



REQUEST FOR PROPOSALS

FOR

STRATEGIC PLANNING CONSULTANT

April 8, 2016

RFP Deadline: May 27, 2016

CALIFORNIA TRIBAL COLLEGE
P.O. Box 216
Brooks, CA 95606
530.796.3400

REQUEST FOR PROPOSALS (RFP)

STRATEGIC PLANNING CONSULTANT

The California Tribal College (CTC) invites proposals from qualified firms or individuals capable of providing consulting services for a comprehensive strategic plan for the development of the California Tribal College. The CTC will accept electronic proposals until **5:00 pm on May 27, 2016**. Proposals must be submitted via email to Crystal Blue, Project Manager, cblue@californiatribalcollege.com, 530.796.3400, by the date and time noted above.

GENERAL PROVISIONS

- (1) Receipt of Proposals – Email your proposal to Crystal Blue, California Tribal College Project Manager, cblue@californiatribalcollege.com, by May 27 2016, 5:00 pm.
- (2) Proposal Validity – Proposals submitted shall be valid for a period of not less than ninety (90) days from the date of submittal.
- (3) Questions / Inquiries – Prospective Proponents must submit questions, clarifications, or comments in writing and submit via email to Crystal Blue by 5:00 pm on April 15, 2016.
- (4) No Commitment to Award – Issuance of this RFP and receipt of proposals does not commit the CTC to award a contract for services. The CTC reserves the right to postpone opening for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one Proponent concurrently, or to cancel all or part of this RFP.
- (5) Pre-Contractual Expenses – Pre-contractual expenses are defined as any expenses incurred by the Proponent in: (a) preparing its proposal in response to this RFP; (b) submitting that proposal to the CTC; (c) negotiating with the CTC any matter related to this RFP; (d) or engaging in any other activity prior to the effective date of award, if any, of a contract resulting from this RFP. The CTC shall not, under any circumstances, be liable for any pre-contractual expenses incurred by the Proponent, and Proponent shall not include any such expenses in the proposal.
- (6) Contract Term – The Services provided under any contract awarded pursuant to this RFP shall be completed as outlined in the Scope of Work.

PROPOSAL FORMAT & CONTENT

- (1) The CTC requests that the proposal follow this format to maximize the efforts of the proposal evaluation team.
- (2) Selection of a qualified firm or individual shall be based on the following items and shall be included in your proposal:
 - (A) A signed letter of interest, stating:
 - (1) The firm's interest and qualifications in providing these services
 - (2) Brief history of the firm
 - (3) Names and summaries/resumes of key individuals who will be assigned to work with the CTC; including principal agents of each sub-consultant who will provide services requested in this RFP.
 - (B) A summary of the firm's experience with developing strategic plans as well as educational master plans for Tribal Colleges/ Universities; Community Colleges; or Universities , as well as experience with other sectors. This summary must include the firm's experience in each of the items listed in the Scope of Work.
 - (C) A detailed statement that describes the processes and strategies that the firm will employ to ensure that all tasks in the Scope of Work are successfully completed.
 - (D) A list of client references related to the services to be provided. The list must include the organization name, address, phone number, contact person(s), and email address(es).
 - (E) Each Proponent is encouraged to provide any additional information or description of resources the Proponent believes is pertinent to this RFP. The CTC encourages the inclusion of letters or reference and/or testimonials in Proponent's proposal.
 - (F) Develop a Cost for Services (bid sheet) which is to include a firm estimate of all fees and expenses to be charged. Please submit the Cost for Services in a separate email.
 - (1) Please submit a separate cost for each of the three phases of the strategic planning development, as described in the Scope of Work.
 - (2) There will be a total of four Cost for Services (bid sheets) – (1) Discovery Phase Costs; (2) Strategic Plan Phase Costs; (3) Operational (Implementation) Plan Development Costs; (4) Total Costs for Strategic Planning Development for the CTC.

(3) Also include a listing of any other types of services generating a cost to the CTC and not included in the fees shown on the proposal are to be included, plus a formula or explanation on how these additional costs will be determined and billed to the CTC.

(3) Request for clarifications and/or best and final offers may be requested at the CTC's discretion.

Attachments:

- (1) General Overview
- (2) Scope of Work
- (3) Contract Terms and Conditions (TBD)

Attachment 1.

GENERAL OVERVIEW of the California Tribal College

The California Tribal College (CTC) is a project, initiated by Yocha Dehe Wintun Nation, to develop a tribally-controlled post-secondary institution in California. The CTC has partnered with 54 California tribes and 5 national and statewide tribal organizations, and our support continues to grow. The CTC is registered as a 501(c)(3); has adopted a missions statement, vision statement, bylaws; elected a full slate of Board of Regents and Officers; offered its inaugural education offering, a Certificate Program in Tribal Leadership & Governance; developed a project plan with timeline; and began a capital campaign feasibility study to be concluded in 2016.

While significant work remains, more than five years of thorough research and planning are behind this cooperative effort to develop a tribal college in California, which holds the highest Native American population in the United States.

The California Tribal College will provide a nurturing, culturally-relevant environment to help our students and communities succeed and thrive well into the future. Our vision is that the California Tribal College will prepare students to be culturally grounded and determined to empower their community and to preserve tribal sovereignty. Our mission is to provide quality higher education grounded in respect, accountability, integrity, and responsibility to prepare students for positions in leadership in their communities and their careers.

The California Tribal College will respond to important tribal needs and create academically rigorous curricula designed for tribal students and their communities. The California Tribal College will offer disciplines in professional fields as well as Federal Indian Law, cultural resources preservation and protection, tribal governance, and more. Two and four year degree programs are planned, with on-campus and online learning, as well as certificate programs.

The California Tribal College seeks a comprehensive strategic plan that will advance the successful development and implementation of the California Tribal College.

Additional information regarding the California Tribal College may be found at www.californiatribalcollege.com.

Attachment 2.

SCOPE OF WORK

- (1) Direct the strategic planning process for the California Tribal College Board of Regents (Board).
- (2) Serve as consultants to the Board and work with CTC staff during strategic planning process.
- (3) Assist the Board and the Steering Committee with development of the process for completing strategic plan phases.
- (4) There three phases of the strategic planning development. Below is the description of consulting services by phase of the strategic planning process:

I. Discovery Phase

- Internal Scan: Data Collection and document review
- External Scan: Data Collection and document review
- Internal Stakeholder Input (CTC Leadership Council; Staff; Students)
- External Stakeholder Input (California Tribal Members; Community; Other Tribal Colleges)

II. Strategic Plan Development

- Identification of broad Strategic Goals for the CTC (Level1)
- Development of Institutional Objectives for each Strategic Goal (Level 2)
- Identification of measurable outcomes, timelines, and individuals who will be accountable for the completion of objectives and the achievement of goals
- This work will pave the way for the development of the Level 3 Operational Plan (below)

III. Operational (Implementation) Plan Development

- Development of a tactical, Operational/Implementation Action Plan (Level 3) for each Objective
- Delineation of specific tasks, desired outcomes, timeline, responsible parties, and the fiscal, physical, and human resources needed for each Objective's plan of work

- (5) The work completed in the strategic planning development must serve as the foundation for the development of other CTC plans, such as the Educational Master Plan, Facilities Master Plan, and Marketing Plan.

(6) Provide other services in support of the strategic planning process, as may be requested.

(7) Regular accounting and billing services and expenses shall be required.

Attachment 3.

CONTRACT TERMS & CONDITIONS

To Be Determined Upon Negotiation