Request for Proposal
Digital Literacy and Skills Training

Cowlitz Indian Tribe
1044 11th Ave.
Longview, WA 98632

August 30, 2023
Confidentiality Statement

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Thank you for your consideration.

Please respond to ksanchez@cowlitz.org with any questions or concerns.

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## REQUEST FOR PROPOSAL (RFP)

<table>
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<tr>
<th>RFP Title: The Cowlitz Indian Tribe Digital Literacy and Skills Training</th>
<th>Issue Date: Oct. 5, 2023</th>
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<tr>
<td>RFP Response Due Date and Time: 3:00 P.M. Nov. 3, 2023</td>
<td>Number of Pages in RFP packet (including cover): six</td>
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### ISSUE AGENCY INFORMATION

Cowlitz Indian Tribe  
1055 9th Avenue, Longview WA  98632

Single Point of Contact (SPOC) Kim Sanchez, Tribal Broadband Grant Manager  
Tel. (360) 353.9522 X 2522  email: ksanchez@cowlitz.org

### INSTRUCTIONS TO BIDDERS

Submit Sealed Proposal to:  
Kim Sanchez  
Tribal Broadband Grant Manager  
Cowlitz Indian Tribe  
1055 9th Avenue  
Longview WA  98632

Mark Face of Sealed Envelope/Package with:  
“RFP Response – Title: The Cowlitz Indian Tribe Digital Literacy and Skills Training”

Special Instructions:  
Two hard copies of the RFP response proposal must be submitted in sealed envelope by RFP Response Due Date and Time listed above. Additionally, an electronic copy must be emailed to abettineski@cowlitz.org the following morning. Emailing electronic copies of proposals prior to Due Date and Time will disqualify the entire proposal process for this RFP solicitation. Do not email RFP response proposals prior to Response Due Date and Time.

FIRMS MUST COMPLETE THE FOLLOWING

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**FIRMS MUST RETURN THIS COVER SHEET WITH RFP RESPONSE**
Submission Questions and Clarifications
You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Quote:

Will Saunders IT Director or Kim Sanchez Grant Manager
The Cowlitz Indian Tribe
Phone Will: (360) 353-0171 Kim:(360) 353-2522
Email: wsaunders@cowlitz.org or ksanchez@cowlitz.org

Background
The Cowlitz Indian Tribe, a sovereign Indian Nation, governs a wide range of programs serving its enrolled members, other American Indians, and Alaska Natives (AI/ANs), and, in certain programs, members of the non-Native community. Services are provided from several sites along the I-5 corridor in Washington State.

The Tribe manages a growing portfolio of health and social services, elder care, education, scientific research, housing, transportation, economic development, conservation projects and legal issues. With the recently opened ilani Casino, the Tribe is a growing force in community building in what are now Clark, Cowlitz, Lewis and parts of King, Pierce, Skamania, and Wahkiakum Counties; a vast territory occupied by numerous Cowlitz villages prior to European colonization.

Requested Training Formats

- Geographically dispersed registrations accessing a unique link to a specific training event. Instructor will lead training through either conference call phone access or computer audio. Presentations will include access to PowerPoint and other instructional material during live training with download capability as well as the option to have sessions recorded for later review through CIT system archives.
- On-demand training registrants can access at any time via a unique link. The proposal should describe training format as facilitated or self-paced and include information outlining how assignments and potential group and instructor interaction will be facilitated.
- Scheduling and hosting of on-line trainings.
- Providing instructional manuals detailing how to use Excel, Word, Outlook, etc.
- Online trainings will be recorded so members can have access to at his/her convenience.
- Provide trainings as beginner, intermediate, and expert.
- E-learning – the use of electronic means to disperse trainings using electronic technologies such as computer and internet-based courseware, local and wide area networks.
- Blended learning – combining face-to-face classroom methods with e-learning activities to form an integrated instructional approach.
Deliverables

- Training delivery formats – the successful vendor must offer online workshops and training materials on the following tools:
  - Outlook – using email (composing, reading, sending, attachments), calendar, and stationary signature, folders, etc.
  - Excel – basics
  - Word – basics
  - Searching on the internet
  - Training courses developed should be designed for beginners and intermediate users.

Information Sharing and Confidentiality Agreement

Upon execution of non-disclosure and confidentiality agreements, the consultant will receive information supporting the scope of work.

All information gathered by the consultant will be securely held and all precautions will be taken by the consultant to ensure confidentiality of all collected materials. All reporting will be to the Grants Manager or its designated staff. There will be no reporting outside these parameters.

Terms and Conditions

The firm selected will engage its services within 30 days of the award. Weekly progress reports will be provided to designated tribal staff; a monthly report summary of work performed together with any recommendations on modifications to the scope of work will be provided to the Tribal Council or their designation.

Invoices for services will be presented monthly and will be paid on a net 30-day basis.

Selection Criteria

The Cowlitz Indian Tribe will select a consultant based on the following criteria:

- Experience working with small to mid-sized governments.
- Signing of Nondisclosure Agreement due to Sensitivity of Tribal members names and addresses.
- Experience working in Indian Country.
- Ongoing costs for maintenance beyond initial costs.
- Ease of interface for users.
- References provided by the consultant from prior clients on similar projects.
- Ability to meet specified requirements.
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- Disclosure of all necessary sub-contractors, including sub-contractor’s experience collaborating with tribes.
- Clarity of the proposal.
- Pricing and cost associated with the proposal submitted.

CIT staff may contact vendors with questions regarding the contents of proposals and to ask for clarifications during the evaluation process.