



FEDERATED INDIANS OF
GRATON
R A N C H E R I A

Request for Proposal

For

Consultant for Institute of Museum and Library Services Museum Grant

Response Due

By: 12:00 p.m.

Date: March 29th, 2019

Address: Federated Indians of Graton Rancheria

ATTN: Administration – Museum Consultant

6400 Redwood Dr. Suite 300

Rohnert Park, CA 94928

I. Purpose of Request

The Federated Indians of Graton Rancheria is seeking proposals for three (3) FIGR educational portable exhibits/displays to be used for outreach purposes. The exhibits shall be developed and designed in collaboration with FIGR and will also include curriculum. The purpose of this RFP is to provide all candidates with the evaluation criteria against which they will be judged and outline the scope and needs of the Tribe. The exhibits, information presented, and curriculum developed will be submitted for Tribal Council approval.

II. Scope

The Federated Indians of Graton Rancheria has the following goals and objectives for the project.

The FIGR Tribal Library proposes to expand its capacity in the area of educational outreach to both its Tribal Citizens and the general public by contracting with a consultant to conceptualize, design and fabricate three portable exhibits/displays to increase awareness in the following areas:

1. Tribal History (provide a robust telling of the Tribe's history from the pre-contact period all the way up to modern day activities, enriched by a variety of visual aids. Because the Federated Indians of Graton Rancheria is made up of citizens of both Coast Miwok and Southern Pomo heritage, both distinct and unique cultures are represented in all materials discussing the culture and history of the Tribe.)
2. The Mission Period (telling the story of cultural disruption from the perspective of the Coast Miwok people who were involved in, and impacted by, the Spanish colonization by Franciscan monks' Mission System during historic times.)
3. Enduring Cultural Arts (specifically the basketry work of both the Coast Miwok and Southern Pomo people) that showcase the present day connection to the Tribe's rich cultural heritage.

All exhibits/displays will be accompanied with curricula that will support further exploration of these subjects by educators interested in providing their students with accurate information regarding the Native American perspective on pivotal events in California history. These curriculum packets, upon being given final approval from Tribal Council, will assist in filling the gap in the current California State history curriculum by widening the perspective to include the voice of the indigenous people of the land. Furthermore, it will provide validation to the Native students in classrooms who identify as California Indian by allowing for the story of their people to be told in a historically accurate and dignified manner.

III. Company Qualifications

Company Minimum Qualifications:

1. Bidder shall be regularly and continuously engaged in the business of providing consultation and design for the life of the grant.

2. Bidder shall possess all permits, licenses, and professional credentials necessary to supply product and perform services as specified under this RFP.
3. Bidder, if awarded the contract, shall sign a binding Confidentiality Agreement with the Tribe.

IV. Time Schedule

The Tribe will maintain the following time schedule and select a qualified vendor for the project once all proposals are received by the deadline submission date.

Issue Request for Proposal.....	March 15, 2019
Deadline for Submission of Proposal.....	March 29, 2019
Top three in person or video presentation.....	April 5, 2019
RFP Award Notification.....	April 30, 2019

V. Instructions to Bidders

A. All proposals must be submitted to:

Federated Indians of Graton Rancheria
 Attn: Administration – Museum RFP
 6400 Redwood Drive, Suite 300
 Rohnert Park, CA 94928
 (707)566-2288 x130 | cmitchell@gratonrancheria.com

B. All proposals must be in a sealed envelope clearly marked Administration – Museum RFP. All quotes must be received by 12:00 pm on March 29, 2019. All proposals will be reviewed and assessed for completion to make sure they meet the requirements. No faxed or telephone quotes will be accepted. Submission of the proposal through email is preferred.

C. Forms to be used to accompany this RFP are identified as Attachment A “Bid Form” and Attachment B “Confidentiality and Nondisclosure Agreement”. Proposals should be presented simply and economically. Emphasis should be on clarity of content and completeness.

D. The designated representative from the Tribe will answer any questions up to the deadline date of the RFP and will notify the selected vendor upon approval.

E. All proposals must include the information outlined in Section VIII and IX of this RFP.

VI. Award

Each proposal will be independently evaluated, and a recommendation will be made to the Federated Indians of Graton Rancheria Tribal Council for an award of bid to the selected company.

VII. Terms and Conditions

A. The Tribe reserves the right to reject any and all proposals and to waive minor irregularities to any quote.

- B. The Tribe reserves the right to request clarification of information submitted and to request additional information from the bidder.
- C. The Tribe reserves the right to award the contract to the next most qualified bidder if the successful bidder does not execute a contract within ten 10 days after the award of the contract has been announced.
- D. Any quote may be withdrawn up to the date and time set in this RFP. Any quote not timely withdrawn shall constitute an irrevocable offer for a period of ninety (90) days to sell to the Tribe described in the following specifications.
- E. The Tribe shall not be responsible for any cost incurred by the bidder in preparing, submitting, or presenting its response to the RFP.
- F. The Tribe reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by the Tribal Council.
- G. All quotes, documents, and forms will become the property of the Tribe upon delivery and acceptance of the proposal.

