

Request for Proposal

For Inter Tribal Council of Arizona, Inc., (ITCA)
Tribal Epidemiology Center (TEC) ArcGIS Capacity
Building Program



REQUEST FOR PROPOSAL

RFP _____

PROJECT TITLE: Inter Tribal Council of Arizona, Inc., (ITCA) Tribal Epidemiology Center (TEC) ArcGIS Capacity Building Program

PROPOSAL DUE DATE: August 29, 2024 3:00 PM MOUNTAIN STANDARD (ARIZONA) TIME

EXPECTED PERIOD OF CONTRACT: Tentatively October 1, 2024 through September 29, 2025

At its sole discretion, ITCA may renew any contract awarded as a result of this RFP for two (2) additional years in whatever time increments ITCA deems necessary.

MINIMUM REQUIREMENTS FOR BIDDING: This procurement is open to those institutions or organizations that satisfy the minimum requirements stated herein and that are available for work and licensed to do business in Arizona:

A. Mandatory Experience

The Bidder must be a consulting firm, individual, academic institution, or other legal entity with proven experience and the qualifications needed to provide the following services:

- **ITCA capacity-building and support:**

- ArcGIS [a computer software system used to make maps, analyze data, and present information. ArcGIS can also be an on-line cloud-based mapping and analysis solution. The ArcGIS can be used to make maps, analyze data, share information, and collaborate on solutions to problems. Maps and data from around the globe can be accessed, and tools for being mobile in the field are available as well] planning, implementation, and evaluation of current ArcGIS program technical assistance for ITCA including a short final report, with the development of two (2) job descriptions to support ITCA TEC internal ArcGIS capacity;
- ArcGIS data management, mapping, analytics, and reporting;
- Develop/provide three (3) ArcGIS trainings in Phoenix, AZ to support capacity-building for ITCA staff;
- Provide ArcGIS technical assistance to the ITCA Women, Infant, and Children (WIC) program to include: (1) set up data imports for vendor client mapping, (2) Map WIC authorized vendors and other stores currently unauthorized by WIC, or unauthorized stores with client residences to determine distance to stores (this may include extensive data management /geocoding of client residences in tribal villages that do not have physical addresses that can be easily mapped), (3) Analyze data to determine the number of clients that travel more than 1, 5, 10 or 20 miles from their home to a WIC approved vendor in urban, rural, and remote settings (see Davis, et al.), (4) Determine additional stores that could be WIC authorized to improve access, and provide a sensitivity analysis showing improved access by including the additional unauthorized stores to be compared to the analysis in 3, and (5) Include a visual component that is user friendly, so ITCA WIC staff can assess new vendors as they apply to determine the need in the area for future authorization;
- Additional general technical assistance hours that may include one trip/travel to Phoenix, AZ, and technical assistance via Zoom (160 hours/ 80 WIC and 80 TEC).

- **Tribal capacity-building pilot with 3 Tribes will include:**

- ArcGIS planning, implementation, and evaluation program management technical assistance for

- Tribes will be provided resulting in a short final report (40 hours/ 3 Tribes)
- Technical assistance for job description reviews for Tribes
- ArcGIS data management, mapping, analytics, and reporting (3) trainings at Tribe /capacity-building for Tribes
- ArcGIS data management, mapping, analytics, and reporting technical assistance (Tribe may not be participating in the pilot) (240 hours / 80 per Tribe).
- **Knowledge, Skills, and Abilities requirements of the ArcGIS team includes:**
 - Tracking record of maintaining data/information confidentiality using best practices
 - HIPAA training certificates for all involved employees
 - Demonstrated ability to organize electronic and paper project files
 - The experience and capacity to complete a complex project management plan with several components with quality deliverables on schedule
 - The ability to effectively communicate with multiple project partners in writing
 - Ability to communicate in an open and friendly manner
 - Experience working with Tribes in the past two years, preferably in the Southwest
 - Ability to teach complex ArcGIS information topics in basic 5th – 8th grade English level
 - Proven skills constructing and reviewing documents.

B. Minimum Qualifications.

Pass/ Fail. Bidders must meet the following minimum standards to be considered for further evaluation:

1. The primary point of contact for the bidder that will be responsible for ensuring the performance of all activities on behalf of the bidder must have at least five (5) years of ArcGIS experience for projects of similar size and scope;
2. At least one (1) year of applying ArcGIS to public health related topics within the last five (5) years, and one (1) years of Tribal experience within the last two years. Project management and project implementation skills are strongly preferred for the key staff person for the bidder;

Bidders who do not meet and/or demonstrate these minimum qualifications will be rejected as non-responsive, and will not receive further consideration. Any proposal that is rejected as non-responsive will not be evaluated or scored.

SCHEDULE: ITCA reserves the right to adjust this schedule as it deems necessary, at its sole discretion.

Table 1. Request for Proposal (RFP) Schedule

RFP Release Date	May 15, 2024
Questions Due from Bidders	June 15, 2024
ITCA Response to Questions	July 30, 2024
Proposal & References Due	August 29, 2024
Projected Date for Announcement of Apparently Successful Bidder	September 16, 2024
Projected Contract Start Date	October 1, 2024
Project Contract End Date	September 29, 2025

Upon release of this RFP, all communications related to this RFP shall be directed, **in writing**, to the RFP Coordinator named below or their designee.

Verna Monenerkit, Office Manager, Verna.monenerkit@itcaonline.com

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DEFINITIONS

For the purposes of this solicitation the following definitions include and have the meanings indicated below:

Apparently Successful Bidder: A Bidder selected as the entity to perform the anticipated services, subject to completion of contract negotiations and execution of a written contract.

ArcGIS: is computer software system used to make maps, analyze data, and present information. ArcGIS can also be an on-line cloud-based mapping and analysis solution. The ArcGIS can be used to make maps, analyze data, share information, and collaborate on solutions to problems. Maps and data from around the globe can be accessed, and tools for being mobile in the field are available as well.

Bidder: A consulting firm, individual, academic institution, or other legal entity submitting a proposal in order to attain a contract with ITCA.

ITCA Business Days: Days of the week excluding weekends and holidays for ITCA, Kansas and/or New Hampshire; namely, New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Labor Day, Independence Day, National Navajo Code Talkers Day, American Indian Day (4th Friday of September, ITCA only), Veterans' Day, Thanksgiving Day, the day after Thanksgiving Day, and Christmas.

Contractor: A consulting firm, individual, academic institution, or other legal entity whose proposal has been accepted by ITCA and is awarded a fully executed, written contract.

RFP Coordinator: A contact person at the ITCA with whom all communication takes place.

Data Universal Numbering System (DUNS) numbers: A unique nine-digit sequence of numbers issued by Dun & Bradstreet to a business entity. Any organization that has a federal contract or grant must have a DUNS Number

Day: A calendar day, unless specifically stated otherwise.

Firm, Fixed Price: A price that is all-inclusive of direct cost and indirect costs, including, but not limited to, direct labor costs, overhead, fee or profit, clerical support, equipment, materials, supplies, managerial (administrative) support, all documents, reports, forms, travel, reproduction, and any other costs. No additional fees or costs shall be paid by ITCA unless there is a change in the scope of work.

ITCA: Inter Tribal Council of Arizona, Inc.

Letter of Submittal: A cover letter submitted with the proposal.

Local Time: Time in the Mountain Standard Time Zone as observed by the State of Arizona.

