

REQUEST FOR PROPOSALS

The Confederated Salish and Kootenai Tribes (CSKT) are requesting proposals from qualified firms or individuals experienced with the creation and operation of a comprehensive Supportive Housing Project/Treatment Center, to coordinate development and implementation of strategies (a comprehensive plan) to respond to and prevent future homelessness on the Flathead Reservation. This work would include situational analysis, identification of Tribal resources, policy and program development, identification of funding resources, and assistance with construction, staffing and long-term maintenance of a supportive housing facility focused on the psychosocial wellbeing of individuals and families served by the CSKT. This Homelessness Response and Prevention Plan will address the challenges faced in our community's response to the COVID-19 pandemic resulting from the portion of our population which was unable to safely and securely comply with public health and safety guidelines due to their unstable housing circumstances.

The CSKT are located on the Flathead Indian Reservation in northwest Montana. Enrollment currently stands at approximately 8,000 members, with approximately 67% living on the reservation. **Proposals will be accepted until 5:30 p.m. on Tuesday, June 16, 2020.** Proposals received after this time will be considered non-responsive. Faxed proposals will not be accepted; however e-mailed proposals will be accepted by the CSKT Homeless Task Force Coordinator.

The **Scope of Work** will include, but not necessarily be limited to, the following:

1. Utilizing CSKT's concept proposal "Next Steps for the CSKT Homeless Project", act as a coordinator to identify and assess the current homelessness situation on the Flathead Reservation, including the identification of homelessness drivers such as financial illiteracy, addiction, health issues, job-readiness. The data-driven assessment shall include standard scientific control mechanisms used to provide the most reliable surveillance to guide project decisions.
2. Assess existing Tribal and local government and private program resources, services, intake processes and cross-functional operations and complete a gap analysis of services.
3. Gather additional data from models that are working for Indian tribes.
4. Work with the CSKT Homelessness Task Force to develop a Homelessness Response and Prevention Plan to include:
 - a. design and development of a Tribal program with standard operating procedures and policy (to possibly include a Tribal ordinance) to prevent Tribal homelessness OR possible creation of a separate entity that could apply for state Section 8 vouchers and other private resources for non-profits
 - b. documentation of the necessary assets needed to build a permanent supportive housing/treatment program and facility on the Flathead Reservation, identifying "best practices" to assure implementation of comprehensive supportive services required to permanently stabilize families and individuals
 - c. documentation of the appropriate health care delivery systems and levels of care needed to serve the permanent supportive housing/treatment program and facility on the Flathead Reservation, identifying "level of

- care” to assure professional and technical acumen as well as guide toward the most appropriate liability insurance coverage
 - d. identification of funding sources, leveraging CARES funding, to construct a facility and create a staffing and facility management budget
 - e. development of MOAs for long-term facility operation and maintenance.
5. Physical issues – Assist Task Force with land, infrastructure and housing stock identification—some of which has already been identified for potential development.
 6. Work with CSKT staff to contract for Architectural and Engineering studies to develop facility design and site plan based on acceptable standards, solicit bids and hire building contractor to build to specifications, and oversee the furnishing, equipment installation and functionality.

Firms or individuals responding to this Request for Proposals shall have the following preferred qualifications:

1. Demonstrated experience with healthcare and treatment resources, housing resources, emergency shelter resources, management and finance.
2. Experience in the development, operation and maintenance of current, best practice, successful affordable housing models, and homelessness and treatment support models.
3. Proven social and health service experience with Native Americans related to addiction treatment and individual and family housing.
4. Be knowledgeable of the applicable laws and regulations such as the Native American Housing Assistance and Self Determination Act (NAHASDA) along with the federal regulations governing healthcare compliance.
5. Have a working knowledge of federal housing and social welfare and health recovery resources available to Native Americans, including knowledge of most successful and current holistic models which interact with tribal judicial systems.
6. Be familiar with the organizational structures proven to be successful when implementing tribal health and social service initiatives.
7. Proven track record to stay on track with implementation schedules and goals.
8. Ability to take lead in complex successful initiatives in Indian Country.

Project Schedule: This project will require an extremely fast track schedule. The CSKT Homeless Task Force will provide guidance and resources to expedite this project. The budgeted project funding must be spent or obligated by December 31, 2020.

Contract Type: The contract will be for a fixed ceiling amount, to include expenses.

Proposal Due Date: Proposals must be received by 5:30 p.m. on June 16, 2020. Responses shall be addressed to Jody Perez, CSKT Homeless Task Force Coordinator, Salish and Kootenai Housing Authority, P.O. Box 38, Pablo, Montana 59855 or emailed to jperez@skha.org.

Questions regarding the RFP should be directed to Janet Camel, Planning Director, CSKT Economic Development Office, via email: Janet.Camel@cskt.org.

Proposal Contents: Firms or individuals responding to the Request for Proposal must submit at least the following:

1. A detailed work plan to complete the items listed in the scope of work.
2. Statement of qualifications of all responsible personnel involved in the work and appropriate credentials (copies of licenses, etc.). Relevant work experience must be shown in the resumes of the responsible principal and any other individuals to be assigned to complete any tasks described in the Scope of Work. Resumes of all individuals who may be involved in subcontracting and or working on any aspect of the project must be included.
3. Indicated hourly fee for services. Costs should be well-detailed, including cost per deliverable. Any response should be clear in terms of incidental costs as well as hourly rates, travel expenses, etc.
4. Availability and flexibility of responder. Ability to commit to a schedule and provide an interim draft Plan for review by the Homelessness Task Force.
5. Provide Liability insurance and proof that individual or firm is an independent contractor with Worker's Compensation insurance or proof of exemption.
6. A list with contact information of a minimum of three references familiar with your relevant professional deliverables.
7. Statement of Indian Preference qualifications, if applicable.

Evaluation and Selection Process:

Proposals will be reviewed and evaluated based on a 100-point system with the proposal receiving the most points being determined the most responsive. The review and evaluation of the proposals should be completed within one week after the acceptance deadline. The CSKT Officers will make the final selection and the successful firm or individual will be notified shortly thereafter.

Evaluation Criteria:

CSKT will determine the most responsive proposal based on the accumulation of the highest number of points from the following criteria:

1. Was a cover letter submitted with the proposal? 5 points.
2. Was a resume submitted for each individual who will be providing services? 5 points.
3. Experience within Indian Housing Emergency Shelter resources? 20 points.
4. Experience with Tribal Social Services or Tribal Family Court services? 20 points.
5. Experience with Tribal Health Addiction Recovery Services? 20 points.
6. Did the respondent provide a list of relevant references providing appropriate recommendation? 5 points.
7. Points for proposed cost based upon a ranking of the proposals received. Lowest cost = 15 points; Second lowest cost = 10 points; Third lowest cost = 5 points.
8. Did the respondent submit documentation supporting eligibility for Indian Preference? 10 points.

The proposal will be evaluated on the contents listed above. This is an Indian Preference bid. Tribal contractors who wish to receive Indian preference must obtain a certification by the Indian preference office as a legitimate Indian-owned business prior to submission of the bids. This certification must be included with your RFP response.

The selection of the successful contractor and award of this project will be per the provisions of the CSKT Indian Preference Ordinance 101A. It is the sole responsibility of the bidder/respondent to obtain and provide proof of Indian Preference certification from the Indian Preference Office.

All proposals will become the property of the CSKT. The Tribes reserve the right to accept, reject or negotiate any element of any proposal received, and the right to refuse any or all bids.