

REQUEST FOR QUOTE (RFQ)

The Columbia River Inter-Tribal Fish Commission



Professional Services: Anti-Harassment, Discrimination, and Respect in the Workplace Training

Invited: All qualified workplace education and training professionals

Primary RFQ Contact: Sara K. Pennington (rfq@critfc.org)

Project Team Members: Deanna Jim-Juarez, Human Resources Manager; Lorilee Morsette, Human Resources Assistant

Critical Dates:

Quote Submission Deadline: November 29, 2019 5pm (PT)

Tentative Award Selection: 30 business days after submission deadline

Project Initiation: Commences upon completion of signed contract and agreed upon training dates by all involved parties.

Part I – Introduction and Background

Introduction

The Columbia River Inter-Tribal Fish Commission (CRITFC) is requesting quotes to contract for Anti-Harassment, Discrimination, and Respect in the Workplace training. The CRITFC's goal for training is to enhance the quality of the work environment and maintain a respectful and courteous workplace in which to work and conduct business. The main outcome is to strengthen the understanding of and compliance with, the existing CRITFC personnel policies. The training must also be consistent with the latest statutes and regulations regarding areas of harassment and discrimination. The curriculum for this training must encompass, but should not be limited to, the following areas: harassment and bullying in the workplace; inappropriate behavior; sexual harassment; workplace violence; resolving conflicts; employee/supervisor rights and responsibilities; clarification of legal issues; reporting processes; valuing differences; heightening cultural awareness and sensitivity; and how to build a culture of respect.

Background

The Columbia River Inter-Tribal Fish Commission (CRITFC), established in 1977, is comprised of four sovereign tribal governments: The Confederated Tribes of the Umatilla Indian Reservation, the Confederated Tribes of the Warm Springs Indian Reservation of Oregon, the Confederated Tribes and Bands of the Yakama Nation, and the Nez Perce Tribe.

The CRITFC's mission is to ensure a unified voice in the overall management of the fishery resources, and as managers, to protect reserved treaty rights through the exercise of the inherent sovereign powers of the tribes.

The organization conducts business through a single decision-making body known as the "Commission", which is comprised of Fish and Wildlife representatives from each member-tribe. The Commission operates and establishes policy through a consensus of those elected representatives, with each member-tribe having a single vote. The tribes'

authority for action includes, but is not limited to, reserved treaty rights in the Columbia Basin, the Pacific Salmon Treaty, statutes, case law, and other legal precedent.

Currently, the CRITFC has 11 part-time employees and 115 full-time employees, of whom approximately 18 are managers. There are also 48 commission representatives from our member tribes. The headquarters is located in Portland, Oregon, and, in addition, there are employees stationed in satellite offices in The Dalles, Oregon; Boardman, Oregon; Hood River, Oregon; and in both Hagerman and Moscow, Idaho.

Additional information on the CRITFC can be located on the website www.critfc.org

Part II – Requirements

The Contractor must submit a plan which details how the training will satisfy the CRITFC's objectives which include, but are not be limited to:

- Develop Anti-Harassment, Discrimination, and Respect in the Workplace presentation materials for group trainings of CRITFC staff. Curriculum must include the elements stated in the Introduction and Scope of Work sections of this request.
- Conduct an all-day training sessions for CRITFC non-supervisory staff.
- Develop specialized Anti-Harassment, Discrimination, and Respect in the Workplace presentation materials for group training for supervisory staff and Commissioners that include but are not limited to the elements stated in the Introduction and Scope of Work sections of this document.
- Conduct a specialized all-day training session for CRITFC managers, supervisors, and Commissioners.

Part III – Scope of Work

At minimum, the selected Contractor will be expected to provide the following services:

- Classroom format and instructor led training.
- Two (2) all-day, eight (8) hour trainings during regular business hours (M-F: 8:00 AM-5:00 PM). Dates to be determined for January or February 2020.
- Training sessions to be held at the CRITFC Portland headquarters located at the following address:

The Columbia River Inter-Tribal Fish Commission
700 NE Multnomah Street, Suite 1200
Portland, Oregon 97232

- Training sessions to be conducted concurrently via live video with staff at our remote office locations in Hood River, Oregon; Hagerman, Idaho; and Moscow, Idaho.
- Topics to include definition, examples, and instruction on prevention and models of appropriate responses to the following: harassment and bullying in the workplace; inappropriate behavior; sexual harassment; workplace violence; resolving conflicts; employee/supervisor rights and responsibilities; clarification of legal issues; reporting processes; valuing differences; heightening cultural awareness and sensitivity; and how to build a culture of respect.
- The curriculum can be standard 'off-the-shelf' from the Contractor but must be customizable to the CRITFC, if needed. Changes to training content based on the needs of the CRITFC must be done without fees charged for curriculum design.
- Curriculum must contain professional development topics designed to enhance the skills and abilities of the CRITFC employees.
- Contractor shall provide all materials for the course. This includes preparing all participant materials (guides, handouts, exercises, books, job aids, etc.).

The CRITFC shall provide the following: access to conference room area before class start time for both training days; tables, chairs, white boards, easels, and markers; lap top, projector, and all video equipment for remote staff participation; sign-in sheets.

Note: The room configuration will need to remain in the set-up that is used to conduct the monthly Commission meeting (see attachment-A).