Normal Business Hours: Normal business hours are Monday through Friday from 8:00 a.m. to 5:00 p.m.

Project Manager (PM): A professional in the field of management that have the responsibility of planning, procurement, and execution of a project.

Proposal: A formal offer submitted in response to this solicitation.

Proposal Due Date/Time: Proposals and Letters of Intent are due on the date and at the time specified in the schedule. Any Proposal or Letter of Intent received at any time after the stated date and time (e.g. 3:01p.m.) will be considered late and **will not** be evaluated.

Request for Proposals (RFP): Formal procurement document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an RFP is to permit the consultant community to suggest various approaches to meet the need at a given price.

Schedule: A schedule listed in the RFP.

TEC: The Inter Tribal Council of Arizona, Inc., Tribal Epidemiology Center that provides public health services for American Indian Tribes and internal ITCA programs.

WIC: The Inter Tribal Council of Arizona, Inc., Women, infant, and children (WIC) program is a United States Department of Agriculture program that provides food and nutritional support for qualifying families.

1 INTRODUCTION

1.1 PURPOSE

Inter Tribal Council of Arizona, Inc. (ITCA), Tribal Epidemiology Center (TEC), is soliciting proposals from consulting firms, individuals, academic institutions, or other legal entities that are interested in performing ArcGIS services for ITCA TEC, Tribes, and for ITCA WIC. The focus is support for ITCA internal capacity building needs and Tribal Governments located in the Indian Health Service (IHS) Phoenix-Tucson Service Area.

1.2 BACKGROUND

ITCA TEC is one of twelve TECs nationally. ITCA TEC provides public health grants, public health training, and technical assistance for Tribal health programs in the IHS Phoenix-Tucson Service Area. The IHS Phoenix-Tucson Service Area includes Tribes in Arizona, Nevada, and Utah. ITCA TEC has funding from the IHS, Centers for Disease Control and Prevention (CDC), Arizona Department of Health Services (ADHS), and past funding from other agencies to assist Tribal Health Departments and other Tribal Departments focused on health-related activities to provide public health related capacity-building activities. This includes building ArcGIS capacity through training and technical assistance (T/TA) activities with Tribal Governments' health departments, and health-related departments, such as water services, agriculture, health clinic, community health representatives, etc.

ITCA TEC supports other ITCA programs internally with health promotion disease prevention support, social media support, data management, analysis, reporting, evaluation and other public health services as needed. Partnership with the ITCA WIC program has resulted in a number of services for Tribes, including: the new mom bag project for health promotion disease prevention support, WIC data reports for Tribes, social media campaigns for pregnant women, health information webinar for Sexually transmitted infections (STIs), and ArcGIS technical support. As part of the ITCA TEC and ITCA WIC partnership, we published the following peer-reviewed papers for background information:

- Phelps, M., Davis, J., Jossefides, M., Lane, T., Ritchey, J. Evaluation of local Women, infant, and children (WIC), supplemental nutrition program vendors to improve equitable food access for Arizona communities. *Tribal Epidemiology Center Special Supplement Public Health Reports*. March 2023.
- Davis J, Jossefides M, Lane T, Pijawka D, Ritchey J. *A spatial evaluation of healthy food access: Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Participants*. *Journal of Public Health Management and Practice*. September/October 2019; 25 (S5) 91-96.

OBJECTIVE/ACTIVITIES

The objective of this RFP is to obtain a single ArcGIS Contractor to assist ITCA TEC, ITCA WIC, and Tribal Governments with building ArcGIS capacity. The ArcGIS contractor will assist in planning, implementing, and evaluating ArcGIS program with ITCA, including developing/updating job descriptions for ArcGIS analyst and ArcGIS fellow and providing an actionable short-report of findings and recommendations. The ArcGIS Contractor will also assist there (3) pilot Tribes with similar planning, implementation, and evaluation of ArcGIS programming within the Tribe, including developing/updating job descriptions for ArcGIS staff and providing an actionable short-report of findings and recommendations. The ArcGIS Contractor will provide there (3) group trainings (basic and intermediate) in Phoenix, Arizona, and three (3) specialized 1:1 trainings for Tribal staff at the Tribal site recruited by ITCA TEC, with trainings based on our individual needs and will be

agreed upon in advance. The ArcGIS contractor will support ITCA WIC by providing recommendations for and setting up data imports for independent future analysis per ITCA WIC specifications and this will include written instructions. The ArcGIS contractor will assist ITCA WIC with ArcGIS data management, mapping, and analysis similar to the publication methodology of Davis, Lane, Pijawka, and Ritchey, 2019.

Project Team Roles and Responsibilities

Each participating Tribe will have a designated Tribal site coordinator that will work primarily with the ArcGIS contractor to provide guidance on needed planning, implementation, evaluation, technical assistance and training.

Table 2. Project Team Roles and Responsibilities include the Primary ArcGIS contractor, 3 Tribes (To Be Determined) and Inter Tribal Council of Arizona, Inc. (ITCA) Tribal Epidemiology Center (TEC), and ITCA Women, Infant, and Children (WIC) program.

Task/Responsibility	Primary ArcGIS Contractor	Secondary Tribal Site Coordinator (for each Program)	ITCA TEC Director / Team	ITCA WIC Director / Team
Kick off meeting	X	X	X	X
Mid-point meeting	X		X	X
Final meeting	X		X	X
Overall ITCA Project Monitoring Plan (A-C)	X		X	
Part A - ITCA TEC Project Monitoring Plan				
ITCA TEC ArcGIS Planning, implementation, evaluation Short-report & job description support	X		X	
ArcGIS 3 in-person trainings Phoenix, AZ	X		X	X
Epidemiology Working group attendance and agreed upon report out (typically held in January and August)	X	X	X	X*
Additional general technical assistance hours and may include 1 travel to Phoenix, AZ, and TA via Zoom (80 TEC);	X		X	
Part B- ITCA WIC Project Monitoring Plan	X		X	X
Feasibility of ITCA WIC import file set up	X		X	X
ITCA WIC recommendations, import files set up for future use, and written instructions	X		X	X
ITCA WIC vendor analysis	X		X	X
ITCA WIC sensitivity analysis	X		X	X
Additional general technical assistance hours and may include 1 travel to Phoenix, AZ, and TA via Zoom (80 TEC);	X		X	X
Part C- Tribal Pilot Project Monitoring Plan (includes 3 Tribes- TBD)	X	X	X	
Tribal ArcGIS Planning, implementation, evaluation Short-report & job description(s)	X	X		
ArcGIS 3 in-person trainings with pilot Tribes at the Tribal site (1-5 participants is typical)	X	X		
General Tribal ArcGIS technical assistance (240 hours / 80 per Tribe which may include	X	X	X	

3 additional travels to Tribal sites and 1 additional ITCA travel, and Zoom TA)				
Mid project report (March)	X	X	X	X
Final Report (September)	X	X	X	X
*May attend the meeting, but not required				

The Tribal subcontracts are anticipated to begin September 2024 and September 2025.

Note: The implementation schedule in this RFP is estimated; final schedules will be determined after the contract is finalized with ArcGIS contractors and Tribes.

1.3 FUNDING

It is the intent of ITCA that this RFP act as a true measure of actual costs for accomplishment of the services detailed herein. Therefore, a maximum level of available funding is not being identified at this time.

Any contract(s) awarded as a result of this procurement is contingent upon the availability of funding.

