



# Confederated Tribes of the Colville Reservation

P.O. Box 150, Nespelem, WA 99155 (509) 634-2277

## Request for Proposals:

Confederated Tribes of the Colville Reservation

Project Title: Pascal Sherman Indian School –School Photographer for 1 year  
commitment

### **General Information**

Posted Date: April 29, 2024

Deadline for Questions: June 12, 2024

Final Answers Posted: June 12, 2024

Closing Date: June 20, 2024

Opening Date: May 9, 2024

### **1.0 Introduction**

The Confederated Tribes of the Colville Reservation is a Sovereign Nation. Presidential Executive Order established the Colville Indian Reservation in 1872, with a land base of 1.4 million acres, located in North Central Washington State and additional off-reservation trust lands. The Administrative Headquarters are located at the Colville Indian Agency Campus, approximately 2 miles south of Nespelem, WA with offices located throughout our reservation.

Our business hours are Monday thru Thursday 7:30 and 5:00 p.m. excluding Saturdays, Sundays, Tribal and Federal holidays.

### **1.02 Proposal Deadline/Address/Contents**

The deadline for receipt of proposals is **June 12, 2024 at 3:00 pm** and must be received by the Tribes, either by hand delivery, express delivery, electronic submission or regular mail no later than **June 12, 2024 at 3:00 pm** on that day Pacific Standard Time. Proposals must be submitted to the Confederated Tribes Contract Officer no later than **June 12, 2024 at 3:00 pm** on that day. All proposals and accompanying documentation will become the property of the Colville Tribes and will not be returned. Consultant accepts all risk of late deliver of mailed proposal regardless of fault. Proposals are to be sent to: Dorthey Zacherle, Contract Officer, P.O. Box 150, 21 Colville Street, Nespelem, WA. 99155 or by electronic submission to [dorthey.zacherle@colvilletribes.com](mailto:dorthey.zacherle@colvilletribes.com).

### **1.03 Proposal Preparation Instructions and Information Required in Your Proposal**

Please provide (3) copies of your proposal. In order to facilitate the review process and obtain the maximum degree of comparison, proposals should include the following information presented in the order and format shown below:

### **1.04 Required Format/Information**

- **Title Page**: Show Request for Proposal (RFP) subject, name of Respondent/Respondents firm(s), address, telephone and fax numbers, name of contact person and date of

submission. Attachment A

- Transmittal Letter: A one or two page summary stating the Responder's understanding of the work to be done and making a positive commitment to perform the work within the time period required.
- Table of Contents: A clear identification of the material by section and page number.
- Profile of the Respondent/Respondents: Include location of office(s), number of partners, managers, supervisors, seniors, and other professional staff. Describe the range of activities performed by your firm, including capability for determining cost/feasibility of
- Approach: Provide a detailed and clear description of the approach and methodology for implementing the work.
- Qualifications and Experience of Staff: Include a list of personnel to be used for this work and their qualifications. Résumé, including education, licensing information, background accomplishments, relevant continuing professional education and any other pertinent information must be included for each of the key personnel to work on the project. The Responder/Responders must include a statement in the proposal to the effect that "the key personnel assigned to this project as described in this proposal will not be removed from the Project without prior approval of the Tribes' COR."
- Qualifications and Experience of Firm: Company experience which is relevant to the proposed work, i.e. experience with other Tribal entities. References: Attachment B
- Indian Preference: CTCR shall, to the greatest extent feasible, provide preference to Indian-owned economic enterprises and Indian organizations. Projects developed and operated with assistance under 25 CFR Part 1000 are subject to Section 7(b) of the Indian Self-determination and Education Assistance Act (25 U.S.C. 450e (b)). Section 7(b) provides that to the greatest extent feasible, preference shall be given to Indian organizations and Indian-owned economic enterprises in the award of all contracts and subcontracts. If applicable, please include documentation of Indian enrollment and TERO certification. Preference must be provided in accordance with the requirements set forth in 24 CFR 1000.48 and Chapter 10-1 Tribal Employment Rights. If applicable, provide documentation of Indian enrollment and TERO certification. In accordance with the adopted TERO Compliance, to be eligible as a tribally owned or Indian owned business, the business shall apply for certification with the Tribal Employment Rights Office (TERO) and must be eligible for certification prior to submitting a proposal. Contact TERO for more information: TERO Director, P. O. Box 150 Nespelem, WA 99155. Phone 509.634.2200
- Cost Proposal: Include a detailed itemized cost statement showing estimated staff hours and rate(s), delineated by task. Also, include an itemized listing of all other expenses or fees that are anticipated. Attachment A.

