

**REQUEST FOR PROPOSAL FOR
RESEARCH ANALYST
FOR THE PERIOD: 10/1/2021 – 9/30/2022
DEADLINE: 11/30/2021**

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Submit inquiries & proposals via email to: ToKeeSkuySooNey-wo-chek@yuroktribe.nsn.us

Via Mail (proposals) or phone (for inquiries):

**Angi Cavaliere
Supervising Staff Attorney
Yurok Tribal Court
PO Box 1027
Klamath, CA 95548
Office: (707) 482-1350 ext. 1392
Fax: (707) 482-0105**

I. GENERAL INFORMATION

- a. **Purpose.** This request for proposal (RFP) is to contract for research assistants (1 position) to collect, manage, collate, and analyze the project's current Missing and Murdered Indigenous Women and Girls (MMIWG) data, resulting in the generation of our Year 3 report which focuses on best practices for tribes, law enforcement, and taskforces as we continue to combat this crisis.

b. **Who May Respond?**

Brief Description: Seeking Social Science individuals who understands social science research and brings their own expertise to the table; who can synthesize and collaborate in project design, implementation and drafting of MMIWG report. At minimum a master's degree is required, PhD is preferred.

Research Assistants (1 Position)

Brief Description: Seeking part-time position for completing the day-to-day tasks associated with research project objectives, including but not limited to interview scheduling, data entry, note-taking, coding, and transcription.

Research Assistant Tasks:

- Emailing and calling law enforcement, District Attorney's Offices, service providers, tribal leaders and other stakeholders for scheduling interviews and meetings
- Scheduling and hosting Zoom and other conference calls for needs assessment interviews
- Tracking recruitment efforts and participation simultaneously through a data spreadsheet
- Transcribing interviews from recorded data into Microsoft Word documents
- Housing and updating research case files on a rolling basis
- Cataloging and updating the MMIWG database on a rolling basis
- Coding and analysis of interview data
- Ability to work with Sharepoint and other Microsoft Office programs proficiently

Submission Requirements:

- Attach a writing sample to application materials: 5-10 pages of original writing
- Time Commitment of roughly 20 hours per week, no benefits; would be considered an Independent Contractor
- Provide bid with expected hourly rate, hours range is for 400 hours in a 12 month project period

c. **Instructions on Proposal Submissions.**

- i. **Closing Submission Date.** Proposals must be submitted **no later than 5pm on November 30, 2021.**

- ii. **Inquiries.** Inquiries concerning this RFP should be mailed to (email is

preferred):

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Or emailed to: ToKeeSkuySooNey-wo-chek@yuroktribe.nsn.us

iii. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the To' Kee Skuy' Soo Ney-wo-chek', herein referred to as the Program.

iv. **Instructions to Prospective Contractors.** Your proposal should be addressed to:

Angi Cavaliere
Supervising Staff Attorney
Yurok Tribal Court
PO Box 1027
Klamath, CA 95548

It is important that the Offeror's proposal submitted and identified with the following information:

Request for Research Assistant

It is the responsibility of the Offeror to ensure that the RFP is received by the Program, by the date and time specified above. Late RFPs will not be considered.

v. **Right to Reject.** The Program reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal(s) will be drafted based upon the factors described in this RFP.

vi. **Small and/or Minority-Owned Businesses.** Efforts will be made by the Program to utilize small businesses, women and/or minority owned businesses. Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 C.F.R. § 121.201).

vii. **Yurok Tribal Enforcement Rights Ordinance (TERO).** This RFP shall be governed by the Tribe's TERO including providing Indian Preference to Qualified Indian Offerors and Indian Firms. The TERO can be found at the following link:

[Title 5 Div. I Employment Rights Office \(TERO\) | Yurok Tribal Code](#)

- viii. **Notification of Award.** It is expected that a decision selecting the successful Candidate(s) will be made within one week of the closing date for the receipt of proposals. It is expected that the contract shall be for one year with the possible opportunity for renewal.
- ix. **Description of Entity.** The Program is a tribal agency of the Yurok Tribe located in Humboldt and Del Norte Counties in California. The main administrative office is located in Klamath with satellite offices in Eureka and Weitchpec. The Program has two dedicated staff members including a Program Manager and Paralegal.

II. SCOPE OF SERVICES. The Offeror shall be available to perform the tasks described above in Section I(b), as needed. The Offeror shall be prepared to submit detailed billing statements for all services billed at an hourly rate, if any, broken down into time increments of no less than a quarter hour. Offeror shall also include summaries of work performed and time spent on services performed, as discussed below.

III. PROPOSAL CONTENTS. The Offeror, in its proposal, shall submit the attached Bid Form, include the following:

- a. **Experience.** The Offeror should describe their experience including the length and depth of personal knowledge as it relates to the Program. Experience in the following needs to be included: social science, data collection and management, familiarity with subject matter and scientific research methods, writing, Microsoft Office programs, and collaboration.
- b. **Availability.** Data Analyst should expect to commit between 20-40 hours per month. Research assistants should expect to commit no more than 20 per week.
- c. **Price.** The Offeror's proposed price should include information on their hourly billing rate.

IV. PROPOSAL EVALUATION

- a. **Submission of Proposals.** All proposals shall include the proposal and information required as well as the writing samples referenced above in Section I(b).
- b. **Evaluation Procedures and Criteria.** The Supervising Staff Attorney and appropriate To' Kee Skuy' Soo Ney-wo-chek' staff will review proposals and make recommendations to the Yurok Tribal Council and other Tribal Departments for approval. The Supervising Staff Attorney and/or Program Manager may request a meeting with some qualified Offerors prior to final selection. Proposals will be reviewed in accordance with the following criteria:
 - i. Level of knowledge of the individual(s) identified to work on this matter;
 - ii. Availability; and
 - iii. Cost.