The Cost Proposal is a scored requirement. While cost will be a factor in the evaluation of the proposal and selection of the Apparently Successful Bidder, it will not necessarily be the decisive factor. The evaluation process is designed to award this procurement to the Bidder whose overall proposal meets the requirements of the RFP and the needs of the ITCA.

No payments in advance or in anticipation of goods or services to be provided under any resulting contract shall be made. The contractor shall only be compensated for performance delivered and accepted by ITCA TEC.

2 GENERAL INFORMATION FOR BIDDERS

2.1 RFP COORDINATOR

The RFP Coordinator is the sole point of contact in ITCA for this procurement. Proposals may be delivered by hand or courier service to our physical location.

All communication between the Bidder and ITCA upon receipt of this RFP shall be with the RFP Coordinator or their designee, as follows:

Table 3. ITCA RFP Coordinator Contact Information

Name	Verna Monenerkit , RFP Coordinator Office Manager
Mailing/Street Address	2214 N. Central Ave. Phoenix, AZ 85004
E-Mail Address	Verna.monenerkit@itcaonline.com

Any other communication will be considered unofficial and non-binding on ITCA. Bidders are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification.

Base your proposal on the material contained in the RFP and any subsequent amendments. Disregard any draft material you may have received and any oral representations by any party.

2.2 BIDDER QUESTIONS & ITCA ANSWERS

1. It is the responsibility of the potential bidders to carefully read, understand, and follow the instructions contained in this solicitation document and all amendments to the solicitation. It is the responsibility of bidders to monitor the ITCA website for any posted amendments.
2. All questions regarding this RFP must be in writing via e-mail and addressed to the RFP Coordinator. ITCA will only answer questions received no later than 3:00 p.m. local time on the date stated in the SCHEDULE. **DO NOT CALL** the RFP Coordinator to ask questions. Questions will not be individually answered prior to the date scheduled for ITCA responses. Questions received after the date and time stated in the schedule will not be accepted.
3. ITCA reserves the right to respond immediately to any questions from bidders which could determine whether that bidder submits a proposal. Those questions and the response will become part of the official questions and answers.
4. Bidders' questions and ITCA's official written answers will be posted on the ITCA website at www.itcaonline.com/wic. Individual notification from the RFP Coordinator will not be sent to Bidders when responses to questions or amendments are available. They will be posted by the date in the schedule and **must be downloaded from the ITCA site**.
5. Bidders are responsible for checking the website for updates and amendments.

2.3 E-MAIL AND INTERNET COMMUNICATION

You may use mail or e-mail communication for any communication required in this RFP EXCEPT your proposal and protest, if any. ITCA may also communicate with you utilizing the same methods. You may **not** send your proposal or protest by facsimile or e-mail communication.

ITCA does not take responsibility for any problems in the facsimile, e-mail, or Internet delivery services, either within or outside ITCA.

2.4 SUBMISSION OF PROPOSALS

The proposal, whether mailed or hand delivered, must arrive at the Agency no later than 3:00 p.m., local time, on the due date. Note that Arizona is on Mountain Standard Time and does not participate in daylight savings time.

The proposal is to be sent to the RFP Coordinator at the address noted in Section 2.1. The envelope should be clearly marked to the attention of the RFP Coordinator and include the RFP number.

Bidders mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the RFP Coordinator. Bidders assume the risk for the method of delivery chosen. The ITCA assumes no responsibility for delays caused by **any delivery service**. Proposals may not be transmitted using facsimile transmission.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the ITCA and will not be returned.

2.5 ALTERNATIVE PROPOSALS

Each Bidder may submit only one proposal. If you include alternatives within your proposals, or send multiple proposals, ITCA will reject all of your proposals.

2.6 PUBLIC DISCLOSURE

All proposals and materials submitted in response to this RFP shall become the property of ITCA. With the exception of lists of prospective bidders, all proposals received shall remain confidential until the contracts, if any, resulting from this RFP are signed by ITCA and the apparently successful Contractor. Thereafter, the proposal may be shared per ITCA policy. ITCA will retain RFP records in accordance with ITCA Records Retention Schedules.

Information in the proposal that the Bidder claims as proprietary/confidential and exempt from disclosure, will not be released, unless required by law.

ITCA has no obligation to assert an exemption from disclosure. By submitting a response, the Respondent acknowledges this obligation. The Respondent acknowledges that ITCA will have no obligation or liability to the Respondent if the records are disclosed.

2.7 PROPRIETARY AND CONFIDENTIAL INFORMATION

Clearly mark every page of any portion(s) of your proposal that contains proprietary/confidential information with the words "PROPRIETARY/CONFIDENTIAL INFORMATION" (in all caps), affixed to the lower right-hand corner of each page. In addition, you must provide a detailed listing (including page numbers) in your Letter of Submittal, of any and all materials so marked". You may not mark the entire proposal as proprietary or confidential. Proposals that are marked in such a manner will be disqualified and removed from consideration. Your cost and management proposals are not confidential or proprietary. If either is marked as such, your proposal will be disqualified.

2.8 INCORPORATION OF RFP AND PROPOSAL IN CONTRACT

This RFP and the Bidder's response, including all promises, warranties, commitments, and representations made in the successful proposal, shall be binding and incorporated by reference in ITCA's contracts with the successful Bidder.

3 PROPOSAL CONTENTS

Proposals **must** contain in the following order:

1. Cover sheet including the title of the RFP, RFP number, company/individual name and date.
2. Table of Contents detailing all materials and enclosures in the proposal.
3. A dated Letter of Submittal on company letterhead, signed by a person authorized to bind your organization to a contract (for individuals, this would be the individual). **Your Letter of Submittal must** include the following, if applicable.
 - a. If you claim minority-owned and/or women-owned business participation, you must provide your oath that you will meet Minority and Women's Business Enterprise participation requirements. Name the proposed minority or women-owned business(es) and the percentage and dollar amount of their participation. Proof of Federal certification as a Minority, Women-Owned, or Disadvantaged Business must be provided.
 - b. Bidders and any partnering or subcontracting organizations must indicate whether they have had a contract terminated for default in the last five years. Termination for Default is defined as a notice to stop work due to the Bidder's nonperformance or poor performance, where the issue of performance was either not litigated due to inaction on the part of the Bidder, or litigated and

determined that the Bidder was in default.

- c. If the Bidder has had a contract terminated for default in the last five years, the Bidder must submit full details including the other party's name, address, and telephone number. The Bidder must specifically grant ITCA permission to contact any and all involved parties and access any and all information ITCA determines is necessary to satisfy its investigation of the termination. ITCA will evaluate the circumstances of the termination and may, at its sole discretion, bar the participation of the Bidder in this procurement.

Failure to disclose any terminations for default if discovered post contract award will result in termination of the contract with liquidated damages.

4. A completed Bidder Information Form.
5. A copy of the CERTIFICATIONS AND ASSURANCES, Exhibit A, signed by a person authorized to bind your organization to a contract.
6. A detailed list (including page numbers) of any materials marked as "Proprietary/Confidential".
7. Your proposal in response to the MANAGEMENT AND TECHNICAL PROPOSAL SPECIFICATIONS, Exhibit C.
8. Completed Cost Proposal Sheet, Exhibit D.