### **1.05 Questions Regarding the Project**

Requests for interpretation/clarification of this RFP must be emailed to **Waylon Michel** (**wmichel@psischiefs.org**) Unauthorized contact with other tribal employees regarding this RFP may result in disqualification. All oral communications will be considered unofficial and non-binding on the Tribes.

All questions must be submitted no later than 3:00 p.m., PST, June 12, 2024. All responses will be posted on the Tribes' web site at: <https://www.colvilletribes.com/rfp> within two business days after receipt of the question.

## **2.0 Evaluation Procedures**

The evaluation factors reflect a wide range of considerations. While cost is important, other factors are also significant. Consequently, the Colville Tribes may select other than the lowest cost solution. The objective is to choose the Contractor capable of providing a reliable and effective solution within a reasonable budget.

An award will be made to a responsible Indian Bidder if within 10% of the lowest non-Indian Proposal Price and defined experience.

Evaluation Criteria: The proposals will be evaluated on the basis of the following criteria and point ranges. Maximum Points: (100)

- 1) Responsiveness of the proposal in clearly stating an understanding of the work to be performed. (0-15)
- 2) Reasonableness of overall time estimates as well as the time estimates for each major section of the work to be performed (0-5)
- 3) Qualifications and experience of Responder/Responders (0-20)
- 4) Size and structure of firm and ability to maintain continuity of work (0-5)
- 5) Experience of Responder/Responders in developing reports for Tribes or other government entities on the unmet needs of their citizens. (0-20)
- 6) Qualifications and experience of staff to be assigned. Education, position in the firm, and years and types of experience will be considered (0-10)
- 7) Indian preference (0 – 10)
- 8) TERO certification documented & included (5)
- 9) Cost (0-10)

### **3.0 Acceptance/Rejection of Proposals**

The CTCR reserves the right to reject any and all proposals, whether or not within applicable cost limits, and to waive any information in the proposals received, whenever such rejection or waiver is in the best interest of the CTCR. In the event of disagreement or grievances regarding contract, it is the CTCR policy to resolve all contractual issues per adopted Procurement Policy.

## **4.0 Scope of Work (SOW) and Specifications**

### **4.01 Purpose**

The Pascal Sherman Indian School is seeking to contract with a photographer for services of class photos for each grade, individual photos for annual photos, 3 seasons of sports photos, and photo session for holiday program on December 15, 2023. All services listed to be included in the proposal for the photographer services.

The company would be expected to provide digital copies of individual and class photos for school annuals and no-cost printouts of employee cards for the school year..

### **4.02 Respondent Capacity to Conduct the Project**

The Respondent/Respondents shall provide evidence of its ability to furnish all qualified personnel, facilities, equipment, and supplies to Paschal Sherman Indian School in accordance with appropriate standards on behalf of the Confederated Tribes of the Colville Reservation.

### **4.03 Reports Required**

The Respondent/Respondents shall provide at least monthly (or more often if requested by the Tribes' COR) reports on the progress of the work.

### **4.04 Contract**

Prior to any binding agreement with the successful Respondent(s) for services under this RFP,

the successful Respondents will be required to enter into a Tribal Consulting Contract for the requested services under this RFP. This RFP does not constitute an obligation or agreement on the part of the Tribes. A labor hour type contract is anticipated. It provides for the procurement of services on the basis of direct labor hours at specified hourly rates.

