovereign immunity of the consortium member Tribes can only be provided by the written consent of the consortium member Tribe’s governing body. Any waiver of the sovereign immunity of OVCDC can only be provided by the written consent of the OVCDC Board of Trustees. No such waiver has been provided by the terms of this Agreement, and Contractor agrees that nothing contained in this Agreement is or shall be construed as a waiver of the sovereign immunity of OVCDC or any consortium member Tribe.”

**ACTION REQUIRED:** You are invited to review and respond to the Request for Proposals. For questions on this RFP please contact OVCDC:

**PROPOSALS SHOULD BE SENT TO:**  
Owens Valley Career Development Center  
Purchasing/Contracts Administrator  
P.O. Box 847 (93515)  
2574 Diaz Lane (93514)  
Bishop, CA  
E-MAIL: [contracts@ovcdc.com](mailto:contracts@ovcdc.com)

**CONTACT FOR FURTHER INFORMATION:**  
Purchasing/Contracts Administrator  
Telephone: 760-873-5107 Ext. 275  
FAX: 760-873-3231  
E-MAIL: [contracts@ovcdc.com](mailto:contracts@ovcdc.com)