4 PROPOSAL FORMAT

1. Use standard 8.5" x 11" white paper, except that charts, diagrams and maps be on 11" x 14" fold-outs which, when folded, fit within the 8.5" x 11" format. A font size of 11 points or larger shall be used. All pages must be consecutively numbered, starting with page 1 in each of the proposals. The firm name and the page number may be located at the top or bottom as the Bidder prefers, but the location must be consistent throughout.
2. Bind the original, and each copy of the proposal, separately.
3. Send one original clearly marked as the "Original" and three (3) identical copies of the proposal. Submit one (1) electronic copy of all required information on a CD-RW CD-ROM in Microsoft Word 2003 or higher. Ensure that the CD is labeled with the date, RFP title, RFP number, and Bidder's name and packaged with the original copy of the proposal. **Do not submit in .PDF format.**
4. State your organization's name on the first page of all copies of your Technical, Management and Cost Proposals.
5. Write your proposal in the order given in the Technical, Management and Cost Proposal Specifications. Title and number your response to each item in the same order it appears in the RFP. You must respond to every section in the specifications except where otherwise stated. Your response must be sufficiently detailed to substantiate that services offered meet the requirements of the Statement of Work. Bidders must respond to each item/paragraph using the same headings as the RFP. Do not respond by referring to other sections of your proposal.
6. Brevity and clarity in your proposal is essential. Be succinct, concrete, and use quantified descriptions whenever possible. There will be no calls made to your organization to clarify information. It is the applicant's responsibility to ensure all of the pages are included in all of the copies and all pages are numbered. Reviewers will not have access to pages that were included in the original, but not in their copies.

5 GENERAL PROVISIONS

5.1 COSTS OF PROPOSAL PREPARATION

ITCA will not pay any Bidder costs associated with preparing or presenting any proposal in response to this RFP.

5.2 INSURANCE COVERAGE

Prior to contract execution, the Contractor will be required to provide a Certificate(s) of Insurance executed by a duly authorized representative of each insurer showing compliance with the insurance requirements set forth below.

5.2.1 Liability Insurance

1. **Commercial General Liability Insurance:** Bidder shall maintain general liability (CGL) insurance and, if necessary, commercial umbrella insurance, with a limit of not less than \$1,000,000 per each occurrence. If CGL insurance contains aggregate limits, the General Aggregate limit shall be at least twice the "each occurrence" limit. CGL insurance shall have products-completed operations aggregate limit of at least two times the "each occurrence" limit. CGL insurance shall be written on ISO occurrence form CG 00 01 (or a substitute form providing equivalent coverage). All insurance shall cover liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and contain separation of insured's (cross liability) condition.
2. **Professional Liability:** Errors and Omissions coverage with a limit of not less than \$1,000,000 per occurrence and \$2,000,000, aggregate.
3. **Crime Coverage:** Including fraud, forgery, money and securities and employee dishonesty coverage with a per occurrence limit equal to the maximum amount of money and/or securities any employee might have access to at any one time.

Additionally, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

4. **Business Auto Policy:** As applicable, the Bidder shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit not less than \$1,000,000 per accident. Such insurance shall cover liability arising out of "Any Auto." Business auto coverage shall be written on ISO form CA 00 01, 1990 or later edition, or substitute liability form providing equivalent coverage.
5. **Cyber Liability Coverage:** With a limit of not less than \$1,000,000 per occurrence and \$1,000,000 aggregate.

5.2.2 Employers Liability ("Stop Gap") Insurance:

In addition, the Bidder shall buy employers liability insurance and, if necessary, commercial umbrella liability insurance with limits not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

5.2.3 Additional Provisions:

Above insurance policy shall include the following provisions:

1. **Additional Insured.** The Inter Tribal Council of Arizona, Inc.'s elected and appointed officials, agents and employees shall be named as an additional insured on all general liability, excess, umbrella and property insurance policies. All insurance provided in compliance with this contract shall be primary as to any other insurance or self-insurance programs afforded to or maintained by the two agencies.
2. **Cancellation.** The Inter Tribal Council of Arizona, Inc. shall be provided written notice before cancellation or non-renewal of any insurance referred to therein, in accord with the following specifications. Insurers subject to 48.18 RCW (Admitted and Regulation by the Insurance Commissioner): The insurer shall give ITCA 45 days advance notice of cancellation or non-renewal. If cancellation is due to non-payment of premium, ITCA shall be given 10 days advance notice of cancellation.
3. **Identification.** Policy must reference the contract number and the agency names.
4. **Excess Coverage.** By requiring insurance herein, ITCA does not represent that coverage and limits will be adequate to protect Bidder, and such coverage and limits shall not limit Bidder's liability under the indemnities and reimbursements granted to ITCA.

5.2.4 Worker's Compensation Coverage:

The Bidder will at all times comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. ITCA will not be held responsible in any way for claims filed by the Bidder or their employees for services performed under the terms of the resulting contracts.

5.3 RECEIPT OF INSUFFICIENT COMPETITIVE PROPOSALS/RESPONSES

If ITCA receives only one responsive proposal as a result of this RFP, ITCA reserves the right to select the Contractor which best meets ITCA's needs. That Contractor will be selected by ITCA management. The Contractor selected need not be the sole Bidder.

5.4 NON-RESPONSIVE PROPOSALS/WAIVER OF MINOR IRREGULARITIES

Read all instructions carefully. All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP. If you do not comply with any part of this RFP, ITCA may, at its sole option, reject your proposal as non-responsive. ITCA reserves the right to waive minor administrative irregularities contained in any proposal.

5.5 RFP AMENDMENTS

ITCA reserves the right to amend this RFP. The published Bidder questions and ITCA's official answers are an amendment to the RFP.

5.6 RIGHT TO REJECT ALL PROPOSALS

ITCA reserves the right and without penalty to reject, in whole or in part, any or all proposals, to award no contract as a result of this solicitation, to advertise for new proposals, to abandon the need for such services; and to cancel or reissue this solicitation prior to execution of a contract if it is in the best interest of ITCA to do so.

5.7 AUTHORITY TO BIND ITCA

The ITCA Executive Director or the Executive Director's designees are the only persons who may legally commit ITCA to the expenditures of funds under any contracts or amendments to the contract resulting from this RFP. The Contractor shall not incur, and ITCA shall not pay, any costs incurred before a contract or any subsequent amendment is fully executed.

5.8 CONTRACT TERMS

The Apparently Successful Bidder(s) will be expected to sign contract that will incorporate this RFP and the successful proposal.

Any party may propose additional contract terms and conditions during negotiation of the final contracts.

If two or more organizations' joint proposal is apparently successful, **one organization must be designated as the Prime Bidder**. **The Prime Bidder will be ITCA's sole point of contact and will bear sole responsibility for performance under any resulting contract.**

If the Apparently Successful Bidder(s) refuses to sign a final contract within thirty (30) business days of delivery, ITCA may cancel the selection and award the contracts to the next-highest-ranked Bidder(s).

5.9 AVAILABILITY OF FUNDS

ITCA's obligations under any resultant contracts are contingent upon the availability of appropriated federal funds from which payment for contract purposes can be made. In the event funds from any source are reduced or withdrawn, or limited in any way, any resultant contracts may either be terminated immediately by ITCA, or at ITCA's discretion, renegotiated within the constraints of the new funding limitations and conditions.

5.10 ELECTRONIC PAYMENT

ITCA may utilize electronic payment in its transactions. The successful contractor will be expected to provide information to allow Contractor to receive payments by direct deposit if desired by ITCA.

6 EVALUATION AND AWARD PROCEDURES

All incomplete RFPs submitted shall be determined non-responsive and removed from the evaluation process. To be considered complete, RFPs shall include all required submittals, and shall be signed and dated.