VIII. Proposal Format

All proposals must follow the same format. No exceptions to this format will be accepted. To be accepted for evaluation, the proposal format must address all required components in order.

All proposals must include the following components:

- A. Company Overview. Include the following information about the Respondent: a) company name, address, phone number, fax number and internet address, b) year the company was established and any former names, if applicable, c) type of ownership and parent company, if applicable, d) location of the office or offices that will provide the project services, and e) brief statement of the company's background demonstrating longevity and financial stability.
- B. Project Services. Include a detailed list of the services the consultant will provide.
- C. Project References. Include project descriptions that demonstrate capabilities in project services and experience with similar clients. Also include three references with the company name, contact name, phone number, address, and company URL.
- D. Timeline. Include a project timeline with milestones and resources estimated by project phase.
- E. Presentations. A short list may be used, and the selected respondents may be asked to make a presentation to Tribal Government staff. Respondents should certify in their proposal that they are aware of this request and would make a presentation if asked to do so.

IX. Evaluation Criteria

The Tribe seeks to contract with a consultant that can meet the following specifications and requirements for our targeted audience:

A. AUDIENCE

The Tribe has three primary audiences that receive educational outreach. (1) Tribal citizens; (2) other Native Organizations or Native People; (3) General Public.

1. Tribal Citizens

Working with a consultant who takes great care to get a deep understanding of the history and culture of the Tribe will have a profound effect on the success of the project. To gain this understanding, the consultant must not only conduct research on the Tribe, but also meet with Tribal Citizens, hear their stories and be able to blend the perspectives and unique elements of the history and culture of both Coast Miwok and Southern Pomo people so that the story of the Federated Indians of Graton Rancheria is complete and representative of its citizenship.

2. Other Native Americans

These are persons utilizing the FIGR Tribal TANF of Sonoma Marin program, acting as partners for tribal projects and/or interested in working with the Tribe. There is a strong need to generate information for individuals that use tribal programs. Access to accurate cultural information is a high priority.

3. General Public

These users are persons seeking information on the Tribe's history which includes but is not limited to inquiries related to culture, language and historical documents. A major goal of this project is to shift the attitudes and conceptions of the general public to reflect a greater awareness of the work done by the Tribe as well as its rich history and culture.

B. CONTENT FOR AUDIENCE

The Tribal Government would like to have displays that are designed from the tribal community's perspective.

Development Guidelines:

- Easy to read and follow
- Information should be grouped and presented in a logical manner and be culturally appropriate and accurate
- Clean and focused design with strategic use of images, common theme

Because the success of any project relies on having the support of the Tribal Community, testing the display with citizens is a crucial step in the project. Giving Tribal Citizens an opportunity to have their voice heard in the design process ensures that there will be a high level of engagement once the final displays are built and put into use both at Tribal events as well as in the Graton Tribal Library.

3. Project Results

- The Federated Indians of Graton Rancheria have identified IMLS Agency-Level-Goal 2: Community as the main performance goal for this project. Prior to the ending of the grant

period, the Library Coordinator and THPO will work with the Consultant to draft a survey to gather information from key participants to ensure the project increases the knowledge base of both Tribal Citizens and the general community on the history and culture of the Coast Miwok and Southern Pomo people. Project results will also include final conceptualization, design and fabrication of the three portable exhibits/displays.

Project Management

- Library Coordinator will function as a liaison between THPO and Project Consultant, including a reasonable number of meetings to present design and development solutions.
- Once the displays and curriculum have been completed and approved by the Tribal Council, all contents become property of the Tribe.
- Testing with FIGR Tribal Citizens at Tribal Event to gather feedback via survey.

X. Proposed Budget/Cost must Include:

While we prefer the most cost-effective solution, all proposals will be considered and weighed based on their merits. The budget must encompass all design, production, drafting and meeting time necessary for development of displays and curriculum.

Contractors must detail the pricing for:

Phase I: Discovery/Research and Planning

Phase II: Design Development, Testing

Phase III: Final Design Fabrication Cost Estimates for Displays/Exhibits

All costs associated with the delivery of the project should be presented in a flat rate, fee for service format.

XI. Compliance with Law

The successful Contractor shall comply with all applicable federal, state, tribal laws, statutes, rules and regulations as well as any applicable Tribal policies. Preference shall be given to Indian organizations and Indian-owned economic enterprises in the award of all contracts and subcontracts.