

**Request for Proposals (RFP) for  
Fiber Optic Construction  
PROJECT MANAGER SERVICES  
for the Tribal Broadband Connectivity Program (TBCP)**

Proposals Due: **May 16, 2024 by 4:00pm MST**

**Proposal Submissions:**

Confederated Salish and Kootenai Tribes  
c/o Lisa Shourds, Director of Administration  
P.O. Box 278  
Pablo, Montana 59855

**Contact Person for Questions:**

[Lisa.Shourds@cstk.org](mailto:Lisa.Shourds@cstk.org)

**NOTE: Proposals must be submitted either in hard copy form (1 original and 3 copies) or on a thumb drive using Microsoft Word or Adobe applications to the address noted above.**



## Table of Contents

1. Introduction and Background .....	3
2. Site Description and Infrastructure.....	3
3. Scope of Work and Deliverables .....	4
4. Qualifications and Requirements:.....	7
5. Project Timeline .....	8
6. Proposal Content.....	8
7. Suspension and Disbarment .....	10
8. Insurance.....	10
9. Submission of Proposals .....	10
10. Contractor Notification .....	10
11. Contract Considerations.....	11
12. Summary of Key Dates .....	11
13. Disclaimer.....	12
14. Proposal Bid Submission and Tribal Contact.....	12
Attachment A: Certification and Signature Form .....	13
Attachment B: Debarment and Suspension Certification & W-9 Form .....	14

**Confederated Salish and Kootenai Tribes**  
**Request for Proposals (RFP) for Fiber Optic Construction**  
**PROJECT MANAGER SERVICES**  
**for the Tribal Broadband Connectivity Program**

## 1. Introduction and Background

The Confederated Salish and Kootenai Tribes (CSKT or Tribe) was awarded a grant under the Tribal Broadband Connectivity Program (TBCP) for a project to expand access to broadband internet services to Native households, businesses, and anchor institutions located within the boundaries of the Flathead Indian Reservation.

The Tribe is soliciting proposals from qualified and experienced individuals, firms, and enterprises (Proposer) to serve as the Fiber Optic Construction Project Manager (PM) for our upcoming project. The selected PM must oversee all aspects of the construction and installation of fiber optic networks, tower(s), target locations, and Network Operations Center (NOC) ensuring timely completion, adherences to the approved budget, high-quality workmanship, and compliance with Federal, State, and local laws and regulations, including compliance with any grant specific award conditions and Environmental Assessment (EA) specifications.

The Tribe intends to award a contract to the successful bidding individual(s), firms, and/or enterprises whose proposed solution most closely meets the RFP requirements and demonstrates the ability to provide a solid project plan and approach towards the successful implementation of these services, as well as providing on-going support, are crucial factors in the selection process.

*Federal Participation Disclosure* – This project will be partially funded with Federal funds from the U.S. Department of Commerce, National Telecommunications and Information Administration (NTIA) under the FY 2021 TBCP, and therefore is subject to the Federal laws and regulations associated with that program, some of which are discussed in Section 3.

## 2. Site Description and Infrastructure

The project site is located primarily on the Flathead Indian Reservation (Reservation) and extends to Missoula, Lake, Sanders, and Flathead Counties. The proposed project consists of the installation of Fiber Optic ring, physically circling the Mission Valley floor and adjoining valleys, as well as lateral fiber spurs from the fiber ring will directly connect all tribal Anchor Institutions, many businesses, and dense communities. The project objective is to provide broadband internet services to Native American households and anchor institutions located on the Flathead Indian Reservation. The project will include permitting and right-of-way approvals, planning, design, engineering, procurement, construction, testing, and commissioning phases.

The Salish and Kootenai TBCP is estimated to be approximately 270 miles of Fiber Optic Construction, a Network Operations Center (NOC), 150' Monopine Cell Tower, and Entrance Structures. In addition, Core Network equipment deployment and configuration for both the fiber and LTE-A wireless networks are projected to be completed through this Project.