Responsive proposals will be evaluated in accordance with the requirements stated in this solicitation and any amendments issued. The evaluation of proposals shall be accomplished by an evaluation team to be designated by the agency, which will determine the ranking of the proposal. Each evaluator will independently review and assign scores to the proposal based upon criteria established in the solicitation.

Your proposal must stand alone. There will be no calls made to your organization to clarify information. It is the Bidder's responsibility to ensure all of the pages are included in all of the copies and all pages are numbered. Reviewers will not have access to pages that were included in the original, but not in their copies.

6.1 INFORMATION USED FOR EVALUATION

Evaluators will use the information in the Bidders' proposals (Technical, Management, and Cost). No other information will be supplied to or used by the evaluation teams.

6.2 EVALUATION STEPS

6.2.1 PROPOSAL SCREENING

ITCA will review proposals for compliance with RFP procedural requirements. Non-responsive proposals will be eliminated from further evaluation.

6.2.2 REVIEW OF MANDATORY REQUIREMENTS

Evaluators will determine whether responses to the mandatory requirements are adequate. All requirements of the MANAGEMENT (Exhibit C) and COST PROPOSAL SPECIFICATIONS (Exhibit D) are mandatory requirements.

Proposals that do not meet a mandatory requirement will be rejected as non-responsive unless ITCA determines that it is in its best interest to eliminate that mandatory requirement for all Bidders.

6.2.3 QUALITATIVE REVIEW AND SCORING

Evaluators will score all proposals that pass the review of mandatory requirements. All requirements of the MANAGEMENT (Exhibit C), and COST PROPOSAL SPECIFICATIONS (Exhibit D) are scored. The evaluators will consider how well each proposal meets the needs of ITCA. It is important that the proposal be clear and complete, so the evaluators may understand all aspects of the proposal.

6.3 SCORING

An evaluation committee of representatives from ITCA (ITCA review team) will judge the merits of proposals received in accordance with the evaluation factors defined in the RFP. Failure of the bidder to provide any information requested in the RFP may result in disqualification of the proposal and shall be the responsibility of the bidder. The evaluation process will include a structured review of each section of the response the ITCA review team. The distribution of points for each proposal section is provided in the table below.

Table 4. Preliminary Request for Proposal (RFP) Scoring Requirements

Preliminary RFP Score Requirements/Criteria	Percent/ Points
Contractor’s approach to project management and meeting requirements	45%/ 45
Contractor’s qualifications	25%/ 25
Contractor’s submitted dollar amount (bid price) to meet requirements	30%/ 30
Maximum Score Total Possible	100%/ 100

6.3.1 ITCA REVIEW TEAM PROPOSAL POINTS

Total points from the Contractor’s approach to project management and meeting requirements and Contractor’s qualifications for each reviewer will be averaged and to result in the scores for each of these sections.

6.3.2 COST POINTS

The score for the Cost Proposal is computed by dividing the lowest total cost by the amount bid in the Bidder's Cost Proposal and multiplying that percentage against the total points available for this section, rounded to the nearest tenth of a point.

Example: Total possible points for cost are 30.

Bidder A’s cost is \$20,000.

Bidder B’s cost is \$25,000.

Bidder A would receive 30 points,

Bidder B would receive 24 points ($\$20,000/\$25,000 = 80\% \times 30 \text{ points} = 24$)

Equation 1. Request for Proposal (RFP) Cost Points

$$\frac{\text{Lowest Responsive Offer Total Cost}}{\text{Bidder's Cost}} \times \text{Number of Available Points} = \text{Award Points}$$

6.3.3 FINAL SCORE

The FINAL Score is the sum of the average, the average and the Cost Points.

6.4 ACTION ON EQUIVALENT SCORES

If two or more proposals receive equivalent scores, ITCA may, at its sole discretion, select as apparently successful the Bidder whose proposal is in ITCA's best interest. Equivalent scores are scores separated by three (3.0) or fewer points.

ITCA's best interest will be defined by ITCA managers and communicated to Bidders with equivalent scores in writing.

6.5 SELECTION OF THE APPARENTLY SUCCESSFUL BIDDER

ITCA will compile the scores. The Bidder with the highest **Final Score** will be named the Apparently Successful Bidder, unless scores equivalent to the highest score are received by one or more Bidders. In that case, ITCA may select the Apparently Successful Bidder in the manner stated above.

6.6 NOTICE OF AWARD AND CONTRACT SIGNATURE

ITCA will notify all Bidders who submit a proposal of the selection of the Apparently Successful Bidder.

6.7 DEBRIEFING OF UNSUCCESSFUL BIDDERS

Upon request, a debriefing conference will be scheduled with an unsuccessful bidder. The RFP Coordinator must receive the request for a debriefing conference within three (3) business days after the Notification of Unsuccessful Bidder letter is faxed/e-mailed to the Bidder. The debriefing must be held within three (3) business days of the request.

Discussion will be limited to a critique of the requesting Bidder's proposal. Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one hour.

7 PROTEST PROCEDURES

1. Protests may be made only by Bidders who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completing the debriefing conference, the Bidder is allowed three (3) business days to file a protest of the acquisition with the RFP/RFP Coordinator. Protests must be received by the RFP/RFP Coordinator no later than 4:30 PM, local time, in Phoenix, Arizona on the third business day following the debriefing. ITCA shall not accept any protest before the announcement of the Apparently Successful Bidder.
2. ITCA shall consider only those protests concerning a matter of bias, discrimination or conflict of interest, material errors in tabulation, or material failure to follow procedures stated in the RFP or agency policy. Failure to cite the basis of the protest will result in rejection of the protest.
3. Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) An evaluator's professional judgment on the quality of a proposal, or 2) ITCA's assessment of its own or other agencies needs or requirements.
4. Any protests must be written, signed by the protesting Bidder or an authorized representative, and mailed or hand delivered. Telegrams, facsimiles or similar transmittals will not be considered. The protest must state the RFP or RFP number, the grounds for the protest with specific facts and complete statements of the action(s) being protested and any other supporting information on which the protesting party is relying. Address a protest to:

Verna Monenerkit, Office Manager

Inter Tribal Council of Arizona, Inc.
2214 N. Central Ave.
Phoenix, AZ 85004
verna.monenerkit@itcaonline.com

5. Upon receipt of a valid formal protest, ITCA will conduct a protest review. The purpose of the review is to assure policy and procedures were followed, all requirements were met and all Bidders were treated equally and fairly. The protest review **will not** contain a review of bids or scores assigned. A written decision regarding the protest will be issued by ITCA.

EXHIBITS

EXHIBITS:

A –ASSURANCES AND CERTIFICATIONS

B – STATEMENT OF WORK AND DELIVERABLES

C – MANAGEMENT SPECIFICATIONS

D – COST PROPOSAL SHEET

E – FEDERAL REQUIRED PROVISIONS

EXHIBIT A - CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the bid or proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The prices and/or cost data have been determined independently, without consultation, communication or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal or bid.
2. The attached proposal or bid is a firm offer for a period of 120 days following receipt, and it may be accepted by ITCA without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 120-day period.
3. In preparing this proposal or bid, I/we have not been assisted by any current or former employee of ITCA whose duties relate (or did relate) to this proposal, bid or prospective contract, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this proposal or bid. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
4. I/we understand that ITCA will not reimburse me/us for any costs incurred in the preparation of this proposal or bid.
5. I/we understand that any contract(s) awarded as a result of this RFP will incorporate Terms and Conditions substantially similar to those attached to the RFP. I/we certify that I/we will comply with these or substantially similar Terms and Conditions if selected as a contractor.
6. I/we understand that any person(s) selected as contractor(s) will be required to comply with all applicable requirements of the Standard Grant Conditions and all applicable laws referenced therein as set forth in Exhibit E to this RFP and the federal laws on which it is based. I/we will, if requested by ITCA, submit additional information about the nondiscrimination and affirmative action policies and plans of this organization in advance of or after the contract award.
7. I/we certify that neither the individual, company nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by a federal department or agency, from transactions involving the use of federal funds.