#### **4.05 Period of Performance**

Any contract let from this RFP shall be in effect upon the date of award and shall continue to be in effect until the termination of the Contract. This is a digital service that will provide access to students and staff to develop the School book annual during the school year.

#### **4.06 Key Personnel**

The personnel specified in the Responder/Responder's proposal are considered to be essential to the work being performed hereunder. Prior to changing any of the individuals specified in the proposal, the Responder/Responders shall notify the Contracting Officer reasonably in advance and submit a justification for the proposed substitutions in sufficient detail (including names, titles and résumés) to permit the evaluation of the impact on the quality of work performed. No personnel changes shall be made by the Contractor without the prior written consent of the COR.

#### **4.07 Payment and Submission of Invoices**

Payment for work performed under the contract shall not exceed the agreed upon amount, unless otherwise agreed upon, in writing, by both parties. Payment shall be made to the contractor based on progress achieved. The contractor must submit each invoice in sufficient detail to document progress. Invoices will not be accepted on more frequent intervals than once a month. Invoices requesting payments shall be prepared and submitted in duplicate and contain the following information: contract number, detailed description of services, and total cost.

In the event of abandonment of the work or termination of the contract for any cause, under the respective sections of the contract, the terms of any settlement shall be subject to approval by CTCR Contracting Officer or designee. The CTCR shall not disburse monies after giving notice of abandonment or termination. A settlement may be reached to include may include restitution of funds disbursed for services not performed.

### **5.0 Terms and Conditions**

#### **5.01 Site Visitations**

The Contractor site visit is not required. By submitting his/her proposal, the Consultant acknowledges that he/she has satisfied him/herself as to the nature of the work.

#### **5.02 Contractor's Cost to Develop Proposals**

Costs for developing proposals in response to the RFP are entirely the obligation of the Consultant and shall not be chargeable in any manner to the Colville Tribes.

#### **5.03 Completeness of Proposal**

The Consultant must submit a completed Proposal (Form 1) signed by a Contractor representative authorized to bind the proposing firm contractually. The Consultant must identify on the form any exceptions the Contractor takes to the Tribes RFP, or declare that there are no exceptions taken

#### **5.04 RFP Amendments**

The Colville Tribes reserves the right to request any respondent clarify its proposal or to supply any

additional material deemed necessary to assist in the evaluation of the proposal.

The Colville Tribes reserves the right to change the RFP schedule or issue amendments to the RFP at any time. The Colville Tribes also reserves the right to cancel or reissue the RFP. All such addenda will become part of the RFP. It is the consultant's responsibility to check the Tribe's website ([www.colvilletribes.com](http://www.colvilletribes.com)) for the issuance of any amendments prior to submitting a proposal response.

#### **5.05 Insurance Requirements**

The Colville Tribes will require the selected Consultant to comply with the insurance requirements as listed in the RFP. Questions regarding insurance requirements can be discussed with the Tribes Risk Management Office, (509) 634-2447.

#### **5.06 Equal Opportunity Requirements**

The Colville Tribes is an equal opportunity employer and requires all Contractors to comply with policies and regulations concerning equal opportunity. The contractor, in the performance of the Contract, agrees not to discriminate in its employment because of the employees or applicant's race, religion, national origin, ancestry, sex, age, or physical handicap.

#### **5.07 Other Compliance Requirements**

In addition to the nondiscrimination and affirmative action compliance requirements previously listed, the Contractor awarded a Contract shall comply with Federal, State, Tribal and local laws, statutes and ordinances relatively to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subject.

#### **5.09 Ownership of Documents**

All documents, reports, studies, conclusions and summaries prepared by the Consultant shall become the property of the Colville Tribes.

#### **5.10 Confidentiality of Information**

All information and data furnished to the Contractor by the Colville Tribes and all other documents to which the Contractor's employees have access during the term of the Contract, shall be treated as confidential to the Colville Tribes. Any oral or written disclosure to unauthorized individuals is prohibited.