The project will be implemented in a phased deployment, with the initial phase being finalization of the projects Architect & Engineering design, slightly modified during the Environmental Assessment phase. Mitigation efforts must be addressed throughout the design of the various phases of the project as outlined by the environmental

assessment of the project and other applicable laws and regulations. Additional phases include, but are not limited to, acquiring public road and utility rights-of-way and permitting, tower geotechnical investigation and construction, NOC construction, and build-out of a limited amount of coverage within each community target. The network backbone (both aerial and underground consisting of 144 ct and 96 ct fiber) will also be phased into the project and will be designed and built in order to provide full coverage of the commercial and residential areas of the targeted communities to be served with connectivity. The overall project will be utilized to gauge take rates and the effect of approximately 10/100Gbps, or higher, symmetric uninterrupted connectivity to endpoints achieved during this project. Initial success will fuel continued growth of the network.

### 3. Scope of Work and Deliverables

The selected Proposer will be responsible for ensuring the planning, design/engineering, construction execution, successful completion, and closeout of the Tribes fiber optic network, NOC, target locations, and tower installation projects; approved by the TBCP grant. They must effectively manage resources; oversee design, bid and build/construction activities; ensure compliance with laws, regulations and standards (including those noted in the environmental assessment and awarding documents), and facilitating communication among stakeholders.

Original fieldwork and travel to the site will be required daily to conduct necessary resource surveys, testing of materials/equipment, and to support the Project. The Proposer shall provide the following services to the Tribe:

#### **SCOPE OF WORK:**

- A. Project Planning:** Develop comprehensive project plans outlining timelines, milestones, resource allocations, budgetary considerations, and deliverables. This includes assessing project requirements, determining resource needs, and establishing project goals and objectives.
- B. Budget Management:** Managing project budgets, ensuring the Project stays within budget constraints by monitoring expenses, and identifying cost-saving opportunities. Must follow all CSKT procurement processes and make sure expenditures are within eligible, allowable, and allocated funds. This includes cost estimation, budget forecasting, expense tracking, and cost control measures to prevent overruns.
- C. Resource Management and Procurement:** Assist CSKT in allocating resources effectively, including labor, equipment, and materials, to meet project requirements and deadlines. Support CSKT with procuring necessary materials, equipment, and subcontractors required for construction activities. This includes assisting CSKT with sourcing vendors, negotiating contracts, and ensuring timely delivery of resources to meet project schedules.
- D. Construction Oversight:** Oversee all construction activities, including trenching, cable laying, splicing, termination, testing of fiber optic cables, tower and NOC construction, etc. Ensure work is carried out according to specifications, quality standards, and safety regulations.
- E. Subcontractor Management:** Manage General Contractors, subcontractors, and third-party vendors involved in construction activities. This includes coordinating work assignments, monitoring performance, resolving disputes, and ensuring compliance with project requirements.
- F. Compliance and Safety:** Ensure compliance with relevant regulations, codes, and safety standards governing fiber optic construction projects. This includes conducting safety audits, implementing safety protocols, and addressing any safety concerns or violations promptly.
- G. Coordination and Communication:** Coordinate with various stakeholders, including clients, subcontractors, vendors, regulatory authorities, and internal teams to ensure alignment and smooth project execution. Serve as the primary point of contact for stakeholders, including clients, regulatory authorities, project team members, and other relevant parties. Responsible for ensuring CSKT (as owner operator) designated team members are participants in all communication, provide progress updates, and works with CSKT to address any issues or concerns raised by stakeholders.