Signature

Date

Name and Title

EXHIBIT B
Table 5. Scope of Work
Overall Project Monitoring Plan, including Communication Plan (Parts A - C)
Kick off meeting
Mid-point meeting
Final meeting
Part A- ITCA TEC Project Monitoring Plan
ITCA TEC ArcGIS Capacity building - Planning, implementation, evaluation Short-report & job description support
ArcGIS 3 in-person trainings Phoenix, AZ for 3 - 5 TEC staff
Epidemiology Working group attendance and agreed upon report out (typically held in January and August)
Additional General Tribal ArcGIS technical assistance (80 hours for ITCA TEC staff virtual, and may include 1 additional travel to Phoenix, AZ to support TEC staff)
Part B- ITCA WIC Project Monitoring Plan
Feasibility ITCA WIC import files set up
ITCA WIC import files set up and written instructions (if feasible)
ITCA WIC vendor analysis
ITCA WIC sensitivity analysis
Additional General WIC ArcGIS technical assistance (80 hours for ITCA WIC staff virtual, and may include 1 additional travel to Phoenix, AZ to support WIC staff)
Part C-Tribal Pilot Project Monitoring Plan
Tribal ArcGIS Planning, implementation, evaluation Short-report & job description(s) support
ArcGIS 3 in-person trainings with pilot Tribes at each site (Will include travel to Tribal site in Arizona)
Additional General Tribal ArcGIS technical assistance (240 hours/ 80 per Tribe which may include 1 additional travel to Tribal sites)
Mid-point status report March 15, 2025
Final Report September 15, 2025

EXHIBIT B – DRAFT STATEMENT OF WORK

The Bidder shall provide subject matter expertise to ITCA TEC during initiation, development, testing, training, pilot and rollout. The Bidder shall develop and deliver the deliverables in MS Word 2010 or higher, MS Excel 2010 or higher, MS Project 2010 or higher, and MS PowerPoint 2007 or higher for each appropriate deliverable. The Bidder shall provide deliverables to TEC, Tribes, and WIC in electronic format agreed upon on award of contract.

1) Deliverable No. 1 – Inter Tribal Council of Arizona, Inc. (ITCA) Project Monitoring Plan Meetings

- a) The ArcGIS Contractor shall attend Kickoff Meeting, Midpoint Meeting, and Final Meeting for information sharing and Project Monitoring.

Deliverable #1 Acceptance Criteria: The ArcGIS Contractor shall provide 3 formal monitoring meetings with key partners that includes: Communication plan review and discussion, discussion of the work plan, deliverables and timeline, performance measures, actionable recommendations to overcome barriers, project successes, technical assistance and training assessment and needs, and any other pertinent project information.

2) Deliverable No. 2 – Inter Tribal Council of Arizona, Inc. (ITCA) Project Monitoring Plan (Part A – C) Documents

- a) The ArcGIS Contractor shall create a Communication Management Plan as part of the Project Monitoring Plan to ensure project stakeholder’s information needs are met. The Plan will identify and document the communication approach that is most effective and efficient with all stakeholders (i.e., ITCA TEC, ITCA WIC, and Tribes).

- b) The ArcGIS Contractor shall prepare the Project Monitoring Plan that includes, but is not limited to the following items:
 - i) Communication Plan for Part A - C
 - ii) Overall project work plan table, including projected completion dates for tasks due in the next report period;
 - iii) Summary of number of trainings to be provided, scope of the training, and number of persons to be trained, and approach used to assess training needs for partners in Part A - C;
 - iv) summary of technical assistance tasks to be completed during the current report period and approach used to assess TA needs for partners in Part A - C;
 - v) outline of performance monitoring standards when met and not met, and,
 - vi) any outstanding tasks with a suggested action plan;
 - vii) other requested pertinent project information for Part A - C that arises during project monitoring.
- c) Due to the size and complexity of the ArcGIS Capacity-Building Project, or if the project encounters difficulty, the ITCA TEC may require additional reports and/or increased reporting frequency. The ArcGIS Contractor shall maintain and support such additional reporting as deemed necessary to meet the requirements of the ITCA TEC, WIC, and participating Tribes.

Deliverable #2 Acceptance Criteria: The ArcGIS Contractor shall provide an overall Project Monitoring plan that includes items i-vii.

3) Deliverable No. 3 Part A – Assessment of ITCA TEC ArcGIS Capacity & Capacity-building Plan

- a) The ArcGIS Contractor shall review the existing job descriptions and provide recommendations to enhance the job descriptions.
- b) The ArcGIS Contractor will assess current ITCA TEC internal capacity for ArcGIS use and Tribal technical assistance and provide a short report with the following:
 - i) Executive summary;
 - ii) Work Plan for increasing ArcGIS capacity within TEC;
 - iii) Summary Implementation plan for increasing ArcGIS capacity within TEC, including estimated costs, training and technical assistance recommendations;
 - iv) Summary Evaluation for increasing ArcGIS capacity within TEC;
 - v) Performance measures for Success;
 - vi) Reference section;

Deliverable #3 Acceptance Criteria: The ArcGIS Contractor shall provide a written short report of ITCA TEC's Readiness for ArcGIS use and support for Tribes, including reviewed job descriptions, training and technical assistance recommendations, and a plan to correct any deficiencies to build capacity among current staff and future staff.

4) Deliverable No. 4 Part A – Assessment of 3 Tribes ArcGIS Capacity & Capacity-building Plan

- a) The ArcGIS Contractor shall review the existing job descriptions and provide recommendations to enhance the job descriptions.
- b) The ArcGIS Contractor will assess current Tribe internal capacity for ArcGIS use and Tribal technical assistance and provide a short report to build capacity with the following:
 - i) Executive summary;
 - ii) Work Plan for increasing ArcGIS capacity to meet Tribal needs;
 - iii) Summary Implementation plan for increasing ArcGIS capacity, including estimated costs, training and technical assistance recommendations;

- iv) Summary Evaluation for increasing ArcGIS capacity within Tribe;
- v) Performance measures for Success;
- vi) Reference section;

Deliverable #4 Acceptance Criteria: The ArcGIS Contractor shall provide each of the 3 Tribes distinctly different written reports that include readiness for ArcGIS use and enhancement of use, including training and technical assistance recommendations and a plan to correct any deficiencies and build capacity:

5) Deliverable No. 5 – Attend 2 Epidemiology Working Group Regional meetings

- a) ArcGIS Contractor shall attend 2 working group meetings typically held in January and August and the month is subject to change based on ITCA TEC program needs;
- b) ArcGIS Contractor will provide an agreed upon (ITCA TEC Director, Tribes, ITCA WIC) in advance report out (15 – 30 min.) summary of the project;
- c) ArcGIS Contractor will actively participate in the Working Group Meeting (with camera on during virtual meetings) and attend in-person when we are able to hold in-person events;

Deliverable #5 Acceptance Criteria The ArcGIS Contractor shall attend 3 Epidemiology Working Groups, provide a report out, and actively participate.

