



## **Pueblo de San Ildefonso**

### **REQUEST FOR PROPOSAL #SIP 2020-03 Language Plan Development for the Tewa Language Department at the Pueblo de San Ildefonso**

#### **NATURE OF SERVICES REQUIRED**

The Pueblo de San Ildefonso is accepting proposals from consultants to provide a language plan to be utilized in structuring a newly established Tewa Language Department. The plan will serve to facilitate the Pueblo de San Ildefonso Tewa language revitalization planning and development.

Sealed Proposals: Vendors will deliver one original and three copies to the following address:

Pueblo de San Ildefonso  
Administration Building  
C/O Tribal Administrator  
02 Tunyo Po  
Santa Fe, New Mexico, 87506

BY: 4:00 PM MDT ON November 13, 2020.

Proposals may either be hand delivered or emailed prior to the response date. To submit by email, send to [dbstand@sanipueblo.org](mailto:dbstand@sanipueblo.org). Proposals received after the above-cited time will be considered late and are not acceptable unless waived by the Pueblo.

Proposals will be opened on or after the response date.

The envelope or email must be clearly marked "Request for Proposal #SIP 2020-03"

For questions regarding the **Scope of Work**, please contact the Lt. Governor or Council Secretary at (505) 455-4150 or email the Legislative Offices (Legislative Manager) at [brmartinez.tc@outlook.com](mailto:brmartinez.tc@outlook.com).

For questions regarding this **RFP in general**, please contact the Tribal Administrator at (505) 455-4118 or email at [dbstand@sanipueblo.org](mailto:dbstand@sanipueblo.org)

Thank you for your interest.

## **PROPOSAL TERMS AND CONDITIONS**

A. The Pueblo reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding quality of service, the Proposer's qualifications and capabilities to provide the specified service, and other factors the Pueblo may consider. The Pueblo reserves the right to accept a proposal other than the lowest submitted cost proposal in consideration of the evaluation criteria. The Pueblo does not intend to award a contract fully on the basis of any response made in the proposal; the Pueblo reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that provider whose proposal is deemed to best meet the Pueblo's specifications and needs.

B. The Pueblo reserves the right to reject any or all proposals, to waive or not waive informalities or irregularities in a proposal, and to accept or further negotiate cost, terms, or conditions of any proposal determined by the Pueblo to be in its best interests.

C. The cost proposal shall indicate the complete proposed price for all services during the entire contract period. The price quotations stated in the Proposer's proposal will not be subject to any price increase from the date on which the proposal is opened at the Tribal Administration Building for at least 90 days and thereafter in accordance with any contract that may result.

D. Proposals must be signed by an official authorized to bind the proposer to its provisions for at least a period of 90 days. Failure of the successful Proposer to accept the obligation of the proposal may result in the cancellation of any award.

E. In the event it becomes necessary to revise any part of the RFP, addenda will be provided on the Pueblo website. Deadline for submission of the proposal may be adjusted to allow for revisions. The **entire** proposal document with any amendments should be returned. To be considered, **original proposals** must be received at the above address on or before the date and time specified, unless waived by the Pueblo.

F. Proposals should be prepared simply and economically providing a straight-forward, concise description of the Consultant's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person **signing** the proposal.

G. A Pueblo de San Ildefonso Professional Services Agreement will be executed between the Pueblo and the awarded Consultant. The agreement will contain a set of general contract provisions and provisions regarding the services and obligations.

H. Preference will be given to qualified Native American owned entities who submit a responsive proposal.

I. Any cost incurred by the potential Proposer in preparation, transmittal, and/or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the

Proposer.

J. The Proposer shall follow all applicable federal and tribal laws.

K. Term of Proposal: The Proposal is for a specific project therefore valid for the duration of the awarded project and this project solely.

L. Taxes: The Proposer will be solely responsible for the payment of any applicable taxes as a result of receipt of any funds including but not limited to amounts due under the tax laws of the Pueblo.

M. The consultant responsible for the work shall attend and present the project report drafts to the Tribal Council as requested by the Pueblo.

**A. General Information** The Pueblo de San Ildefonso (The Pueblo) is a federally recognized Indian Tribe located approximately 20 miles north of Santa Fe, New Mexico. The Pueblo operates under a Governor-Council form of government and provides services such as public safety, public improvements, health and social services, streets, sanitation and administration services.

## **B. Scope of Work**

Your proposal is expected to address the following scope of work:

1. Develop a Tewa Language Plan for utilization by the Pueblo in establishing the new authorized Tewa Language Department. The Tewa Language Plan shall address:
  - A. Developing a mission of the Tewa Language Program.
  - B. Development of the Tewa Language Department structure including staffing and staff structure. The recommended structure shall be subject to final approval by the Governor of the Pueblo de San Ildefonso.
  - C. Development of goals, action steps and timeline of the strategic language plan including data analysis and reporting as needed.
  - D. Facilitate research and exploration of indigenous language revitalization and preservation models that demonstrate impact. Identify successful language promotion and preservation programs utilized by other tribes to determine appropriateness and suitability of those techniques within the Tewa Language Department.
  - E. Facilitation of the development of a Tewa Language Advisory Board consisting of Tewa language speakers to provide recommendations to the Department. Assist in leadership coaching for the Board. Such board is a separate entity from the Council's Tewa Language Committee.
  - F. Goals for Tewa language instruction including, to the greatest extent possible, speaking, comprehension, reading, and writing skills. These shall take into account developmentally-appropriate performance benchmarks.

G. Funding sustainability for the Department including the identification of grant opportunities.

2. Conduct a review and analysis of the Pueblo's current Tewa language initiatives, programs, grants and funding. This written report shall include the goals, accomplishments, and areas for growth and improvement.

3. Assist in convening a community meeting to solicit comments and recommendations for developing a successful and comprehensive Tewa Language program including mission statement.

4. Provide documentation and reports as requested by the Pueblo.

There is no expressed or implied obligation for the Pueblo to reimburse responding consultants for any expenses incurred in preparing proposals in response to this request. During the evaluation process, The Pueblo reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. Consultants submitting proposals may be requested to make an oral presentation as part of the evaluation process.

The Pueblo reserves the right to retain all proposals submitted. Submission of a proposal indicates acceptance by the consultant of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted by the consultant and in the contract between the Pueblo and the consultant selected.

### **B. Preferred Consultant Qualifications**

1. Master's degree or higher or equivalent experience in the field.
2. Communicates positively and effectively with all stakeholders.
3. Promptness, including being present, as appropriate, at agreed upon times.
4. Proficient verbal communication skills and the ability to manage conflict in a professional and courteous manner.
5. The ability to demonstrate flexibility in the performance of various job functions.
6. Maintains an atmosphere that protects the privacy of confidential information.
7. Good team work and leadership skills to motivate different groups of people to fulfill their responsibilities within a given time frame.
8. Excellent time management skills to ensure that tasks get completed in a timely manner.

### **C. Additional Information Requested**

Please include in the proposal:

1. Identification of, including biographies, the lead consultant and any other subcontractors who will be assigned to the job if you are successful in your bid;
2. Fee proposal;
3. Proposed timeline; and
4. The standard billing rates for classes of your professional personnel for the last year.

Thank you for your time and consideration.