- H. **Quality Assurance:** Implement quality control measures to ensure that construction activities meet specifications, industry standards, regulatory requirements, and industry best practices. This involves conducting inspections, performing quality checks, and addressing any defects or deficiencies identified during construction.
- I. **Project Monitoring and Reporting:** Monitor project progress, track milestones, and evaluate performance against project goals and objectives. Provide regular status reports to CSKT, highlighting achievements, challenges, and any deviations from the project plan. The reports must address all areas outlined in the awarding documents, as well as any applicable standard or regulation (such as FCC, EA guidance, permitting, right-of-way, etc.).
- J. **Problem Solving, Risk Management and Resolution:** Address issues and challenges that arise during the construction process promptly and effectively to keep the project on track. Proactively identifying potential risks to minimize project disruptions, conflicts, unexpected obstacles, and delays. Responsible for assisting CSKT in addressing issues or challenges that may arise during the construction process and developing mitigation strategies to mitigate risks and minimize disruptions to the project schedule and budget.

## **DELIVERABLES:**

### **A. Project Initiation:**

- 1) **Initial Assessment:** Conduct a preliminary assessment of the proposed project site to identify potential regulatory requirements, environmental sensitivities, and stakeholder interests. Determine the scope of approvals needed based on project specifics, such as project location, scale, potential impacts, etc. and evaluate project requirements, objectives, and constraints.
- 2) **Project Charter:** Document outlining project objectives, scope, stakeholders, and high-level approach.
- 3) **Stakeholder Analysis and Engagement:** Identification of key stakeholders (such as local communities, property owners, governmental agencies, and special interest groups), their roles, interests, and communication requirements. Engage key stakeholders to establish communication strategies and channels and align expectations. Communicate project objectives, potential impacts, and mitigation measures to stakeholders to address concerns and gather input.
- 4) **Project Planning:** Develop a comprehensive project plan outlining project scope, schedule, milestones, deliverables, resource requirements, risk management, and budget allocation.
- 5) **Regulatory Compliance:** Research and understand the regulatory framework governing fiber optic construction projects in the project area, including local, state, Tribal, and federal regulations. Identify, secure and obtain all applicable permits, licenses, and approvals required for the project, including but not limited to construction permits, pole licensing/attachment, right-of-way, easements/agreements, permitting, land use approvals, etc. through proper CSKT representative(s) signature.
- 6) **Monitoring and Documentation:** Implement monitoring programs to track project impacts and compliance with permit conditions during construction and operation. Report any deviations from permit requirements or unforeseen environmental impacts to regulatory agencies and take corrective actions as necessary. Maintain comprehensive documentation of all approvals, permits, and compliance activities related to the project. Submit regular progress reports and compliance documentation to regulatory agencies as required by permit conditions. Conduct post-construction monitoring to assess project impacts and compliance with permit conditions. Prepare and submit final reports documenting project outcomes, environmental performance, and compliance with regulatory requirements.

### **B. Procurement Management:**

- 1) **Procurement Plan:** Strategize and outline CSKT's procurement approach, sourcing methods, and vendor selection criteria; including but not limited to specifications for materials, equipment, and services required for construction.

- 2) Vendor Contracts: Develop Requests for Proposals (RFPs) and Solicit bids from vendors and subcontractors. Assist CSKT with evaluating proposals and negotiating contracts to secure necessary resources. Assist CSKT with executing contracts with vendors and subcontractors for the supply of materials, equipment, and services.
- 3) Procurement Management and Status Reports: Manage procurement processes, including purchase orders, vendor contracts, and delivery schedules, to support project timelines and budgetary constraints. Update CSKT weekly of procurement activities, including but not limited to, bid evaluation results, contract awards, payments, and delivery schedules.

**C. Design Phase Management:**

- 1) Approved Network Design: Coordinate with contracted engineering team(s) to ensure timely completion and approval of network designs. Facilitate design reviews with internal teams, clients, and regulatory authorities to address feedback and ensure compliance with project requirements.
- 2) Design Review Reports: Review, approve, and document finalized engineered design documentation, including but not limited to, route plans, splice diagrams, and equipment specifications. Develop reports summarizing design reviews, feedback received, and resolutions to design-related issues.
- 3) Design Approval Documentation: Coordinate formal sign-off from authorized CSKT representative(s) and stakeholders on approved design documents.