6) Deliverable No. 6 – Provide ITCA TEC 3 staff specially-tailored capacity-building trainings

- a) The ArcGIS Contractor shall provide 3 trainings for 3 – 5 ITCA TEC staff virtually based on team skill level;
 - i) The 3 provided trainings in (a) will be customized and designed by the ArcGIS contractor specifically to meet the staff needs;
 - ii) The ArcGIS Contractor can utilize existing text books and make recommendations regarding existing training materials for additional self-training.

Deliverable #6 Acceptance Criteria: The ArcGIS Contractor shall provide 3 customized trainings designed by the ArcGIS contractor to meet ITCA TEC staff needs, and ArcGIS Contractor can recommend additional existing materials.

7) Deliverable No. 7 – Provide 3 Tribes staff (3-5 attendees typically) specially-tailored capacity-building trainings in-person

- a) The ArcGIS Contractor shall provide 3 trainings for 3 – 5 Tribal staff in-person based on team skill level;
 - i) The 3 provided trainings in (a) will be customized and designed by the ArcGIS contractor specifically to meet the Tribe’s needs;
 - ii) The ArcGIS Contractor can utilize existing text books and make recommendations regarding existing training materials for additional self-training.
 - iii) The ArcGIS Contractor will need to travel to the Tribe for an in-person training, possibly in a remote location and will need to work with Tribal staff to ensure adequate set up for training. If the Tribal staff want to have the training in Phoenix, AZ, this will be discussed with the ITCA TEC Director, ArcGIS Contractor, and Tribal staff to ensure specialized training is provided to meet the needs of the Tribe.

Deliverable #7 Acceptance Criteria: The ArcGIS Contractor shall provide 3 customized trainings designed by the ArcGIS contractor to meet 3 Tribes unique needs, and ArcGIS Contractor can recommend additional existing materials.

8) Deliverable No. 8 – Feasibility of importing WIC files

- a) Review all documentation, information, systems, and input provided by ITCA WIC staff;
- b) Determine the feasibility of data import set up for future ArcGIS mapping use.

Deliverable #8 Acceptance Criteria: The ArcGIS Contractor shall work with ITCA WIC to understand their future needs, and provide a recommendation regarding file imports for ITCA WIC staff for future use.

9) Deliverable No. 9 – If Deliverable No. 8 is feasible, work with ITCA WIC to build an import system

- a) If imports are feasible, the ArcGIS Contractor shall set up an import system for future ArcGIS mapping;
- b) The ArcGIS contractor shall provide a final demonstration, and provide written instructions.

Deliverable #9 Acceptance Criteria: The ArcGIS Contractor shall work with ITCA WIC to provide a file import system, demonstration, and written instructions for ITCA WIC staff for future use.

10) Deliverable No. 10 – ITCA WIC vendor analysis to increase access to approved WIC vendors in urban, rural, and remote locations

- a) The ArcGIS Contractor shall provide ITCA WIC vendor analysis using ArcGIS and methodology from Davis et al. to develop the following:
 - i) Geocoded grocery store file for WIC approved and non-approved WIC vendors;
 - ii) Geocoded WIC client file (will include Tribal residences that do not have standard addresses);
 - iii) Determine distance traveled (1 mile, 5 miles, and >5 miles) for WIC clients (urban, rural, remote) to nearest approved vendor in urban, rural, and remote areas;
 - iv) Examine distances (1 mile, 5 miles, and >5 miles) for WIC clients (urban, rural, remote) to nearest approved unapproved vendor in urban, rural, and remote areas;
 - v) Survey if adding additional WIC vendors from unapproved vendors would improve access to vendors in urban, rural, and remote areas;
 - vi) Conduct a sensitivity analysis showing the improvement of access to vendors with the approval of additional vendors in urban, rural, and remote areas.
 - vii) Provide a list and a final map of unapproved vendors recommended to approve to increase access in urban, rural, and remote areas. Provide the number and percentage of WIC clients that would have improved access in urban, rural, and remote areas approving the additional vendors.

Deliverable #10 Acceptance Criteria: The ArcGIS Contractor shall work with ITCA WIC to provide recommendations for WIC to approve additional vendors to improve access to vendors for urban, rural, and remote clients, including corresponding documentation using maps, statistics, and final files.

11) Deliverable No. 11 – ArcGIS Specialized Technical Assistance (TA) for ITCA TEC staff

- a) The ArcGIS Contractor shall provide up to 80 hours of specialized ArcGIS TA for ITCA staff based on the capacity-building plan in Deliverable No. 1.
 - i) The majority of the TA delivered will be virtual via Zoom;
 - ii) No more than 1 trip to Phoenix, AZ for TA will be required;
 - iii) ITCA TEC staff will schedule TA at least 1 week in advance for scheduling;

12) Deliverable No. 12 – ArcGIS Specialized Technical Assistance (TA) for ITCA WIC staff

- a) The ArcGIS Contractor shall provide up to 80 hours of specialized ArcGIS TA for ITCA WIC to support any additional project needs;
 - i) The majority of the TA delivered will be virtual via Zoom;
 - ii) No more than 1 trip to Phoenix, AZ for TA will be required;
 - iii) ITCA WIC staff will schedule TA at least 1 week in advance for scheduling;

13) Deliverable No. 13 – ArcGIS Specialized Technical Assistance (TA) for 3 Tribes staff

- a) The ArcGIS Contractor shall provide up to 80 hours of specialized ArcGIS TA for Tribal staff (per Tribe) based on the capacity-building plan in Deliverable No. 4.
 - i) The majority of the TA delivered will be virtual via Zoom;
 - ii) No more than 1 trip to Tribe for TA for each Tribe will be required;
 - iii) Tribal staff will schedule Zoom TA at least 1 week in advance for scheduling and in-person TA 2 months in advance;

Deliverable #13 Acceptance Criteria – The ArcGIS Contractor shall provide the Mid-point Report by March 15, 2024 for inclusion within ITCA’ funder reporting.

14) Deliverable No. 14 – Midpoint Report (March 15, 2025)

- a) The QA Contractor shall provide a Mid-point Report that includes at least the following:
 - i) Executive Summary, a one-page summary report;
 - ii) Summary of findings and recommendations for planning, implementation, and evaluation of actionable recommendations from short reports for ITCA and Tribes;
 - iii) Summary of feasibility for ITCA WIC ArcGIS file imports for future analysis;
 - iv) Summary of ITCA WIC ArcGIS analysis progress;
 - v) Summary of trainings provided for ITCA and Tribes, including the number provided;
 - vi) Summary of technical assistance provided and hours provided for ITCA and Tribes;
 - vii) Capacity-Building Summary;

Deliverable #14 Acceptance Criteria – The ArcGIS Contractor shall provide the Mid-point Report by March 15, 2024 for inclusion within ITCA’s funder reporting.

15) Deliverable No. 15 – Final Report (September 15, 2025)

- a) The ArcGIS Contractor shall provide a Final Report that includes at least the following:
 - i) Executive Summary, a one-page summary report;
 - ii) Summary of findings and recommendations for planning, implementation, and evaluation of actionable recommendations from short reports for ITCA and Tribes;
 - iii) Summary of feasibility for ITCA WIC ArcGIS file imports for future analysis;
 - iv) Summary of ITCA WIC ArcGIS analysis completion;
 - v) Summary of trainings provided for ITCA and Tribes, including the final number provided;
 - vi) Summary of technical assistance provided and hours provided for ITCA and Tribes;
 - vii) Final Capacity-Building Summary;

Deliverable #15 Acceptance Criteria – The ArcGIS Contractor shall provide the Final Report by September 15, 2024 for inclusion within ITCA’s funder reporting.

