



Red Cliff Community Health Center

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Request for Proposal

Fatherhood Engagement Consultant
Zaagichigaazowin Home Visiting Program
Community Health Center
Red Cliff Band of Lake Superior Chippewa

Caretakers of the medicine, protectors of your health



1.1 Statement of Purpose

The Red Cliff Community Health Center is submitting a Request for Proposal (RFP) to the general public for a Fatherhood Engagement Consultant for the Zaagichigaazowin Home Visiting Program. The Red Cliff Band of Lake Superior Chippewa has been awarded a Tribal Maternal Infant and Early Childhood Home Visiting grant administered by the Administration of Children and Families (ACF) under the Office of Child Care. The Red Cliff Community Health Center currently administers this grant funded program for the Tribe.

The Zaagichigaazowin Home Visiting Program is seeking a knowledgeable, experienced father to provide culturally appropriate fatherhood engagement services and support for all program participants.

The overall objective of this contractual service is to build a solid foundation of parenthood teachings based on Ojibwe cultural practices, language, and ceremony for utilization within the home visiting and group setting.

1.2 Program Information

The Zaagichigaazowin Home Visiting Program provides family focused and culturally based home visiting services in collaboration with primary health care, community health teachings and early learning partners for all Native American families and/or families living within a 15 mile radius of the Red Cliff Reservation.

The program provides home visiting services for prenatal families through the first year of life. We are approved by our funding agency, ACF, to serve families with small children up to age 5 years. However, in an effort to coordinate comprehensive care within our community we are choosing to focus on the prenatal and first year of life time periods and transfer care to the ECC's Home Based or Center Based services if and when openings in their programs arise. We also work closely with the ECC in order to connect families to the most appropriate service and ensure continuity of care for all program participants.

1.3 Scope of Work

1.3.1 The following are services being solicited:

1. Co-conduct Parenting Classes with the Program Coordinator.
 - Fatherhood is Sacred & Motherhood is Sacred is a curriculum that will be used during the parenting groups. Prior training on the curriculum is not required to submit a proposal. Any additional training will be procured by the program and is not be the responsibility of the contracted individual.
2. One-to-one and/or group mentorship of fathers participating or referred to the program.
3. Participate with program staff in the facilitation of the program's Cradleboard Philosophy and teachings through one-to-one or group interactions.
 - Training on the Cradleboard Philosophy will be provided.
4. Participate in team planning huddles and case management meetings as deemed appropriate by program staff.

1.3.2 Contractor Responsibilities:

- Provide a minimum of 8 hours per week of Fatherhood consultation, input, planning, recruitment and retention, and mentorship and/or group facilitation.
- Communicate at least two times per week with the Program Coordinator about progress of fatherhood engagement activities.

- Submit monthly reports and invoices to the Program Coordinator for review and submission for payment for contractual services rendered.
- Conduct 50% of the required work on-site at the Community Health Center or other approved location in order to access program materials in a timely fashion, identify and become accustomed to organizational processes, and build rapport with program staff and participants.
- Notify, as soon as possible, the Program Coordinator if a service cannot be performed or delivery may be delayed or is not possible.
- Work with the Program Coordinator to reassess, correct and/or modify any inconsistencies in services or deliverables.
- Make available all work products or a description of services in writing for future program use.
- Adhere to all components of the contractual agreement.

1.4 Outcome of Performance Standards

1.4.1 Outcome Targets:

1. Conduct positive parenting groups for program participants using the Fatherhood is Sacred & Motherhood is Sacred (FIS/MIS) curriculum along with other community developed or identified curricula to enhance FIS/MIS.
 - a. Minimum Performance Standard: Co-plan and facilitate parenting groups with the Program Coordinator on a schedule to be determined during the planning process. At least two parenting cohorts should be trained by September 29, 2015.
2. Plan and coordinate fatherhood engagement events and activities.
 - a. Minimum Performance Standard: A minimum of two recruitment/outreach activities should be completed by September 29, 2015.
 - b. Minimum Performance Standard: A minimum of two fatherhood engagement events will be held by September 29, 2015.
3. Facilitate fatherhood groups or provide one-to-one mentorship for home visiting program participants.
 - a. Minimum Performance Standard: Make initial contact with each program father to schedule a one-to-one mentorship session and/or invite to a group activity.
 - b. Minimum Performance Standard: Recruit program fathers and hold at least four fatherhood group sessions per fiscal year.