**D. Construction Execution:**

- 1) Project Oversight: Oversee construction activities, including, but not limited to, excavation, trenching, cable laying, splicing, termination, and installation of tower, NOC, and other network components.
- 2) Monitoring and Inspecting: Monitor progress against project schedule, identify potential bottlenecks or delays, and implement corrective actions to maintain project timeline adherence. Conduct regular site inspections and safety audits to ensure compliance with construction standards, regulations, and safety protocols. Coordinate with subcontractors, utility companies, and other stakeholders to optimize construction workflows and minimize disruptions.
- 3) Construction Progress Reports: Provide CSKT with weekly updates on activities, milestones achieved, and any deviations from the project plan; including construction progress and site inspection reports, observations, and corrective actions taken to address construction issues.
- 4) Change Orders: Documentation of any proposed changes to the project scope, schedule, or budget require CSKT approval, in writing, throughout the entire construction project. Obtaining appropriate CSKT approvals for all change orders is mandatory.

**E. Quality Assurance and Control:**

- 1) Quality Management Plan: Develop and implement quality control measures to ensure construction work meets industry standards, specifications, CSKT expectations, and funding requirements.
- 2) Inspection and Test Plans (ITPs): Develop, implement, and document procedures for inspecting and testing construction activities. Conduct inspections and testing of network/tower/NOC infrastructure to verify compliance with design requirements and performance criteria.
- 3) Quality Audit Reports: Address any quality issues or non-conformances promptly through corrective actions and rework processes. Document summarized findings from quality audits, corrective actions implemented, and ongoing quality improvement efforts. Provide CSKT with weekly quality assurance reports and testing results

**F. Risk Management:**

- 1) Risk Register: Identify and log potential risks and vulnerabilities, their likelihood, and impact throughout the project lifecycle and develop risk mitigation strategies to minimize their impact.
- 2) Risk Assessment Reports: Monitor and provide monthly assessments of project risks (including updates on risk status and effectiveness of mitigation measures), updating risk registers and contingency plans as necessary to maintain project resilience.

- 3) Contingency Plans: Collaborate with stakeholders to address emerging risks and adapt project plans outlining actions to be taken in response to identified risks or unforeseen events to changing circumstances or unforeseen events.

#### **G. Stakeholder Communication:**

- 1) Communication Plan: Develop a strategy for communicating with stakeholders, including channels, frequency, and key messages. Provide weekly progress updates to stakeholders, including clients, project teams, and senior management, through status reports, meetings, and presentations.
- 2) Stakeholder Meeting Documentation: Facilitate effective communication and collaboration among project stakeholders to foster transparency, alignment, and accountability. Provide documentation of discussions, decisions, and action items from stakeholder meetings.
- 3) Stakeholder Satisfaction Surveys: Address stakeholder concerns or inquiries promptly, providing timely resolutions and updates as needed. Obtain and document feedback from stakeholders regarding project communication effectiveness and satisfaction levels.

#### **H. Project Closure:**

- 1) Project Closure Report: Ensure all project deliverables are completed according to specifications and client acceptance criteria. Provide a summary of project outcomes, achievements, challenges, and lessons learned.
- 2) Lessons Learned Documentation: Conduct a comprehensive project review to assess achievements, lessons learned, and areas for improvement. Provide documentation of insights gained from the project, including successes, failures, and recommendations for future improvements.
- 3) Final Deliverables: Prepare a compilation of all project documentation, including, but not limited to, as-built drawings, updated GIS/SHP maps for all segments of the project, operation manuals, warranties, and final reports for handover to the CSKT. Facilitate project closeout activities, including financial reconciliation, warranty management, and transition planning for ongoing support and maintenance.

