



Mailing Address: 88385 Pike Road, Hwy 13, Bayfield, Wisconsin 54814, Phone: (715) 779-3706 Fax: (715) 779-2395

Request for Proposal

**Group Facilitator/Cultural Resource Coordinator
Red Cliff Family Violence Prevention Program
Red Cliff Band of Lake Superior Chippewa**

1.1 Statement of Purpose

The Red Cliff Family and Human Services Division is submitting a Request for Proposal (RFP) to the general public for a community member to contract as a group facilitator and cultural resource coordinator who has compassion for meeting the growing needs of families experiencing violence at the Red Cliff Family Violence Prevention Program. The Red Cliff Band of Lake Superior Chippewa has been awarded funding from the Department of Justice, Office on Violence Against Women Grant. The Red Cliff Family and Human Services Division currently administers this grant funded project for the Tribe.

The Red Cliff Family Violence Prevention Program is seeking a group facilitator/cultural resource coordinator to provide Empowerment Group facilitation and organization weekly and to locate and coordinate cultural events for the women in the Empowerment Group.

The overall objective of this contractual service is to provide an opportunity for women who have been abused by their partners to participate in cultural-traditional events and ceremonies; And to facilitate weekly Empowerment Groups. The facilitator/coordinator will conduct weekly group meetings for up to 3 hours each week, and organize monthly cultural events which will enhance the unique strengths and needs of our which will enhance their quality of life.

1.2 Background Information

The *Women's Empowerment Group* will be administered by the Family and Human Services Division, that administers programs offering a variety of services for families, women and children. The Division successfully manages a budget of over \$3,610,000 per year and employs 29 staff. The scope of Family Services current grant and continuing appropriations includes administration of:

BIA General Assistance, Violence Against Women Grant/Family Violence Prevention Program, Home Energy Assistance Program, Food Distribution, Nutrition Education, Summer Lunch Program, Elderly Program, Temporary Assistance to Needy Families, Prisoner Reentry Support Project, Coordinated Services Teams, Brighter Future Initiatives, Child Support and Youth Services Department.

The mission of the Red Cliff Family Violence Prevention Program within the Family Services division is to provide a broad range of enhancing services to improve the quality of life to those experiencing intimate partner violence by incorporating Traditional Cultural Values in all aspects of the Department work. This includes:

Advocacy, direct service provision through assistance, transportation, care coordination and follow up, nutritious congregate and home delivered meals, support to family caregivers, health and prevention

education and continuous networking, resource identification and facilitating linkages, education and outreach on methods to improve health and available resources.

The Red Cliff Family Violence Program will implement this project on the Red Cliff Reservation. Our target population is comprised of Red Cliff community members who have experience intimate partner violence, dating violence, sexual assault, and stalking.

1.3 Scope of Work

1.3.1 The following are services being solicited:

1. Under the supervision of the program director, conduct weekly empowerment group meetings.
2. Coordinate monthly cultural events including a sweat lodge.
3. Will use creativity to promote interest in participating in group meetings.
4. Maintain a participation list and complete all confidentiality agreements.
5. Locate appropriate healers and services one time per month until September 30, 2016.

1.3.2 Contractor Responsibilities:

- Communicate at least one time per week with the facilitator/coordinator about the success and challenges within the group.
- Submit monthly requests for supplies, and turn in invoices on schedule, to be determined, to the Program Director for review and submission for payment for contractual services rendered.
- Complete all required training set forth by the Program Director.
- Notify the Program Director if a service cannot be performed or delivery of a product may be delayed or is not possible.
- Work with the Program Director to reassess, correct and/or modify any inconsistencies in contract 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. To create a safe and trusting environment for the empowerment group.
2. Encourage positive and healthy relationships within the group.
3. Locate and coordinate cultural activities for participants.

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 Director 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 Administrator will initiate the process of contract termination as outlined with guidance from the Tribe’s legal council.

1.5 Deliverables

Deliverables	Description	Start Date	End Date
Complete weekly empowerment groups for the months of June, July, August, and September, 2016.	Contractor will complete 13 weekly 3 hour empowerment groups with activities to include a talking circle, informal discussions, cultural activities. In addition, one monthly traditional gathering to incorporate culturally appropriate	Signed Contract Date	9/31/2016
Reports	Description	Start Date	End Date
Monthly report and invoice	A detailed description of work to be submitted to the Program Director no later than 5 business days from the last day of each month.	Signed Contract Date	Ongoing through the contractual time period

1.6 Term of Contract

Start Date: 6-30-16

End Date: September 29, 2016

1.6.1 Discretionary Funding: This contract will be awarded from discretionary funding and is a one time Supplemental Award which ends September 29, 2016.

1.7 Payments and Penalties

Payment shall be rendered on a to be negotiated schedule and 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 answer this Request for Proposal with a total project bid amount.
2. Contractor must submit a desired payment schedule for proposed contractual work with the project bid amount.

1.7.1 Upon Award of the Contract

3. The Contractor’s negotiated payment shall be itemized by the Contractor and prepared for submission to the Program Director within 5 days of the notice of award. This official invoice will be needed to finalize the contractual agreement.
4. The Program Director has 3 business days to process and submit to tribal administration per the contract approval process.

5. Tribal administration may take up to 14 business days to approve the contractual agreement. Be advised: approval of the contractual agreement does not mean payment. Due to requirements of grant draw downs and other unforeseen issues, it may take accounting up to 60 days or more to remit the initial payment.
6. A schedule of payments will be negotiated with the Contractor prior to the approval of the contractual agreement. An invoice and corresponding report of work conducted will be required according to the agreed upon schedule and submitted to the Program Director.
7. The Program Director has 3 business days to submit to tribal finance for payment processing.
8. Tribal finance may take up to 30 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.
9. Payments 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.

1.9 Requirements for Proposal Preparation

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

- A letter of personal recommendation which contains examples of knowledge of the prospective contractor's experience with strengths based assessment tools to determine the specific needs for the elderly population of the tribe.
- Professional references to include:
 - Name
 - Phone Number
 - Mailing Address
 - Email Address

1.9.1 Submission

Please submit all proposals and supporting material to:

Chanell Livingston

Property and Procurement Officer
Red Cliff band of Lake Superior Chippewa
88455 Pike Road
Bayfield, WI 54814

1.10 Proposal Evaluation and Award Process

Proposals shall be evaluated per Red Cliff Band of Lake Superior Chippewa Property and Procurement protocol.

1.11 Points of Contact for Future Correspondence

Lorna Gamble
Program Director
Red Cliff Family Violence Prevention Program
Red Cliff Family and Human Services Division
715.779.3706