1.4.2 Process for Corrective Actions:

1. Contractor will be fully informed of specific duties and deliverables required under the contractual agreement.
2. When a deviation is made from the required deliverables or deliverable timeline without prior consultation and approval by program staff, i.e., Program Coordinator and other leadership team members as deemed appropriate the contractor will be given a written Corrective Action notice detailing the deviation and outlining the expected corrective action.
3. If the contractor fails to comply with the Corrective Action notice, the Program Coordinator will initiate the process of contract termination as outlined with guidance from the Tribe's legal council.
 - a. Termination of contractual services will not be appealable and the final determination will be made by Community Health Center Administration after consultation with the Tribe's legal council, Tribal Operations Manager, and the Chief Financial Officer.

1.5 Deliverables

Deliverables	Description	Start Date	End Date
Recruitment/Outreach	Connect with program enrolled fathers and recruit fathers for enrollment.	Signed Contract Date	Sept. 29, 2015
Fatherhood Engagement	Coordinate two fatherhood engagement events by the end of the contractual period.	Signed Contract Date	Sept. 29, 2015
One-to-One Mentorship	Contact each program enrolled father and set up fatherhood focused home visits/sessions.	Signed Contract Date	Sept. 29, 2015
Group Connections	Group connections will consist of but may not be limited to Parenting classes, monthly family socializations, fatherhood groups.	Signed Contract Date	Sept. 29, 2015
Reports	Description	Start Date	End Date
Monthly report and invoice	A detailed description of work and time to be submitted to the Program Coordinator no later than 5 business days from the last day of each month.	Signed Contract Date	Sept. 29, 2015

1.6 Term of Contract

Start Date: TBD

End Date: September 29, 2015

1.6.1 Options for renewal

Based on satisfactory performance, laid out within the contents of the request for proposal (RFP), a renewal contract will be negotiated. Contract renewal notice and negotiations will begin no later than August 15, 2015 in order to allow enough time for negotiations and approval processes.

1.7 Payments and Penalties

Payment shall be rendered upon satisfactory delivery of all goods and services contained herein. In order to create a smooth payment schedule the following protocol shall be adhered to:

1. Contractor must submit for payment via monthly invoice to the Program Coordinator within 5 business days from the last day of each month – invoices must include all work conducted within the scheduled month of work. No invoices submitted prior to the last day of the month will be accepted.
2. The Program Coordinator has 3 business days to process and submit to tribal accounting for payment.
3. Tribal accounting may take up to 10 business days to remit payment. Be advised due to requirements of grant draw downs and other unforeseen issues, it may take accounting up to 60 days or more to remit payment.
4. Payment shall be suspended until all deliverables, products, and services are rendered per the delivery schedule or Corrective Action notice. If the Contractor fails to comply with the delivery schedule and/or Corrective Action notice all contractual payments shall immediately cease and termination of the contractual agreement shall be sought per 1.4.2(3)(a).

