

Request for Proposal (RFP) for a Curriculum Developer for the Snoqualmie Indian Tribe



RFP Coordinator:
McKenna Sweet Dorman
GASP
Snoqualmie Indian Tribe

Introduction

The Snoqualmie Tribe—sduk^walbix^w in our Native language—consists of a group of Coast Salish Native American peoples from the Puget Sound region of Washington State.

We have been in the Puget Sound region and the Snoqualmie Valley since time immemorial. sq^wed (Snoqualmie Falls) is the birthplace of the sduk^walbix^w. We had more than 90 long houses along the Snoqualmie River and its tributaries. These rivers and streams were the highways used to travel from village to village and connected all the ʔaciłtalbix^w (Natives). The fish, game, trees and roots provided us with everything we need to live. All of this was given to us by duk^wibeł (Transformer) in the ancient times when all of the animals could talk and before things were what they are now.

We are the sduk^walbix^w, People of Moon. We are the descendants of sluk^walb tə duk^wibeł. We have lived, hunted and fished this area for as long as the earth and rivers remember. We are still here today; caring for the land, water, fish and game that duk^wibeł gave us.

sq^wed is our birthplace. The mists carry our thoughts and prayers to the spirits and ancestors as they cleanse our thoughts. The rushing waters give us the strength to keep our traditions alive and to continue to thrive in the modern times.

Long before the early explorers came to the Pacific Northwest, our people hunted deer and elk, fished for salmon, and gathered berries and wild plants for food and medicine. Today, many of our members live in the communities of Snoqualmie, North Bend, Fall City, Carnation, Issaquah, Mercer Island and Monroe. Our Tribe was a signatory of the Point Elliott Treaty with the Washington territory in 1855. At that time, our people were one of the largest tribes in the Puget Sound region totaling around 4,000. We lost federal recognition in 1953, but after much battle, we regained federal recognition in October of 1999 by the Bureau of Indian Affairs. Today, the Snoqualmie Tribe is made up of approximately 650 members. The Snoqualmie Tribe is governed by an elected Council and our Tribal Constitution.

Since the passing of the *Since Time Immemorial: Tribal Sovereignty in Washington State* Senate Bill 5433 legislation in 2015, public schools in Washington State are required to teach on tribal history, culture, and government in all schools. This legislation specifically requires public schools when adopting new social studies curriculum, to incorporate curricula about the history, culture, and government of the nearest federally recognized tribe or tribes. Doing this enables students to learn about the unique heritage and experience of their closest sovereign tribes on whose land students live, recreate, and learn. The Snoqualmie Indian Tribe in concurrence with state law (RCW 28A.320.170) has continued to interact with the schools which OSPI has suggested to work with the Snoqualmie Tribe to provide quality educational content that can be easily included in their respective curricula. The Tribe is currently in the beginning stages of creating accurate and relevant educational content for the various school districts over the past few years, and is now looking to bring on a talented and qualified Curriculum Developer consultant to assist the Tribe in creating meaningful content that helps tell the Tribe's story to the next generation of students.

Scope of Services

Summary:

The Snoqualmie Indian Tribe seeks to retain the services of a Curriculum Developer consultant for the development, review, and implementation of Snoqualmie tribal specific curricula that can be adopted by nearby school districts. The Tribe seeks to expand its capacity to shape the educational tools the Tribe has created into ready to adopt lesson plans that incorporate the Tribe's culture, heritage, and sovereignty. These lessons need to be adaptable and built upon to reach a range of grade levels from early childhood, elementary, middle school, to

high school. The lesson topics will educate students of the lived experiences, contributions, and perspectives of the Snoqualmie tribal nation, the Snoqualmie people, and the shared history of this region. The consultant will be responsible for developing culturally relevant lessons that will follow the cultural sensitivity determined by the Snoqualmie Indian Tribe and meet the educational standards Washington State, ranging from early childhood, elementary, middle school, to high school.