16) Additional Efforts (if needed)

- a) At the direction of ITCA TEC, the ArcGIS Contractor shall be available to participate in any other activities related to the Program Pilots.
- b) If such request is made, the ArcGIS Contractor shall provide an estimate of anticipated costs prior to commencing any effort. Efforts, and associated costs, performed under this task shall be documented via a contract amendment with ITCA.

EXHIBIT C – MANAGEMENT PROPOSAL

A. Contractor’s approach to project management and meeting requirements (45 Points Maximum):

1. Description of the Contractor’s approach to project management and meeting requirements (15 points)

Bidder must describe in detail how bidder will manage the ArcGIS capacity-building project, including project management and meeting requirement approach and techniques used throughout the project.

2. Assessment of work to be performed (15 points)

Bidder must provide a narrative description of bidder’s understanding of the work to be performed and bidder’s ability and approach to completing the work. This section should demonstrate the bidder’s understanding of the desired overall performance expectations.

3. Plan for Completion of Project Deliverables (15 points)

Bidder must provide a detailed description as to how each item in the scope of work (Table 5) will be completed.

B. Contractor’s qualifications (25 points Maximum)

Describe the qualifications of the key staff person, business relationships and, if applicable, your organization’s relevant staffing levels and business relations and provide references.

1. Staffing (15 points)

Provide the responsibilities and qualifications of the designated ArcGIS Project Manager(s) and other staff, if any, working on the project that demonstrate the bidder’s ability to complete the work. This section should describe how the designated ArcGIS Project Manager(s) meets the mandatory and desired requirements. One person must be identified as the ArcGIS Project Manager for the bulk of the project management responsibilities. The ArcGIS Project Manager for each project component (Part A – C) may be a different person. If more than one staff person is involved, provide a staffing and organizational plan to carry out the proposed work. If applicable, provide an organizational chart.

- a. Any staff replaced during the period of performance of any resulting contract must be replaced with staff with equivalent or superior qualifications. Describe how you select staff for hire. Describe how you ensure that you can provide all functions of the contract in the absence of the key staff. For example, if the key staff leaves unexpectedly, describe who would assume his/her duties and how quickly that would happen. (5 points)
- b. Résumé of the designated Project Manager and any other staff who will be working on this project, showing years of experience with ArcGIS programming and analysis (include any relevant publications), Tribal work experience, ArcGIS applied public health projects, project management and any applicable trainings and/or certifications related to ArcGIS, data security, public health or working with Tribes. (5 points)
- c. Description of staff experience providing ArcGIS technical assistance and training at the community level for capacity building projects.

2. Business Relationships and References (5 points)

- a. List up to four contracts or similar business relationships you, or your proposed subcontractors have held during the last five years for services similar to the services in this RFP. List business name, address, nature of services, contract period of performance, amount of contract, contact person and telephone numbers. Give permission for us to contact these organizations. References must not be from a person, company or organization with any special interest, financial or otherwise, in the Contractor.

3. Fiscal Capacity (5 points)

- a. No “up front” funds are available through this contract. The Contractor would provide services, employ staff, pay claims, and perform all other work, and ITCA would reimburse the Contractor after the Contractor has provided the services. Describe your fiscal capacity to pay costs “up front” and be reimbursed on a deliverable basis. Your organization must provide sufficient information to provide assurance to ITCA that the Bidder is a financially stable, viable organization/individual that will be fully able to meet all of its obligations under any resulting contract. If ITCA determines that the Bidder has not demonstrated its financial stability, ITCA may at its sole option reject the Bidder's proposal as non-responsive. Failure to provide any proof of financial stability will result in automatic disqualification.

EXHIBIT D - COST PROPOSAL SHEET (30 POSSIBLE POINTS)

INSTRUCTIONS:

The cost proposal must include any and all costs the contractor wishes to have included in the contractual arrangement with ITCA. The bidder should take travel expenses, labor, per diem, overhead, and any other direct and indirect costs related to this service into account in determining the hourly rate.

The terms of any contract resulting from this RFP will be based on the achievement and approval of deliverables. ITCA will pay for each deliverable upon completion of all tasks in the deliverable with the exception of Deliverable 3 which will be divided into equal monthly payments over the term of the contract.

Cost will be a factor in the scoring and selection of the Apparently Successful Bidder. Please use Table 6. Proposal Bid Sheet for Deliverables Project Part (A-C) Costs by Deliverable.

Table 6. Proposal Bid Sheet for Deliverables Project Part (A-C) Costs by Deliverable

Deliverable Number	Deliverable Description	Part A	Part B	Part C	Total Cost
		ITCA TEC Cost	ITCA WIC Cost	Tribal Cost	
1	Three monitoring meetings, including: Kickoff Meeting, Mid-point meeting, and Final meeting(s);				
2	Project Management Plan (including communication plan, work plan, summary assessment for T/TA for Part A - C, performance measures, and timeline);				
3	Part A- Assessment of ITCA TEC ArcGIS Capacity and Capacity building plan (planning, implementation, evaluation) includes an Actionable Short-Report and 2 job descriptions reviewed (additional Zoom meetings from Deliverable No. 1 may be required for assessment);				
4	Part B - Assessment of 3 Tribes (TBD) ArcGIS Capacity and Capacity building plan (planning, implementation, evaluation) includes an Actionable Short-Report and 1 job description reviewed or developed (additional Zoom meetings from Deliverable No. 1 & 3 may be required for assessment);				
5	Attend 2 Epidemiology Working Groups and provide agreed upon report out for regional partners on the project;				
6	Provide 3 Specially-tailored ArcGIS Trainings (based on Deliverable No. 3) for ITCA TEC staff (may include travel to Phoenix, AZ);				

7	3 in-person ArcGIS trainings with 3 pilot Tribes (includes travel to AZ agreed upon by Tribe, ArcGIS Contractor and ITCA TEC Director possibly in a remote area of the region)				
8	Determine feasibility of importing files for WIC staff for future ArcGIS analysis;				
9	If feasible, build a system for WIC to import files, provide a demonstration and written instructions;				
10	Conduct ArcGIS analysis of WIC vendors and determine if approving additional vendors will increase access for urban, rural and remote WIC clients (based on the methods in Davis et al.). Provide final files, map, and statistics for ITCA WIC;				
11	Provide an additional 80 hours of specialized TA for ITCA TEC (anticipate virtual via ZOOM but may include travel to Phoenix, AZ)				
12	Provide an additional 80 hours of specialized TA for ITCA WIC (anticipate virtual via ZOOM but may include travel to Phoenix, AZ)				
13	Provide an additional 80 hours of specialized TA per Tribe (anticipate travel to remote Tribal sites, but ZOOM may be preferred)				
14	Mid-point Report (March 15, 2025)				
15	Final Report (September 15, 2025)				
16	Additional Efforts TBD (if needed)				
	Total Cost				

EXHIBIT E – STANDARD TERMS AND CONDITIONS - FEDERAL PROVISIONS - ATTACHED

The contractor must comply with the following provisions in the corresponding attached .pdf document.