

**REQUEST FOR PROPOSAL FOR
CONSULTANT – VICTIM SERVICES
ASSESSMENT, EVALUATION, AND
STRATEGIC PLANNING
FOR THE PERIOD: 3/15/2022 – 9/30/2022
DEADLINE: FEBRUARY 28, 2022**

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

**Jessica Carter, Court Director
Yurok Tribal Court
PO Box 1027
Klamath, CA 95548
Office: 707-482-1350 x 1335
Fax: 707-482-0105
Email: jcarter@yuroktribe.nsn.us**

I. GENERAL INFORMATION

- a. **Purpose.** This request for proposal (RFP) is for a contract for a consultant to assist in designing a Strategic plan to build organizational capacity and identify gaps in victim services offered by Yurok Tribal departments and programs. The consultant will work with a Tribal Court Planner to guide the development, implementation, and expansion of services to be meet Tribal members' victim services needs.
- b. **Who May Respond.** Persons with professional experience in the creation of business strategies for organizations. Skills must include: analysis of organizational goals and objectives; identification of areas needing improvement; community research and analysis; strategy review reports; presentation on data analysis; tracking of effectiveness of strategies and recommendation implementation; possession of an analytical mind with problem solving aptitude; and excellent communication skills. Requires at a minimum a bachelor's degree in business administration, marketing, finance, or similar field of study.
- c. **Instructions on Proposal Submissions.**
 - i. **Closing Submission Date.** Proposals must be submitted no later than 4pm on February 24, 2022.
 - ii. **Inquiries.** Inquiries concerning this RFP should be mailed to:

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 - 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 Yurok Tribal Court Victims of Crime Program, herein referred to as the Program.
 - iv. **Instructions to Prospective Contractors.** Your proposal should be addressed to:

Jessica Carter, Court Director
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 Identification of Skills and Degree necessary to qualify for the contract and complete the program duties.

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 Employment Code | Yurok Tribal Code](#)
- viii. **Notification of Award.** It is expected that a decision selecting the successful Candidate(s) will be made within two (2) weeks of the closing date for the receipt of proposals. It is expected that the contract shall be for 5.5 months with the 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.

II. SCOPE OF SERVICES. The Offeror shall be available to perform independently as well as a member of a team working closely with the Tribal Court Planner position. 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 more than a quarter hour. Offeror shall also include summaries of work performed and time spent on services performed under the flat monthly fee, as discussed below. A list of sign-in sheets showing the names of the participants for any meetings facilitated.

III. PROPOSAL CONTENTS. The Offeror, in its proposal, shall submit a Bid, which must include the following;

- a. **Experience.** The Offeror should describe their experience including the length and depth of personal knowledge. Experience in one or more of the following needs to be included: strategic planning, business analysis, understanding of victim advocacy, and experience with tribal communities.
- b. **Availability.** Any time and location availability that would work best for the Offeror that allows access and time for collaboration when necessary.
- c. **Price.** The Offeror's proposed price should include information on their hourly billing rate and names of individuals who are expected to work the project with their corresponding hourly billing rate and any other related cost breakdown.

IV. PROPOSAL EVALUATION

- a. **Submission of Proposals.** All proposals shall include an original and 2 copies.
- b. **Evaluation Procedures and Criteria.** The Court Director and appropriate Court staff will review proposals and make recommendations to the Yurok Tribal Council for approval. The Court Director 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.