1.8 Contractual Terms and Conditions

1. **Sovereign Immunity.** Nothing in this contract shall be deemed or construed as a waiver of sovereign immunity by the Red Cliff Band of Chippewa.
2. **Choice of Law.** This agreement shall be interrupted in accordance with the laws of the Red Cliff Band of Lake Superior Chippewa and/or State of Wisconsin, as applicable.
5. **Independent Contractor Status.** Nothing contained in this agreement shall be construed as creating an employer/employee relationship, principal-agent, partnership or joint venture arrangement between the parties, it being expressly understood that Contractor is an independent contractor, and is solely responsible for income tax and any other tax withholding, and it being further understood that Contractor is not entitled to any of the benefits or compensations afforded to tribal employees. Contractor shall have no authority to bind the Tribe in any manner.
6. **Insurance.** Contractor agrees to provide his own insurance, as he deems necessary, it being understood the Tribe will provide no insurance benefits whatsoever under this agreement.
7. **Integration of Agreement.** The instrument contains the entire agreement between the parties, and no statements, promises or inducements made by either party or agent of either party that are not contained in this written contract shall be valid or binding; this contract may not be enlarged, modified or altered except in writing, endorsed on this agreement.
8. **Compliance with Tribal Law.** Contractor shall comply with laws of the Tribe, including but not limited to RCCL Ch. 43 concerning background investigations.
 - a. Contractor understands and agrees to comply with background check requirements when serving in a capacity when such an investigation is required. Contractor understands and agrees that his or her failure to do so shall constitute breach of this agreement and entitle Tribe to terminate this agreement. It will be the responsibility of the Tribe to inform Contractor if a background check will be required.
9. **Miscellaneous.** The waiver or failure of either party to exercise in any respect any right for herein after shall not be deemed a waiver of said right in any manner whatsoever. The invalidity or unenforceability of any provision of this Agreement shall not affect or impair the validity or enforceability of any other provision contained herein. Any provision that is subsequently determined to be invalid or unenforceable because of contravention of any applicable law, statute or governmental regulation shall be deemed to amend this document only to the extent necessary to remove the cause of such invalidity or unenforceability, and such provision, as amended, along with the remainder of this agreement shall remain in full force and effect. This agreement shall inure to the benefit and binding on the heirs, executors, administrators, assignees, and successors of the respective parties.
10. **Ownership of Work Product.** Results from the services and/or deliverables, related documentation, copyrightable works, intellectual property, inventions and other works rendered or created in the performance of this contract are part of the basis of the bargain between the parties and are the exclusive property of the Tribe.
11. **Confidentiality.** Both parties agree and acknowledge this Agreement creates a confidential relationship between the Tribe and Contractor. Any and all information exchanged in the performance of this contract, whether written, oral or

otherwise, is confidential in nature. Contractor agrees not to use, either directly or indirectly, for its benefit or for the benefit of others or otherwise, any confidential information acquired or developed in connection with this agreement.

12. Consultant Preference. Priority will be given in order to the following:

- a. **Fathers enrolled in the Red Cliff Tribe**
- b. **Other Ojibwe tribal member fathers residing within the Red Cliff Community**
- c. **Other non-Ojibwe tribal member fathers residing within the Red cliff Community**
- d. **Non-tribal fathers residing within the Red Cliff Community**

13. Background Investigation. The contractor must complete a background check per the Red Cliff Tribe's policy in order for this proposal to be considered. A background investigation form has been attached to this announcement and must be submitted with the proposal.

1.9 Requirements for Proposal Preparation

Proposal Preparation Checklist:

- All submissions must use the Red Cliff Tribal Application for Employment form – this form is attached.
 - The references section is not required as there are specific reference requirements within this RFP.
- All vendors must have a valid Driver's License.
- All vendors must complete a background check – this form is attached.

The proposal must provide a narrative response to the following:

Criterion 1 – rated on a scale of 1-5 with a weight of 3 (see Decision Matirix in 1.10):

Experience in positive parenting enhancement for groups or individuals. Please include any agendas or syllabi for classes you may have facilitated. You may also include in your response any experience you have had facilitating positive parenting curricula **OR** experience using the Fatherhood is Sacred & Motherhood is Sacred (FIS/MIS) curriculum. **Response should be between 100 and 250 words.**

Criterion 2 – rated on a scale of 1 to 5 with a weight of 3 (see Decision Matirix in 1.10):

Experience in providing fatherhood engagement and support groups or one-to-one mentorship. Please include any agendas or syllabi for classes you may have facilitated. You may also include in your response any experience you have had facilitating fatherhood engagement groups or experience using the Fatherhood is Sacred & Motherhood is Sacred (FIS/MIS) curriculum. **Response should be between 100 and 250 words.**

In addition to a detailed proposal narrative, prospective contractors are required to submit the following:

Criterion 3 – rated on a scale of 1-5 with a weight of 1 (the ultimate score for this criterion will be determined by the professional reference interview):

- 1 professional reference to include:
 - Name
 - Phone Number
 - Mailing Address
 - Email Address