## 4. Qualifications and Requirements:

The Proposer must have the following qualifications and requirements:

- A. Education:** A bachelor's degree in a relevant field such as Civil Engineering, Electrical Engineering, Telecommunications Engineering, Construction Management, or a related discipline with additional certifications is required. A master's degree is desired.
- B. Experience:** No less than 10 years proven experience in managing fiber optic deployment and construction projects, preferably in similar scale and scope, with a focus on fiber optic network deployment projects. Demonstrated experience managing construction fiber optic networks, including but not limited to, planning/development, design, procurement, constructions, testing, commissioning phases and executing project plans within budget and timeline constraints.
- C. Technical Knowledge:** Strong understanding and knowledge of fiber optic network design, installation techniques, industry best practices, and construction standards. Familiarity with relevant regulations, codes, and standards governing fiber optic infrastructure are required. Experience with project management tools and software. Proficiency in reading and interpreting engineering drawings, specifications, and technical documents related to fiber optic networks.
- D. Project Management Skills:** Proficiency in project management methodologies, tools, and software (such as, Microsoft Project, Primavera P6, or similar). Ability to develop and execute comprehensive project plans (including but not limited to, timelines, milestones, resource allocation), managing budgets, and leading project teams. Ability to effectively manage subcontractors and work collaboratively with diverse stakeholders. Experience in risk management, change management, and quality assurance processes.

- E. Communication and Leadership:** Excellent communication, interpersonal, and leadership skills (both written and verbal) are vital for effectively communicating technical concepts to diverse stakeholders. Must have strong leadership abilities, with the capacity to motivate project teams, resolve conflicts, and foster collaboration. Must have a demonstrated ability to build and maintain relationships with clients, subcontractors, vendors, and regulatory agencies.
- F. Problem-Solving Abilities:** Must have a proven track record of identifying problems, analyzing data, and developing creative solutions to address challenges encountered during constructions projects. Ability to anticipate potential issues, mitigate risks, and adapt project plans to changing circumstances or unforeseen events.
- G. Certifications:** Certified Fiber Optic Technician (CFOT) or Certified Fiber Optic Specialist (CFOS) from the Fiber Optic Association (FOA) is required. Relevant certifications such as Project Management Professional (PMP) from the Project Management Institute (PMI) or other industry-specific certifications related to construction management, telecommunications, or fiber optic technology.
- H. Regulatory Compliance:** Vast knowledge of regulatory requirements and safety standards related to fiber optic construction projects, including but not limited to, permits, right-of-way, environmental regulations, and occupational health and safety guidelines. Understanding of safety protocols and occupational health and safety guidelines applicable to construction sites.
- I. Adaptability and Time Management:** Ability to work in a fast-paced environment and manage multiple projects simultaneously. Strong organizational skills and attention to detail to ensure project deliverables are met within established timelines and budget constraints.
- J. Client Focus:** Customer-centric mindset with a commitment to delivering high-quality work and meeting client expectations. Experience in managing client relationships, addressing client concerns, and providing exceptional customer service throughout the project lifecycle.

## 5. Project Timeline

The project must be completed no later than August 30, 2026.

## 6. Proposal Content

A proposal in response to this RFP shall contain the following information:

<b>Business Letter</b>	<p>The Business letter should be no more than 2 pages and should include:</p> <ul style="list-style-type: none"> <li>• Brief statement of Proposer's understanding of the project</li> <li>• Highlight s of the Proposer' s technical qualifications, experience, and ability to perform the scope of work in this RFP. (Identify specific experience with Tribal Broadband projects and projects involving grant work. Identify any other experience working with Indian tribes.)</li> <li>• Name, Title, and contact information of the person(s) who are authorized to respond definitively to questions related to the proposal submitted</li> </ul>
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<b>Company Profile</b>	<ul style="list-style-type: none"> <li>• Company name, email address, physical address, and phone number</li> <li>• Year the company was established and former names if applicable</li> <li>• Parent company if applicable</li> <li>• Company/Proposer background demonstrating longevity and stability</li> <li>• Organizational structure</li> <li>• Officer authority and Certificate of Good Standing from MT SOS showing they can conduct business in MT</li> <li>• Current IRS W-9 form</li> </ul>
<b>Workforce</b>	<ul style="list-style-type: none"> <li>• List all key personnel to be assigned to the project, including managers, supervisors, foremen, technicians, etc., and their respective responsibilities, technical qualifications and experience, training, certifications, and length of service. (Please include resumes of lead professionals and also list subcontractors, if any [firms and/or individuals], their roles, and their backgrounds.)</li> </ul>
<b>Project/Client Experience</b>	<ul style="list-style-type: none"> <li>• Briefly describe all relevant fiber optic network projects (EA, Permitting, Construction (Fiber &amp; Tower), NOC, etc.) that you have been involved in, including client, location, size, project duration, and whether the project was completed within budget and schedule</li> <li>• Clearly note specific experience with tribal nations and government entities</li> <li>• Provide client contact information for at least three recent projects of similar scope</li> <li>• List and description of similar projects your firm has completed in the past five years. Include any other topics not covered in this RFP (which you believe to be relevant to the project and which further describes your firm's qualifications)</li> </ul>
<b>Description of Proposed Work, Work Plan and Schedule</b>	<ul style="list-style-type: none"> <li>• Provide a detailed scope description for each task listed in Section 3 Statement of Work (A-J) outlining the approach and methodology the Proposer will use to meet the project scope of work, deliverables, and requirements; including a list of assumptions and deliverables for each task listed (must reference each listed separately). Include a summary table that references each task (with detailed description) along with the assigned team member if known, estimated hours/days, and scheduled completion date. Also include a graphical timeline showing key milestones and deliverables for each deliverable listed in the RFP for the project and when they will be achieved.</li> <li>• Clearly indicate any restrictions, qualifications, additions, or deviations from the services requested in the RFP, with explanation</li> </ul>

<b>Price Proposal</b>	<ul style="list-style-type: none"> <li>● Quote hourly or daily rates for all personnel to be assigned to project</li> <li>● Estimate hours or days for each task, with estimated cost for each</li> <li>● List non-labor costs if any</li> <li>● A detailed and itemized proposed fee arrangement with an all-inclusive proposed fixed fee project cost and provide "not-to-exceed" total budget cap for all services to be rendered as part of the proposal (including Indian Preference Fees)</li> </ul>
<b>Completed Signature Form</b>	<ul style="list-style-type: none"> <li>● Attached hereto as Appendix A is Certification and Signature Form</li> </ul>

## 7. Suspension and Disbarment

The Proposer certifies that it is not suspended or debarred under federal law and regulations or any state's laws and regulations (Attached hereto as Appendix B).

## 8. Insurance

The Proposer will be expected to maintain adequate insurance throughout the entire term of the Project including comprehensive general liability, professional liability, automotive liability, workers compensation, and employer's liability insurance. Proposer will agree to provide the Tribe with a certificate of insurance demonstrating the insurance is in effect throughout the Project. Successful Proposer must supply proof of insurance prior to work commencing and CSKT to be listed as additional insured/owner.

## 9. Submission of Proposals

The following proposal submittal information shall be required of the Proposer.

- A. Proposers Statement of Qualifications and demonstrations of capability to complete requirements for the Project as identified in Section 3. Scope of Work and Deliverables and outlined in Section 6. Proposal Content.
- B. Proposers must complete and return the forms in Appendix B (Cert of suspension/debarment and W-9)
- C. If applicable, Indian Preference certification.

## 10. Contractor Notification

- A. The selection of the successful Contractor and award of this project will be based on a rating system taking into consideration the following factors:
  - 1) Understanding of the Scope of Work, Deliverables, and Responsiveness to the Proposal
  - 2) Technical Approach and Breadth of Services Available
  - 3) Proposed Fees and Terms
  - 4) Qualification of Proposed Personnel and Capacity to Deliver Services
  - 5) Contractor's Past Performance
- B. The Contractor will be notified, in writing they have been selected, and will have two weeks to fulfill contract insurance and other contracting requirements after receipt of a Contract/Agreement for signature.

Failure to complete the requirements during this timeframe will be cause to select the next available contractor for the job.