Objectives and Responsibilities:

The consultant will perform, in accordance with the highest legal, ethical and professional standards, and at the direction of designated department staff, the following services over a period of six (6) months:

- Review state and national learning standards, and develop curricula to follow the cultural sensitivity determined by the Snoqualmie Indian tribe and meet the educational standards of Washington State.
- Collaborate with key Snoqualmie Tribal staff to develop early childhood, elementary, middle school, and high school lesson plans that are culturally relevant and Snoqualmie Indian Tribe centric in nature.
- Co-develop lessons and assignments with key staff members that are relevant to Snoqualmie tribal heritage, culture, and values.
- Develop activities as needed that help train teachers about the curricula content, appropriate teaching practices, and identify relevant guest speakers.
- Review current curricula and available resources to ensure the Snoqualmie tribal curriculum will be easily and appropriately integrated in the 11 + school districts in our area as identified by Washington State OSPI.
- Create a project matrix with specific key objectives and methods of evaluation to ensure curriculum implementation is meeting benchmarks.
- Attend and participate, as needed, at relevant school board, state, and tribal educational meetings/conferences/committees.
- Conduct ongoing curricula assessments to support the successful implementation of the Snoqualmie curriculum in designated school districts.
- Other duties as assigned.

This list of Services is intended as a general guide and is not intended to be a complete list of all work necessary to provide the requested Services. The successful proposer shall have a demonstrated knowledge and expertise to serve the unique needs of the Snoqualmie Indian Tribe.

All correspondence shall be directed through Assistant Director McKenna Sweet Dorman, or designee.

To be eligible to respond to this RFP, the proposer(s) must demonstrate that they, or the principals assigned to the project, have successfully performed the services in the Scope of Services section of this RFP. The Contractor shall provide the Tribe with a current written listing of all its clients. The list must be kept current at all times. The Contractor shall notify the Tribe of any new client(s) within ten days of such commitment(s).

Qualification of Experience

Required:

- Bachelor's degree in Education or related field and minimum 5 years teaching experience in 4th-12th grades
- Licensed to do business in the State of Washington or provide a commitment that you will become licensed in Washington within (30) calendar days of being selected as the awarded proposer.

Preferred:

- Master's degree with concentration in curriculum, instruction, or related field.
- Social studies, history or Indian studies endorsement.

- Professional experience with one or more of the local school districts (Bellevue, Index, Issaquah, Lake Washington, Mercer Island, Monroe, Northshore, Riverview, Shoreline, Skykomish and Snoqualmie Valley).
- Familiarity with the *Since Time Immemorial: Tribal Sovereignty in Washington State* and tribally developed curricula.

Fees

The Snoqualmie Tribe prefers the Proposer(s) offer their fee as a firm, fixed fee schedule which includes all expenses including travel for the services outlined in this RFP.

Conflict of Interest

In the event the Contractor becomes aware of any conflicts or potential conflicts between the interest of the Snoqualmie Tribe and the interests of clients of the Contractor, the Contractor shall immediately notify the Assistant Director McKenna Sweet Dorman or designee, in writing, of such conflict. Written notice may be in the form of an email notification. In the event the Tribe becomes aware of any conflicts or potential conflicts between the interest of the Tribe and the interest of clients of the Contractor, the Tribe shall promptly notify the Contractor of such conflict. The Tribe and the Contractor shall attempt to resolve any such conflict in a manner mutually acceptable to the Tribe and the Contractor.

Proposals

Proposals shall include the following:

- A list of at least three clients for whom you have performed these services within the past five years and successes achieved with them. Include the client's contact name, mailing address, email address, and phone number.
- A history of your organization including a current organizational chart (if applicable) and any other appropriate descriptive information that will be helpful in our evaluation of your qualifications and experience.
- Identify the principal(s) and their proposed role in providing legislative lobbyist services to the Snoqualmie Tribe, including how many years each member has [been working in this field].

Proposals should be simple and straightforward and provide a concise description of the consultant's ability to meet the requirements of the RFP. Any additional information that the consultant would like to submit should be included in a separate section titled "Supplemental Information".

