



Sac and Fox Nation

Climate Resilience Capacity Building Project

Request for Proposals

Submittal deadline: By 11:59 p.m., May 24th, 2017

Email submission to:

Staff contact name: Jeremy Fincher

Email Address: oes@sacandfoxnation-nsn.gov

Organization address: 920883 S. Hwy 99
Stroud, OK 74079

Phone #: 918-968-0046

RFP Website: <http://www.sacandfoxnation.com>

NOTICE OF REQUEST FOR PROPOSALS FOR CLIMATE RESILIENCE SERVICES

Sac and Fox Nation, hereon (SFN) is seeking qualified consulting teams to conduct the following:

Project Scope and Timeline

1. Research, develop, create, and provide a clear written narrative of SFN's concerns regarding climate impacts to tribal values and tribal management concerns.
2. Research, develop, create, and provide a complete two year project period grant proposal meeting all submission requirements under the United States Department of the Interior, Bureau of Indian Affairs (BIA) Tribal Climate Resilience Program Category 2. Climate Adaptation Planning. The BIA Contract Proposal content and activity standards requirements to be met can be found in 25 CFR 900.8.
 - a. Once the draft proposal is completed and submitted to the SFN, SFN may have two opportunities to review and provide comments and return for revisions. Once the review, comment, and revision process is completed satisfactorily, the proposal will be approved through signature of authorized SFN staff.
 - i. The SFN review process will begin the first full business following the receipt of the submission. Once the SFN review process begins, comments will be provided within 5 business days. As stated in 2a, two review, comment, and revision periods may be utilized.
 - ii. Upon receipt of SFN comments, the offeror shall have up to 5 business days to clarify, incorporate, and submit the document to SFN for review or approval.
3. Set up and monitor interview location including lighting, backdrop, audio recording, and video recording equipment and conduct at least 15 interviews with SFN tribal members, staff, and/or leadership. Successful applicant and SFN will determine interview questions. All interviews are to be audibly and visually recorded. Camcorder, light, tripod, and microphone may be provided at no cost to the offerer.
4. Perform at least one multi-day (3-5) onsite visit within SFN jurisdiction to perform research and conduct interviews. Date/s and Location/s of on-site visits regarding this project must be approved and authorized by SFN in advance. SFN will meet with selected applicant to finalize travel logistics and itineraries.
5. Project start date is anticipated to be June, 2017. All project standards must be satisfactorily completed (approval by signature) and submitted to SFN by 11:59 p.m. Thursday, September 28th, 2017.

RFP AVAILABLE:

A copy of the RFP can be obtained electronically by emailing oes@sacandfoxnation-nsn.gov or visiting www.sacandfoxnation.com. Any modifications or addendums will be made in redlined form on the SFN website on Wednesday, May 22nd, 2017, by 4:30 p.m.

PROPOSALS DUE:

Proposal submittals must be received **by e-mail no later than 11:59 p.m. on Wednesday, May 24th, 2017**, by sending to this email address: oes@sacandfoxnation-nsn.gov

PROJECT LOCATION:

The geographic area that will be covered by the project will cover all land area within SFN's Jurisdictional Boundary. This boundary includes approximately 900 square miles in Central Oklahoma comprising of Lincoln County, and parts of Payne and Pottawatomie Counties. The SFN Tribal Complex is located 5.5 miles south of Stroud, Oklahoma which is between two major metropolitan areas, Oklahoma City and Tulsa, just south of interstate 44 toll road.

CONTACT:

Jeremy Fincher
920883 S. Hwy 99
Stroud, OK 74079
oes@sacandfoxnation-nsn.gov
918-968-0046

All questions shall be submitted in writing by 4:30 p.m. on Friday, May 19th, 2017, via e-mail to: oes@sacandfoxnation-nsn.gov

Background:

The Sac and Fox Nation is a federally recognized tribe organized under the Oklahoma Indian Welfare Act of June 1936, which establishes powers and privileges as a sovereign unit of government. The source of this governmental power is legally documented by numerous treaties and agreements between the SFN and the United States of America since 1804. The Sac and Fox Nation's Office of Environmental Services was first established in 1996 and has administered numerous grant project including a wide array of environmental focuses and impacts. In December of 2016 the SFN was awarded funding under BIA's Climate Resilience Program Category 9, Capacity Building. This project will be the next step in developing a long term Climate Resilience Program.

Project purpose and goals

The purpose of this project is to create the foundation on which the SFN's Climate Resilience Program can build on. Specifically, the goal is to create a highly competitive 2-year grant application that is strong enough and scores high enough to be selected for climate resilience/planning funding.

Proposal Requirements

To be considered each proposal must include each of the following elements:

1. **Statement of Approach:** Description of your work product and deliverables:
 - Description of Work Elements
 - Expectations as to SFN's role
 - Description of Deliverables
2. **Statement of Qualifications:** Information on prior experience. Please include any experience your firm has in assisting tribal and/or other communities regarding Climate Resilience and/or Adaptation capacity building.
3. **Proposed Project Team Members:** Description of each project team member's experience and education (individual resumes are sufficient);
4. **Unique Offering:** Explanation of factors that make your firm a better choice than other firms.
5. **Recommended Project Timeline:** (at a minimum by each work element/phase) – including sufficient time for data collection, research, proposal development, and the review and revise process.
6. **Cost Proposal:** Pricing should be broken out by each work element/phase from above. If there is a conflict between the written and numerical amount, the numerical amount shall supersede.
7. **Indian Preference.** Provide documentation of Native American ownership consisting of not less than 51% of the enterprise. This could include CDIB cards, tribal membership cards and/or excerpts of organizational documents.
8. **B Corporation Preference.** Provide documentation of B Corp status, which indicates superior social and environmental performance, reflecting best practice with suppliers, customers, community and our natural world.