- C. If, at the sole discretion of the CSKT's National Telecommunications and Information Administration Team (Team), the rate of work progress is considered inadequate, the following procedure shall be implemented.
  - 1) The Team shall provide the Contractor with written notice that corrective action is immediately required to increase work progress rates.
  - 2) If, as determined by the Team, the corrective action to increase work progress rates is not addressed within five working days, the Team shall, at their discretion, provide written notice to the Contractor that the contract for work shall be terminated in 24 hours. (The Contractor shall be paid up to the time of contract termination.)
- D. This is an Indian Preference Bid per the provisions of the CSKT Indian Preference Ordinance 101A. Tribal Contractors who wish to receive Indian preference must obtain certification by the CSKT Indian Preference Officer as a legitimate Indian-owned business prior to submission of bids. Proof of Indian preference certification shall be included with your bid in the form of a copy of the certificate issued by the CSKT Indian Preference Office. Be advised that evidence of membership or affiliation with a Tribe does not constitute Indian preference certification. It is the sole responsibility of the bidder to obtain and provide proof of Indian preference verification from the CSKT Indian Preference Office.
- E. CSKT reserves the right not to enter into a contract/agreement should it be determined unreasonable, such as inadequate amount of proposals to determine fair market value, proposed fees and terms do not fall within established budget and timeline, lack of qualified Contractors, inability to meet scope of work identified in the RFP, etc.

**F. SELECTION OF A QUALIFIED ENTITY**

CSKT will use competitive negotiations to procure Fiber Optic Construction Project Manager Services. As part of this process, submitters' qualifications will be evaluated as described in Section A. The Tribes will contract with the most qualified submitter, subject to negotiation of fair and reasonable compensation and the availability of funds through the Tribal Broadband Connectivity Program Grant awarded in fiscal year 2022 for work to August 2026. (It is anticipated the grant will be extended from August of 2024 through August of 2026.)

## 11. Contract Considerations

- A. The selected Proposer shall be required to execute a standard form CSKT contract, with provisions identified in this submittal, prior to initiating the project. The contract shall be a fixed fee not to exceed limit on the contract. (CSKT contract example with terms and conditions will be provided upon request.)
- B. Once the Proposer is hired, the Proposer shall be required to work continuously to complete each task of the overall project.

## 12. Summary of Key Dates

A. Release of RFP:	April 9, 2024
B. Notification of Intent to Respond:	April 25, 2024 (4:00pm MST)
C. Deadline for Written Questions:	May 8, 2024 (1:00pm MST)
D. Proposals are Due:	May 16, 2024 (4:00pm MST)

E. Negotiations: TBD

F. Approval of Contract: TBD

\*\*All dates are subject to change at the discretion of the Tribe.

**Notification of Intent to Respond** – Prospective bidders are asked to notify CSKT of their intent to respond to the RFP no later than **4:00pm MST, April 25, 2024**. Notifications must be sent by email to Lisa Shourds at [Lisa.Shourds@cskt.org](mailto:Lisa.Shourds@cskt.org).

**RFP Inquiries** – Proposers with questions in regard to this RFP shall submit questions via email no later than **1:00pm MST, Wednesday, May 8, 2024**. Inquiries received after this time may not be considered.

All inquiries and requests for information/clarification regarding this RFP must be submitted by email to Lisa Shourds (email: [Lisa.Shourds@cskt.org](mailto:Lisa.Shourds@cskt.org)).

Responses to questions that involve a change or interpretation to the RFP will be issued in writing and emailed to all parties that have expressed an intent to respond to the RFP. Only written responses to questions will be addressed. In addition, materials submitted in response to this request become the property of the Confederated Salish and Kootenai Tribes and may become a part of any resulting contract. Respondents agree that they will bear all costs associated with responding to this RFP.

If any changes are made to this RFP, e-mail notification will be provided to all bidders who have notified CSKT of their intent to bid.