Criterion 4 – rated on a scale of 1-5 with a weight of 1 (the ultimate score for this criterion will be determined by the professional reference interview:

- 1 cultural reference to include:
 - Name
 - Phone Number
 - Mailing Address
 - Email Address

Criterion 5 & 6 – each rated on scale of 1-5 with a weight of 2:

- Two samples of work (criterion weight value 2 for each sample):
 - Criterion 5: One sample of any professional written reports, guides, educational materials, etc. Special consideration will be given to those including an Ojibwe cultural focus.*
 - Criterion 6: One sample synopsis of any parenting trainings, classes, groups previously facilitated. Please provide an agenda, date and time of the training, class or group. Special consideration will be given to those including an Ojibwe cultural focus.*

*Please note: Only copies of work samples should be submitted. The samples will not be returned; all proposals not selected will be shredded after the final selection is determined.

Criterion 7 – rated on a scale of 1-5 with a weight of 2:

- Contractual dollar amount
 - Please provide an all inclusive price for the contractual work proposed within this RFP.
 - Your contractual “budget proposal” should include all costs associated with this work, a break down, and justification for each. For example:
 - Hourly rate = \$xx.xx per hour @ x hours
 - Travel time = \$xx.xx per hour @ x hours

Additional Point Determination:

- Proposals submitted by a Red Cliff Tribal member will be awarded 2 additional points.
- Proposals submitted by any tribal member of a recognized Ojibwe Tribe will be awarded 1 additional point.

Please submit a copy of your tribal ID card with this proposal.

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1.10 Proposal Evaluation and Award Process

Proposals shall be evaluated per Property and Procurement protocol. A Decision Matrix will be utilized to weigh and score each criterion listed in 1.3 Scope of Work, 1.3.1(1-13).

Sample Decision Matrix

CRITERIA		PROPOSAL ALTERNATIVES					
		Proposal A		Proposal B		Proposal C	
		Rating	Score ⁽¹⁾	Rating	Score ⁽¹⁾	Rating	Score ⁽¹⁾
Criterion C1	1	3	3	3	3	3	3
Criterion C2	2	2	4	1	2	2	4
Criterion C3	3	1	3	3	9	2	6
Total	6	4	10	7	14	7	13

⁽¹⁾ Score = Rating * Weight

1.10.1 - Contractual Amount

Contractual dollar amount will be negotiated with the selected contractor based on available funds through this grant. However, potential contractors are required to provide a detailed budget with their proposal.

1.11 Proposal Selection and Process Schedule

INDIAN PREFERENCE

In accordance with Sections 7(b) and (c) of the Indian Self-Determination Act, P.L. 93-638, 25 U.S.C. 450e and P.L. 103-413, 5 102(3), (4) Indian Preference will be applied to all purchases for personal property, real property, property, services, supplies regardless of value, except for those purchases that are construction in nature.

It is the responsibility of the vendor, contractor, or supplier to notify the Tribe if it is eligible for Indian Preference. The allowable price difference given for Indian Preference is 10%.

In addition, 2 extra points will be awarded to proposals from Red Cliff Tribal members and 1 extra point will be awarded to proposals from any member of a recognized Ojibwe Tribe. **Please attach a copy of your tribal ID card along with your proposal.**

Proposals will be reviewed and selected based on the five point scale and decision matrix, both identified herein. A group to include but not limited to, the Zaagichigaazowin Home Visiting Program Coordinator, Community Health Supervisor, Property and Procurement Officer, and Cultural Advisory Committee members who will convene after the RFP closing date and make a selection.

1.12 Points of Contact for Future Correspondence

All proposals must be submitted to Red Cliff Property and Procurement Officer Chanell Livingston in a sealed envelope and address as follows:

Zaagichigaazowin Fatherhood Consultant Proposal
ATTN: Chanell Livingston
88455 Pike Road
Bayfield, WI 54814

The selected individual will be notified via phone no later than one week after the closing date of this posting.

For specific information regarding the RFP and the Zaagichigazazowin Program, please contact:

Jennifer Boulley
Program Coordinator
715.779.3707 ext. 2268
jennifer.boulley@redcliff-nsn.gov