#### **5.11 Hold Harmless**

The Contractor shall hold harmless, defend, and indemnify the Colville Tribes and the Tribes officers, agents, and employees against any liability that may be imposed upon them by reason of the Contractor's failure to provide worker's compensation coverage or liability coverage.

#### **5.12 Safety**

All applicable regulations pertaining to safety, the Contract Manager shall strictly adhere to including Tribal Occupational Safety and Health Act (TOSHA) standards and regulations. Particular care shall be exercised in connection with the operation of vehicle and other equipment on the site.

#### **5.13 Debarred**

Selected consultant must sign a Certification Regarding Debarment and Suspension stating that they are not presently debarred or suspended or declared ineligible for the award of contracts by

any Federal, State or any Tribal Government. Attachment B

ATTACHMENT A:  
PROPOSAL COVER PAGE: \_\_\_\_\_ Project Title \_\_\_\_\_

Company Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email address \_\_\_\_\_

Length of time in business \_\_\_\_\_

Gross revenue for the prior fiscal year (in US dollars). \_\_\_\_\_

Total number of similar clients served in similar capacity \_\_\_\_\_

TOTAL ESTIMATED PRICE OF SERVICES (Attach detailed budget if necessary)

Cost of Services (Anticipated Total Hours x Rate) \_\_\_\_\_  
Overhead costs (describe) \_\_\_\_\_  
Necessary travel \_\_\_\_\_  
TERO Fees \_\_\_\_\_  
Other (describe) \_\_\_\_\_  
Total Price \$ \_\_\_\_\_

Authorized Respondent Signature \_\_\_\_\_

Telephone \_\_\_\_\_

**ATTACHMENT B:  
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND  
OTHER RESPONSIBILITY MATTERS.**

- A. The Firm/Respondent certifies, to the best of its knowledge and belief, that:
1. The Firm/any of its Principals-
    - (a) Are ( ) are not ( ) presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency or any Tribal Government.
    - (b) Have ( ) have not ( ), within a 7 year period preceding this offer, been convicted or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, ore receiving stolen property; and
    - (c) Are ( ) are not ( ) presently indicted for, or otherwise criminally or civilly charged by a government entity with, commission of any of the offenses enumerated in subdivision (A)(1)(b) above.
    - (d) The Firm has ( ) has not ( ), within a 7-year period preceding this offer, had one or more contracts terminated for default by any Federal agency or any Tribal Government.
  2. Principals for the purposes of the certification, mean officers; directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager; plant manager, head of a subsidiary, division, or business segment, and similar positions). If

this certification concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under 18 U.S.C. § 1001.

B. The Firm shall provide immediate written notice to the Contract Officer if at any time prior to contract award the Firm learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

C. A certification that any of the items in paragraph (A) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Firm's responsibility. Failure of the Firm to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Firm's proposal non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system or records in order to render, in good faith, the certification required by paragraph (A) of this provision. The knowledge and information of a Firm is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (A) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Firm knowingly rendered an erroneous certification, in addition to the remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

I hereby certify that the information above is true accurate and complete under penalty of fraud.

\_\_\_\_\_  
Authorized Signature

ATTACHMENT C:  
CLIENT REFERENCES (Include additional pages if desired)

Client Reference # 1

Name of Entity/Firm: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Title \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Date when work performed: \_\_\_\_\_  
Description of work performed: \_\_\_\_\_  
\_\_\_\_\_

Client Reference # 2

Name of Entity/Firm: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Title \_\_\_\_\_  
Phone Number \_\_\_\_\_



Date when work performed: \_\_\_\_\_  
Description of work performed: \_\_\_\_\_  
\_\_\_\_\_

Client Reference # 3

Name of Entity/Firm: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Title \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Date when work performed: \_\_\_\_\_  
Description of work performed: \_\_\_\_\_  
\_\_\_\_\_