



NOOKSACK INDIAN TRIBE (NIT)
REQUEST FOR PROPOSAL (RFP)
COMMUNITY NEEDS ASSESSMENT

ISSUED: May 16, 2022

DUE BY: 2:00PM, June 20, 2022

RESPOND TO:

RFP submitted by Mail to:
Nooksack Indian Tribe, Attn: General Manager, PO Box 157, Deming WA, 98244 or

OR

RFP Hand Delivered to:
5016 Deming Road, Deming, Washington 98244

The Tribe reserves the right to make an award without further discussion of the submittals. Therefore, the proposal should be initially submitted on the most favorable terms the Vendor can offer. The Vendor selected as the apparently successful Vendor will be expected to enter into a contract with the Tribe or the Tribe's standard contract form.

The general conditions and specification of the RFP and the successful Vendor's response, as amended by Contract between the Tribe and the successful Vendor, including e-mail or written correspondence relative to the RFP, will become part of the Contract documents. Additionally, the Tribe will verify Vendor representations that appear in the proposal.

NIT reserves the right to refuse any and/or all proposals, or any part thereof for any reason and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the Tribe to pay any costs incurred by respondents in the preparation and submission of

a proposal. Furthermore, the RFP does not obligate the Tribe to accept or contract for any expressed or implied services.

1. OVERVIEW

The Nooksack Indian Tribe is seeking to undertake a comprehensive and integrated community needs assessment, and is requesting proposals from experienced individuals, organizations, or consulting firms.

The purpose of the Community Needs Assessment is to understand the current issues facing the community, and determine the needs of the Nooksack Tribal community through rigorous outreach and analysis. The findings will provide a roadmap for Tribal leadership to plan, prioritize, and budget for the delivery of services and programs for the Nooksack Indian Tribe enrolled tribal members, both within and outside of the service area, in areas such as Health Care, Social Services, Housing, Tribal Justice, Cultural Preservation and Advancement, Youth, Infrastructure, Employment, Education, Transportation, and Economic Development. Community input will help the Tribal government in the development and improvement of programs and resources that provide tribal members with the tools and opportunities for self-sufficiency, resiliency, health and wellness.

Contractor will perform outreach to the Nooksack community using a variety of strategies such as surveys, needs assessment conversations, focus groups, town hall meetings, social media, and other platforms in an effort to learn in-depth about Tribal issues that impact the community. A final Report will include an outline of the strengths and challenges within the Tribe, as well as external opportunities and threats affecting the wellbeing of the Tribe.

The Contractor will collect comprehensive feedback (anonymously if requested), from adult tribal members ages 18 and older, to serve as the basis for guiding the Tribe's goals, programs, and services.

The Community Needs Assessment will additionally involve a basic assessment of existing Tribal programs and will provide Nooksack community leaders with a snapshot of policy, services, programming, and strategies currently in place, to identify areas for improvement based on Community Needs responses. This report will be utilized by the Nooksack leadership and community to develop a roadmap and action plan for provision of services. The contractor will work with all departments in the Nooksack Tribal Government, as well as seeking feedback from the Nooksack people.

The contractor will generate a comprehensive report that will be used for ensuring the Tribe's resources are used to provide the greatest benefit, and will be used by the Nooksack leadership to plan and prioritize services to best improve the quality of life for the Nooksack Tribal membership.

2. BACKGROUND

The Nooksack Indian Tribe, with a current population of about 2,000, is a federally recognized tribe and a signatory of the Point Elliott Treaty of 1855. The Tribe's land base is estimated to be about 2,300 acres of fragmented Nooksack lands, including the 2.2 acre Reservation, 298 acres of Fee and Trust Lands and an additional 2000 acres in private allotments. The Reservation and most services are located 17 miles east of Bellingham, WA in the unincorporated town of Deming.

The Tribe is governed by a Council of eight members elected to four-year staggered terms, organized under a federally-approved Constitution pursuant to the Indian Reorganization Act of 1934. Tribal business is conducted on a resolution basis.

The Tribal government provides direct services to the Nooksack community including healthcare and wellness, behavioral health, educational, familial and social services, child and elder care, judicial, public safety, cultural preservation and advancement, as well as economic and employment opportunities.

3. SCOPE OF SERVICES

The proposal should include a description of the capacity to perform the Community Needs Assessment, including:

- Organizational Mission
- Knowledge of Indian County and the issues specific to this population
- Experience with quantitative and qualitative data collection and analysis
- Facilitation of community outreach and public forums
- Creation and delivery of surveys
- Experience with Community Needs Assessments or similar projects
- References

Contractor will:

- Undertake comprehensive outreach to the Nooksack Tribal community, to determine the needs of the community in terms of Health Care, Social Services, Housing, Tribal Justice, Cultural Preservation and Advancement, Youth, Infrastructure, Employment, Education, Transportation, and Economic Development;
- Assess current Nooksack Tribal government programming and services and provide suggestions for additional programs and services to meet the identified needs;
- Provide a final Report to be used by Tribal leadership for planning purposes.

The proposal should describe the implementation plan and timeline, including:

- Tasks (see above)
- Key Staff
- Milestones
- Completion Date

- Final Report which will at minimum include:
 - o Methodology
 - o Summary of Findings
 - o State of the Community
 - o Identified Needs of the Community by Service Area
 - o Basic assessment of current Services and Programs
 - o Identification and Suggestions for Potential Solutions, including Programs and Services

4. PROJECT COST

Competitive proposals will be considered for the Nooksack Indian Tribe Community Needs Assessment, and will result in a fixed price contract. A detailed cost proposal showing estimated hours and personnel for each task along with a total not to exceed cost is required. Provide the billing rates or range for each classification of key staff members, including subconsultants and percentages.

5. SELECTION CRITERIA

The proposals will be evaluated and ranked by the Nooksack Tribe based on:

- Proposal must be submitted by due date
- Knowledge and Experience of Key Staff
- Familiarity with Native communities in the US
- Demonstrated Competence on Community Needs Assessments or Similar Projects
- Final Cost
- Project Time Frame
- Knowledge of Nooksack and/or Coast Salish Culture, with a priority for Native consultants and/or Native-owned consulting firms

6. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

a. Request for Proposal Timeline:

- All proposals in response to this RFP are due no later than 2pm PST **June 20, 2022**.
- Evaluation of proposals will be conducted from June 20, 2022 until **June 25, 2022**. If additional information or discussions are needed with any bidder during this one-week window, the bidder(s) will be notified.
- The winning proposal will be presented to Tribal Council on **July 5, 2022**.
- The selection decision for the winning bidder will be made no later than **July 12, 2022**.
- Upon notification, the winning bidder will be presented with a contract for their signature.

b. Project Timeline:

- The Assessment must be completed and delivered by December 1, 2022.

7. DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST:

If the contractor, or any director, officer, employee or owner of the company has a business or personal relationship with a director, officer or employee of the Nooksack Indian Tribe that

may create a conflict of interest, or appearance of impropriety, for or relating to such director, officer or employee in connection with the entry into, or ongoing performance of, the transaction(s) or service(s) contemplated under this RFP, you are under an obligation to disclose such conflict to the Nooksack Tribal government, in writing, to the extent you have knowledge thereof.