In addition, the Contractor is required to provide clear expectations of what the Contractor may need the CRITFC to furnish such as, additional information, expertise, equipment, etc., in order to ensure a successful program.

Part IV – Qualifications

Interested Contractors must submit a statement of their qualifications. This submission must be responsive to the following items and may include supplemental material that further supports the Contractor ability to provide the services outlined in the Scope of Work.

Contractor Qualifications:

- The contractor agrees to provide workplace training via trainers/instructors who are subject matter experts qualified and experienced in educating employees on anti-harassment, discrimination, and respect issues in the workplace. Resumes for all professional staff participating in the group trainings must be included in the submission. Include any experience working with tribal entities.
- A listing of the person(s) who will be conducting the training and their specific role(s) in delivering the training. This listing must include details regarding professional experience, including resumes, licenses, certification, etc.
- Three references (preferably of similar size and demographics to CRITFC) that training has been developed and provided. Include in this submittal: organization name, address, contact name and title, phone number, and period of training.
- Provide examples that demonstrate your ability to meet and exceed expectations as outlined in Part II-Requirements.
- Any other supplemental items that you feel should be brought to our attention and

provided consideration in evaluating your qualifications. Please feel free to elaborate on examples that substantiate your ability to provide the expected 'Scope of Work'.

Part V – Quote Preparation and Submittal

To simplify evaluation and to assure each submission receives the same orderly consideration; all quotes are to follow the format described in this section.

Title Page

Name of Contractor; curriculum title; address, website address, telephone number; and primary contact person and his or her email address.

Curriculum and Training

The Contractor must submit a plan which details how the training will satisfy the CRITFC's objectives as outlined in Part II-Requirements and Part III-Scope of Work.

Instructor Team Experience and Other Qualifications

In addition to the Statement of Qualifications outlined in Part IV, please include the following:

- Identify any proposed sub-contractors and the portion of the engagement for which they will be utilized.
- Provide any additional information believed to be relevant to the decision of selection of the best program for the CRITFC.

Cost Quote

The total maximum price is to contain all direct and indirect costs including all out-of-pocket expenses required to deliver the entire solution. All costs must be listed separately, clearly identified, and un-bundled. Identify and describe any additional anticipated cost-based information.

Note: Contractor will agree that Contractor is an independent contractor with respect to

CRITFC and Contractor shall not be entitled to any fringe benefits (health, life or accident insurance benefits, paid vacation, or any other employee benefit); Federal Social Security; Worker's Compensation; or Unemployment Insurance benefits. Contractor is responsible for paying any tax due as a result of this RFQ.

Part VI – Additional Quote Information

Closing Date for Submissions

The closing date for submissions will be on November 29, 2019 at 5pm, local time (PT). Quotes received after the specified time will not be considered. Contractors must submit a digital copy (via email) of their quote to Sara K. Pennington at rfq@critfc.org

Necessary Information

Submissions must contain all information requested in the RFQ. The CRITFC will not consider additional information provided after the closing date and may reject incomplete quotes.

Cost of Quotes

The CRITFC shall not be liable for any expenses incurred by Contractors in either preparing or submitting quotes, evaluation/selection, or contract negotiation process, if any.

Request for Clarification

Contractors may submit requests for clarification via email by November 15, 2019 at 5:00 p.m., local time (PT). The CRITFC will not consider any requests submitted after the time period specified above. Questions regarding the RFQ or request for clarification shall be sent, via email, to rfq@critfc.org

Confidential Information

By submitting a quote, the Contractor agrees to keep confidential all information provided in connection with the RFQ.

Requests for Further Clarification of Quotes

The CRITFC may request additional clarification from Contractors on any portion of the submission.

Cancellation of RFQ

The CRITFC may cancel this RFQ at any time upon finding that it is in the CRITFC's best interest to do so.

Rejection of Quotes

The CRITFC may reject a particular quote, or all quotes, upon finding that it is in the CRITFC's best interest to do so.

Award and Contract

We will notify all Contractors, whether they are disqualified, rejected, or unsuccessful although responsive. All final specifications shall be negotiated and finalized by purchase order or contract. *This RFQ gives rise to no contractual obligations, implied or otherwise.*

Protest of Tentative Award Selection

An email notification of tentative award to the Contractor whose submission is deemed to be most advantageous and of best value towards meeting the project objectives will be sent. A separate 'no award' email will be sent to all other Contractors that submitted a quote in response to this RFQ. Any Contractor who claims to be adversely affected by the selection of a competing Contractor shall have seven (7) calendar days after receiving the notice of selection to submit a protest, via email, to rfq@critfc.org

References

The CRITFC reserves the right to investigate the references and past performance of any Contractor with respect to its successful performance of similar services, compliance with RFQ and contractual obligations, and its lawful payment of suppliers, sub-contractors, and employees. The CRITFC reserves the right to reject any quote at any time

prior to the execution of any resulting contract. Please submit any applicable DUNS numbers for your company to facilitate our credential evaluation.

Part VII – Evaluation and Selection Criteria

Quotes will be evaluated, by a review team, on the basis of price and quality. Quality includes the appropriateness of the proposed training plan, relevant qualifications and experience of the instructors, and any other factor the CRITFC review team deems relevant.

Tribal Preference

The CRITFC reserves the right to consider Indian Preference in the selection process.

Attachment-A



Front to back



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