The selected consultant will serve as a consultant to the Tribe, and not an employ of the Tribe and shall act on behalf of the Tribe, as specifically directed by the Assistant Director of the GASP department. The selection process will be based on the consultant's qualifications in the areas specified herein, as well as verifiable references for past similar, successful projects.

Other Information

1. Signed Proposals – all proposals must be signed by a person authorized to sign on behalf of the Respondent and to bind the Respondent to statements made in response to this RFP.
2. Irrevocability of Proposals – by submission of a clear and detailed written notice, the Respondent may amend or withdraw its proposal prior to the closing date and time. A Respondent who has withdrawn a proposal may submit a new proposal prior to the closing provided that such proposal is done in accordance with the terms and conditions of this RFP.

3. Changes to Proposal Wording – the Respondent will not change the wording of its proposal after closing, and no words or comments will be added to the proposal unless requested by the Tribe for purposes of clarification.
4. Acceptance of Terms – unless specifically excluded in writing, all the terms and conditions of this RFP are accepted by the Respondent and incorporated in its proposal.
5. Respondent’s Expenses – Respondents are solely responsible for their own expenses in preparing, and submitting, a proposal and for subsequent negotiations with the Tribe, if any. The Tribe will not be liable to any Respondent for any claims, whether for costs or damages incurred by the Respondent in preparing, and submitting, the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.
6. Currency and taxes – prices quoted are to be in U.S. dollars
7. Sub-Contracting –
 - a. Using a sub-contractor (who should be clearly identified in the proposal) is acceptable. This includes a joint submission by two Respondents having no formal corporate links. However, in this case, one of those Respondents must be prepared to take overall responsibility for the successful performance of the Contract and this should be clearly defined in the proposal.
 - b. Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the Tribe’s opinion, give rise to a conflict of interest in connection with the Project will not be permitted. This includes but is not limited to, any organization or individual involved in the preparation of a response to this RFP.
 - c. Where applicable, the names of approved sub-contractors listed in this proposal will be included in the Contract. No additional subcontractors will be neither added, or other changes made, to this list in the Contract without the written consent of the Tribe.
8. Acceptance of Proposals – this RFP should not be construed as an agreement to procure goods or services by the Tribe. The Tribe is not bound to enter into a Contract with the Respondent who submits the lowest priced proposal or with any Respondent. Proposals will be accessed in light of the evaluation criteria. The Tribe will be under no obligation to receive further information, whether written or oral, from any Respondent.
9. Form of Contract – by submission of a proposal, the Respondent agrees that, should it be identified as the Preferred consultant, it is willing to enter into a Contract with the Tribe, subject to successful negotiations by both parties, in writing.
10. Liability for Errors – while the Tribe has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for Respondents. The information is not guaranteed or warranted to be accurate by the Tribe, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Respondents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.
11. Modification of Terms – the Tribe reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a Contract with the Preferred Financial Advisor.
12. Ownership of Proposals – all documents, including proposals submitted by Respondents in response to this RFP become the property of the Tribe. They will be received and held in confidence to the extent allowable by law.
13. Use of Request for Proposal – this RFP, or any portion thereof, may not be used for any purpose other than the submission of proposals.
14. Confidentiality of Information – information pertaining to the Tribe obtained by the Respondent as a result of participation in this Project is confidential and must not be disclosed without written authorization from the Tribe.
15. Material Ownership – all materials submitted, included but not limited to proposals in response to this RFP and any and all information, documentation, and presentations provided by the Respondent to the Tribe on a go-forward basis, shall become the sole property of the Tribe.

Late responses will not be accepted

At the conclusion of the RFP process, all Respondents will be notified of the outcome.

Submission of Proposals

Please remit an electronic version of the consultant's proposal no later than noon Pacific Standard Time on 8/16/2021 to:

McKenna Sweet Dorman, Assistant Director
Governmental Affairs & Special Projects
Snoqualmie Indian Tribe

Email: mckenna@snoqualmietribe.us

Assistant Director McKenna Sweet Dorman will serve as the primary contact for the review process for the consultant's proposal. Any questions regarding this RFP should be addressed to Assistant Director McKenna Sweet Dorman through email at the above address.

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