



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

**Request for Proposals**  
**For**  
**Department of Energy – FIGR Solar Project**  
**Education and Outreach**

**Response due: On or before January 22, 2023, by no later than 5:00 PM**

**Email to: [TCampbell@gratonrancheria.com](mailto:TCampbell@gratonrancheria.com)**

## **DOE SOLAR GRANT TASK 5**

### ***Request for Proposal (“RFP”) Development***

#### **1. Purpose of Request**

The Federated Indians of Graton Rancheria (“FIGR”) is requesting quotes for an independent contractor to create and produce educational materials and to conduct workshops to educate Tribal Citizens and others on sustainable reliable energy sources, utilizing the FIGR 1.7 MW solar project at the Graton Resort & Casino as the central example. The FIGR solar project was developed pursuant to a Department of Energy (“DOE”) grant and therefore the educational materials and workshops must comply with the federal grant requirements and encompass each of the elements outlined in this RFP.

#### **2. Scope of Work**

The overall task is to conduct education and outreach about clean energy and the FIGR solar panel project, with the goal of discussing lessons learned, sharing available opportunities, and teaching others the importance of sustainable, reliable, energy sources. Replicability of the project will be supported by dissemination of project planning and implementation tools as well as other project documents/templates to streamline the process for other interested parties. The following specific tasks are requested:

- a) Conduct educational presentation for Tribal Citizens, including a display or visual materials. The presentation will likely be in-person a virtual option for participants. Contents of presentation to be approved in advance by Tribal leadership and time/date of presentation to be determined but prior to the end of the grant performance period (April 30, 2023).
- b) Conduct educational presentation at a Mendo-Lake-Sonoma Tribal Environmental Programs meeting (“MLSTEP”) to educate the membership, approximately 20 local Northern California tribes, on the solar project and the benefits for clean renewable energy usage. This task will require coordination with the FIGR Environmental Programs Manager (the Tribe’s liaison to MLSTEP) and presenting in person at a February or March 2023 meeting; location to be determined, but possibly at the Graton Resort and Casino. The presentation should involve a power point and/or other visuals and may be accompanied by a media blog and written FIGR statement.
- c) Conduct educational presentation at the Sonoma County Planning Directors (“SCPD”) meeting with the Regional Climate Protection Authority (“RCPA”). This task will require coordination with the FIGR Executive Director of Government Operations. The date and the location of the meeting are to be determined but must occur prior to the end of the grant performance period (April 30, 2023). The presentation should educate participants on the FIGR solar project and the benefits for clean energy usage. Option to conduct additional presentations to other relevant regional groups, if time permits and relevant groups are identified.
- d) Develop media packet in coordination with the Tribe’s publicity firm (Landis Public Relations), to be reviewed and approved by Tribal leadership. Distribute educational information

on project to local media outlets, such as the Santa Rosa Press Democrat (newspaper), the Graton Resort & Casino website, local TV and radio stations, as well as in the Tribal Newsletter. Potentially coordinate with the Graton Resort & Casino Marketing Team on opportunities to use media materials at the premises and/or in patron materials.

e) Present at the annual DOE Tribal Energy Workshop Program in Boulder, Colorado (typically held in November). Summarize the FIGR solar panel system project, benefits, lessons learned, and next steps. This element of the Scope of Work is tentative and subject to negotiation between the parties.

### **3. Contractor Qualifications**

The contractor should have several years of experience in creating, producing and conducting educational and outreach programs of the type and scope outlined above. The contractor should have all licenses, insurance and professional credentials reasonably necessary to perform the services specified hereunder.

### **4. Term of Service**

The term of service is anticipated to be between 90 and 120 days, unless the parties mutually agree to a longer term. Criteria for termination shall be negotiated between the parties and memorialized in the definitive agreement between the parties.

### **5. Instructions for Proposals**

A. All proposals must be submitted by email to [TCampbell@gratonrancheria.com](mailto:TCampbell@gratonrancheria.com).

B. All proposals must be clearly marked Tim Campbell – Contract for Energy Project Outreach, must be received by 5:00 PM (California time) on January 22, 2023. Proposals submitted after that date and time will only be considered if FIGR has not yet identified a suitable contractor. All proposals will be reviewed for completion to make sure that they meet requirements. No telephone proposals will be accepted.

C. Proposals must include all costs, including, without limitation, for labor, materials and anything else necessary to complete the services.

D. The designated representative from FIGR will answer any questions up to the time a contractor is selected for the services.

E. Experience/qualifications:

- (i) Proposals shall include at least two examples of relevant jobs/projects.
- (ii) Proposals shall include 2 – 4 client/work references including information regarding the project and contact information.

F. All quotes must include the following:

(i) The complete and correct contact information of individuals who will be working on the project.

- (ii) Correct mailing address of the prospective contractor's business.
- (iii) Proposals shall clearly state all costs and fees to be charged for the performance of all services outlined herein.

a. If based on an hourly rate, provide the hourly rates to be charged for each individual who would be assigned projects, or each project rate. Or provide a blended rate for the delivery of all services.

b. Provide an explanation if fees will be calculated on any other basis (project-based). Itemize the type of expenses (other than fees) for which you would seek reimbursement.

- (iv) Timeline of all deliverables.
- (vi) Completed Information Form attached hereto as Attachment A.
- (vi) Indicate that all quotes are good for 30 days.

## 6. **Selection Criteria**

Each proposal will be independently evaluated to determine selection of the most appropriate proposal to fit the current need, alignment with FIGR's values, and a mutually beneficial working relationship.

## 7. **Terms and Conditions**

- A. FIGR reserves the right to reject all proposals and to waive minor irregularities in any proposal.
- B. FIGR reserves the right to request clarification of information submitted and to request additional information from the potential contractor.
- C. FIGR reserves the right to award the contract to an Indian-owned economic enterprise or organization with the lowest responsive quote if it is reasonable and no more than 10% higher than the lowest responsive quote overall.
- D. Any proposal may be withdrawn up to the date and time set in this RFP.
- E. FIGR shall not be responsible for any cost incurred by the contractor in preparing, submitting, or presenting its response to the RFP.
- F. FIGR 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 FIGR Tribal Council.
- G. All quotes, documents, and forms will become the property of FIGR upon delivery and acceptance of the sealed proposal or email communication.
- H. Neither the contractor nor its principals may be, and the contractor must certify that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any governmental department or agency.



**ATTACHMENT A**

**RFQ – Information Form**

Official Name of Contractor.....

Contact Person.....

Street Address.....

City, State, Zip.....

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Type of Entity / Organizational Structure (Check one):

- |                                                        |                                                        |                                           |
|--------------------------------------------------------|--------------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Corporation                   | <input type="checkbox"/> Limited Liability Corporation | <input type="checkbox"/> Joint Venture    |
| <input type="checkbox"/> Limited Liability Partnership | <input type="checkbox"/> Partnership                   | <input type="checkbox"/> Non-Profit _____ |
| <input type="checkbox"/> Sole Proprietor               | <input type="checkbox"/> Other _____                   |                                           |

Date of Organization structure: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_