



NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL, INC.

SERVING THE AMERICAN INDIAN PEOPLE OF CALIFORNIA SINCE 1976

Tribal Emergency Response Plan Assistance Program **REQUEST FOR QUALIFICATIONS**

Posted November 17, 2021

Responses Due by COB: December 10, 2021

INTRODUCTION:

The Northern California Indian Development Council, Inc. (NCIDC) Tribal Emergency Response Plan Assistance Program (TER-PAP) is posting this Request For Qualifications (RFQ) for the services of a consultant to assist with specific program objectives. An overview of the NCIDC can be found at www.ncidc.org.

ORGANIZATION SUMMARY:

The Northern California Indian Development Council works to meet the needs of American Indian communities by researching, developing and administering social and economic development programs. NCIDC will provide support and technical assistance for the development of such programs in addition to working to conserve and preserve historic and archeological sites and resources.

NCIDC will work to foster culturally appropriate communication and services needed by American Indian people to achieve self-determination in the economic, social service, cultural, educational, employment and related fields.

PROGRAM SUMMARY:

The NCIDC operates a Tribal Emergency Response Plan Assistance Program (TER-PAP) program serving Reservations, Rancherias, and Indian Communities throughout the State of California.

SCOPE OF WORK:

The program is seeking to engage the services of a consultant to assist 2 Tribes with developing pilot emergency response plans so they can be better prepared for future disasters and other emergencies. These two pilot plans and other feedback will be used to create a template for California Tribes to use to create emergency response plans. Additionally, the project consultant will provide technical assistance one-on-one with an additional 3–7 Tribes to tailor the template to their needs. The project consultant will collect feedback from the 3–7 Tribes and utilize their recommendations as well as any lessons learned in the technical assistance process to refine the

template to create a final draft for use by Tribes across California. The emergency response plan template will be made available to the public on NCIDC's website and by request.

In addition, the consultant will be asked to make at least 4 site visits (two site visits per selected Tribes) to the two partnering Tribal Reservations, Rancherias, and trust lands of Native American people, and their surrounding community(s), all located within California.

PROJECT SCHEDULE:

The timeline for the TER-PAP program is 11/01/2021–04/30/2023. A more detailed schedule will be developed during negotiations with the selected consultant. It is assumed that all proposals will be able to meet the specified schedule unless stated otherwise.

PROPOSAL ELEMENTS:

Contact information.

Name, address, and phone number of the independent consultant or consulting firm.

Form of organization.

Whether respondent is a partnership, corporation, or sole proprietorship, where it is organized, and the names of principals, officers, and directors of the firm if organized. Please note if organization is a Tribal organization along with a roster of organization leadership and their respective Tribal backgrounds.

Statement of qualifications.

A narrative or other statement by the consultant of the specific proposed individual consultant's qualifications for the proposed project. Please note if the organization or consulting practice responding to this RFP is Native owned or controlled, and is claiming Indian Preference.

Availability.

A brief statement of the availability of identified consultant to undertake the proposed project

Resume

Please attach a current resume for the identified consultant proposed in the RFP

References

Names and telephone numbers of three persons whom the agency can call for references regarding the consultant's involvement and performance, preferably on similar projects.

Financial Requirements

Please state your consulting rate per hour for this project, and your anticipated total consulting fees required to accomplish the scope of work listed in this RFP. Travel and related expenses should also be referenced and a statement the consultant will adhere to all applicable State and Federal travel and per diem rates.

Statement of Preference

Please include documentation for American Indian preference. Indian Preference in contracting will be applied to this RFP selection process as per the Indian Self-Determination and Education Assistance Act of 1975 ("Indian Self-Determination Act"), P.L. 93-638, as amended, Act of Jan.

4, 1975, 88 Stat. 2203, codified at 25 U.S.C. § 450 et seq.

PROPOSAL SUBMITTAL SUMMARY:

All questions regarding the Request for Proposals (RFQ) should be directed to Cara Owings, Emergency Response Coordinator at 707-445-8451 or by e-mail at cara@ncidc.org. All questions on RFQ received will be answered in one document uploaded on November 30, 2021.

Questions on RFQ	Submit before close of business November 29, 2021
Response to questions:	Posted on November 30, 2021
Submittal Deadline:	Close of Business December 10, 2021 — Postmarks not accepted.
Minimum Submittal Contents:	Letter of Transmittal; Statement of Qualifications; Statement of Availability; Resume; References; Financial Requirements, Statement of Preference
Right of Rejection:	The NCIDC reserves the right to reject any and all proposals which in the NCIDC's sole judgement are not considered responsive to this RFQ.
Project Contact:	Cara Owings Emergency Response Coordinator Northern California Indian Development Council, Inc 707-445-8451 cara@ncidc.org
Submittal Address:	Submittals accepted by mail, email and hand delivery only NCIDC 241 F Street Eureka, CA 95501 or submit via email, cara@ncidc.org