If bidder utilizes third parties for completing RFP requirements, list what portion of the RFP will be completed by third parties and the name, if known, of the third party.

Submittal Requirements

- All proposals should be submitted by email only.
- Proposals should be no more than 8 pages of text and no more than 2 pages for the cost proposal, not inclusive of team member resumes.
- Proposals must be delivered to Jeremy Fincher via email at: oes@sacandfoxnation-nsn.gov
- Proposals must be submitted by 11:59 p.m. on Wednesday, May 24th, 2017, if deadline cannot be met, firm should email organizational contact at oes@sacandfoxnation-nsn.gov to renegotiate deadline.

Submittals will be reviewed and ranked by a SFN selection team. Team members are:

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- Jeremy Fincher
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- Phillip Mee
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- Vickie Benham
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- Jellene Morehead
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- Nicole Mukes
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The selection team will recommend its preferred proposal to Council. The selection team at a minimum will consider the following:

Criteria	Weighting
Overall quality of the proposal	25 percent
Qualifications/expertise of the key personnel on the team	15 percent
Past performance and record of successful completion of similar work	15 percent
Project approach and timeline	15 percent
Proposed Fee Schedule	15 percent
Indian Preference	10 percent
B Corp Preference	5 percent

In addition, the nature and extent of requested changes to our standard contract will be considered during the selection process.

At this point a short list of the highest ranked consultants may be invited to make a formal presentation prior to making a final determination of the most qualified consulting firm\team. Price may not be the sole deciding factor.

The committee will then make a final ranking of proposals based upon the above criteria and then negotiate a final contract with the highest ranked proposal.

If the SFN is unsuccessful negotiating with the highest ranked proposer, the SFN may begin negotiating with the next highest ranked proposal, continuing this process until a contract is agreed upon and executed.

Notice is given that the SFN reserves the right to reject any and all proposal(s) based on any of the criteria previously mentioned, or based on any interests of the SFN, which may render the grant of this agreement inadvisable, or, in the sole discretion of the SFN, contrary to the public interest.

The successful applicant will be required to sign a contract.

Key Proposal Dates

May 12, 2017	RFP distributed
May 24, 2017	Proposals Due
May 25, 2017	Selection committee meeting/s
May 31, 2017	Meetings with consultant(s) selected for short-list consideration, if necessary
To be determined	Final selection of consulting team and approval by Business Committee
June, 2017	Contract signed & project kickoff

Requests for Additional Information

Any questions concerning the submittal or the project shall be sent in written form via email inquiry to the attention of [Jeremy Fincher](mailto:Jeremy.Fincher@oes@sacandfoxnation-nsn.gov), at oes@sacandfoxnation-nsn.gov. All questions and responses will be posted within 2 business days of receipt at www.sacandfoxnation.com

SFN reserves the right to cancel or modify the terms of this RFP and/or the project at any time and for any reason preceding contract award and reserves the right to accept or reject any or all proposals submitted pursuant to this request for proposals. SFN will provide respondents written notice of any cancellation and/or modification. Furthermore, the SFN shall have the right to waive any informality or technicality in proposals received when in the best interest of the SFN. All SFN property will remain SFN property after completion of the project. All supplies purchased or procured during this project will become property of the SFN.

Standard Service Provider Agreement

The successful proposal will be required to enter into a Professional Service Agreement. If there is a conflict between the written and numerical amount of the proposal, the numerical amount shall supersede.

Preparation of Proposals

A. Failure to Read. Failure to Read the Request for Proposal and these instructions will be at the offeror's own risk.

B. Cost of Developing Proposals. All costs related to the preparation of the proposals and any related activities are the sole responsibility of the offeror. The SFN assumes no liability for any costs incurred by offerors throughout the entire selection process.

Proposal Information

Equal Opportunity. SFN will make every effort to ensure that all offerors are treated fairly and equally throughout the entire advertisement, review, and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

Procurement Policy. It is SFN's policy, subject to Federal procurement laws, to make reasonable attempts to support Indian Country and the environment by purchasing goods and services through Native-owned vendors and service providers as well as B Corporations.

Proposal Ownership. All proposals, including attachments, supplementary materials, addenda, etc., shall become the property of the SFN and will not be returned to the offeror.

Award of contract is subject to approval by Business Committee.

Submitted proposals will be considered valid for a period of six (6) months.

SFN reserves the right to change any dates or deadlines.

No proposal shall be accepted from, or contract awarded to, any person, firm or corporation that is in arrears to the SFN, upon debt or contract or that is a defaulter, as surety or otherwise, upon any obligation to the SFN, or that may be deemed irresponsible or unreliable by the SFN. Offerors may be required to submit satisfactory evidence that they have the necessary financial resources to perform and complete the work outlined in this RFP.