### 13. Disclaimer

Late, emailed, or faxed proposals will not be accepted. The Confederated Salish and Kootenai Tribes reserves the right to accept or reject any proposal submitted, and is not obligated to enter into a contract on the basis of any proposal submitted in response to this request. No payment will be made for costs incurred in the preparation and submission of a proposal response to this request. The Tribe will evaluate all submitted proposals. The object of the evaluation and selection process is to identify the proposal that, in the Tribes' opinion, offers the best value for the services requested. In assessing best value, the Tribes has no obligation to receive further information, whether written or oral, from a Proposer nor to disclose the nature of any proposal received.

### 14. Proposal Bid Submission and Tribal Contact

Proposal responses must be submitted in a sealed envelope, either electronically (on thumb drive) or in hard copy form to the address noted below. FAX and email submittals will **not** be accepted.

Confederated Salish and Kootenai Tribes  
Project Manager Services Proposals  
c/o Lisa Shourds, Director of Administration  
P.O. Box 278  
Pablo, Montana 59855

**Bids are due no later than 4:00pm MST, May 16, 2024, however, CSKT will accept bids in a sealed envelope post marked for overnight delivery dated no later than May 15, 2024.** All questions and comments should be sent to Lisa Shourds, via email, at [Lisa.Shourds@cskt.org](mailto:Lisa.Shourds@cskt.org).

Thank you for your participation.

## Attachment A: Certification and Signature Form

**In order for your agency to be considered for a contract award, the following certification statement and signature page must be SIGNED BY THE INDIVIDUAL AFFILIATED WITH YOUR AGENCY WHO IS AUTHORIZED (in your by-laws) TO SIGN YOUR CONTRACT. This certification must be submitted with all application materials on or before the deadline.**

**Vendor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

I hereby certify that all information completed and submitted as a part of this Request for Proposals (RFP) process is true and correct, and accurately reflects the agency's program. I acknowledge that I have read and understand the requirements and provisions of the RFP and this Proposal and agree to comply with the terms and conditions contained in the RFP and Proposal, if selected to receive a contract award.

Additionally, I certify that I am a representative of the Vendor listed above and as such am legally authorized to sign and submit this information to the Confederated Salish and Kootenai Tribes (CSKT) on behalf of said agency. CSKT is hereby authorized to request from any individual, any information it deems necessary to verify any information provided in this Proposal and to determine the capabilities and responsibility of the Vendor as a prospective contractor with the Tribes.

I understand that any misrepresentation of information or failure to disclose information requested as a part of this application process may be grounds for recapture of grant funds awarded or received by the agency based on fraud or omission.

Vendor Name: \_\_\_\_\_

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

Name: \_\_\_\_\_

(typed to match signature)

Title: \_\_\_\_\_

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

## Attachment B: Debarment and Suspension Certification & W-9 Form

### **TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29 DEBARMENT AND SUSPENSION CERTIFICATION**

1. All persons or firms, including sub-consultants, must complete this certification and certify, under penalty of perjury, that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, or manager:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - b. Have not, within the three (3) year period preceding this certification, been convicted of 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) transaction or contract under a public transaction, violation of Federal or state antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with Commission of any of the offenses listed in subparagraph (1)(b) of this certification; and
  - d. Have not, within the three (3) year period preceding this certification, had one or more public transactions (Federal, state, and local) terminated for cause or default.
2. If such persons or firms later become aware of any information contradicting the statements of paragraph (1), they will promptly provide that information to CSKT.

If there are any exceptions to this certification, note the exceptions in the following space and attach a detailed explanation to this document.

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of actions.

NOTE HERE

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature (original signature required)

\_\_\_\_\_  
Date

## Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give form to the  
requester. Do not  
send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

<b>Print or type. See Specific Instructions on page 3.</b>	<b>1</b>	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)		
	<b>2</b>	Business name/disregarded entity name, if different from above.		
	<b>3a</b>	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) _____	<b>4</b>	Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____
	<b>3b</b>	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>		(Applies to accounts maintained outside the United States.)
	<b>5</b>	Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)	
	<b>6</b>	City, state, and ZIP code		
	<b>7</b>	List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

<b>Social security number</b>																						
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**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person	Date
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they