



Confederated Tribes of the Umatilla Indian Reservation (CTUIR)

Request for Proposals (RFP)

Early Learning Literacy Project

Department of Children and Family Services
Family Engagement Program
46411 Timine Way
Pendleton, Oregon 97801
(541) 429-7811

Issued: April 17, 2025

Due: May 12, 2025 by 4:00 pm (Pacific Time)
Via email to: Familyengagement@ctuir.org

The Confederated Tribes of the Umatilla Indian Reservation (CTUIR) is soliciting proposals for a pool of early childhood consultants to advise and assist the CTUIR's Family Engagement Program (FEP) in the development and implementation of culturally relevant and age appropriate literacy materials. The CTUIR-FEP seeks the services of Child Development professionals and cultural knowledge keepers to assist with this project. It is anticipated that the delivery of services under the contract will begin in May 2025.

1. INTRODUCTION

The CTUIR is a federally recognized Indian tribe, with a reservation in Northeast Oregon and ceded, aboriginal, and usual and accustomed areas in Oregon, Washington, Idaho, and other Northwest states. In 1855, predecessors to the CTUIR – ancestors with the Cayuse, Umatilla, and Walla Walla Tribes – negotiated and signed the Treaty of 1855 with the United States. The Treaty is a contract between sovereigns and is “the supreme Law of the Land” under the United States Constitution. In the Treaty the CTUIR ceded millions of acres of land to the federal government, and in exchange received assurances that various pre-existing tribal rights would be protected, and our interests would be respected, in perpetuity. A paramount objective in the Treaty was protecting and maintaining our tribal First Foods—water, fish, big game, roots, berries, and other plants—and the habitats and environmental conditions that support and sustain them, then, now, and forever. This remains a paramount objective of the CTUIR as we have a reciprocal responsibility to respectfully care for, harvest, share, and consume traditional foods, or the foods may be lost. The understanding and knowledge of these responsibilities and beliefs are passed down through intergenerational transference of information through family units. Families are quite often ‘extended families’ or families that include aunts, uncles, grandparents and cousins all living together. It is through these kinships that we safeguard and protect another important element to our existence, our children. Supporting the healthy development of our children through child care assistance, family wellness circles, cultural activities, cultural excursions to foster family unity and identity is what the CTUIR DCFS FEP aims to support.

This is supported by the Department of Children and Family Services mission:

To encourage and support the health, viability, and self-sufficiency of our members through the use of holistic approaches to promote overall well-being.

The Family Engagement Program recognizes the importance of providing experiences and opportunities to focus on wellness and healing, sustainability and sufficiency. Cultural connections, healing, spirituality and life long learning are key to the healthy development and relationships of our people. We value the power of storytelling, a form of emergent literacy that is essential to the transference of traditional knowledge, values, beliefs as well as creating and maintaining connections. It is through this project that we strive to recruit consultants that will assist in creating, procuring and disseminating literacy and training materials to the CTUIR community.

2. PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified contractors to support the CTUIR-FEP development and implementation of culturally relevant and age-

appropriate literacy materials, and training workshops for the supportive village of young learners. These services are described in Section 4, below; conduct a fair and extensive evaluation based on the criteria listed herein and select the Contractor(s) who has the experience and personnel to successfully provide the required assistance to the CTUIR-DCFS-FEP.

3. PROPOSAL GUIDELINES

This RFP represents the requirements for an open and competitive process. Proposals will be accepted until 4:00 p.m. (Pacific Time) on May 12, 2025. Any proposals received after this date and time will not be considered. All proposals must be signed by an official, agent or representative of the Contractor submitting the proposal.

If the Contractor submitting a proposal must contract out any of the work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, costs included in the proposals must be all-inclusive and include any third party subcontracted work. Any proposals which call for contracting work to a third-party subcontractor must include the name and description of the person or third-party subcontractor.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be included in a Early Literacy Consultant Agreement (template attached) subject to review by the CTUIR's legal department and will include scope of work, budget, schedule, and other necessary items pertaining to the RFP.

4. SCOPE OF SERVICES

Contractors can bid on the services listed as Key Tasks listed below. The CTUIR-DCFS FEP seeks a contractor(s) to facilitate the implementation of the Early Literacy Project by carrying out the tasks listed below:

- 1) Lead and guide early literacy project.
- 2) Review and provide a summary/list of current culturally relevant literacy materials within the CTUIR programs.
- 3) Identify and procure technological devices, specifically those that record and play back literacy materials.
- 4) Create distribution guidelines for dissemination of literacy materials. Guideline to identify where, when, how and to whom materials are distributed.
- 5) Provide at a minimum of two training sessions for staff with pre- and post-training assessments.
- 6) Provide at a minimum of two training sessions for parents with pre and post training assessments.
- 7) Coordinate with early learning programs to collect data of early literacy milestones of current program participants.
- 8) Identify, recruit and engage tribal elders, storytellers, artists to assist with:
 - a. Recording tribal elders' story (2)
 - b. Nursery rhyme in one of the tribal languages (2)

- c. Children's book (2)
- 9) Complete an assessment and summary of the project, information to be distributed to funder and community.

5. SUBMITTALS

In addition to responding to the scope of services please include:

- 1) Your resume which includes your work history including any names used previously and why you are best suited to meet the requirements of the RFP.
- 2) A written statement verifying potential conflicts of interest with CTUIR DCFS FEP or a list of current clients certifying that no such conflicts exist, and if a conflict of interest should arise, immediately inform the CTUIR-DCFS FEP.
- 3) Your experience and qualifications as they pertain to the key tasks stated in number 4 of this RFP.
- 4) Certify whether you are a member of an Indian Tribe.
- 5) An hourly cost proposal for the scope of services.
- 6) Three references.

6. TIMELINES AND TERM OF CONTRACT

All proposals in response to this RFP are due no later than 4:00 p.m. Pacific Time May 12, 2025.

Evaluation of proposals will be completed by May 15, 2025. If additional information or discussions are needed with any bidders during this period, the bidder(s) will be notified.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by May 19, 2025. Notifications to bidders who were not selected will be completed by May 16, 2025.

The Project Scope of Services will be completed by February 30, 2026; however, the contract may be extended at the option of the parties by written modification.

7. BIDDER QUALIFICATIONS

Bidders should also provide the following items as part of their proposal for consideration:

- 1) Knowledge of the CTUIR.
- 2) Knowledge of Early Child Development Milestones.
- 3) Knowledge of Principles of Child Growth and Development.
- 4) Knowledge of Principles of Early Literacy Learning and Development.
- 5) Familiarity with the efforts being carried out by the CTUIR community to preserve and perpetuate its culture and traditions.

8. PROPOSAL EVALUATION CRITERIA

CTUIR will evaluate all proposals based on the following criteria. Your proposal should follow the format below and should be less than 30 pages, single sided, minimum 12-point font. Writing

samples and divider sheets (if needed) will not be included in the page count. All submissions must be submitted electronically via email to Familyengagement@ctuir.org as a PDF file attachment.

To ensure consideration for this Request for Proposal, your proposal should be complete and include all the following criteria:

- 1) Professional History
- 2) Conflicts of Interest
- 3) Resume
- 4) Relevant Experience
- 5) Writing Samples
- 6) References
- 7) Scope of Services and Cost Proposal
- 8) Indian preference applies.

9. RFP QUESTIONS

If you have any questions or need additional information regarding the requirements in this RFP, contact Dionne Bronson, Family Engagement Program Manager, at DionneBronson@ctuir.org.

Each bidder must submit an electronic copy of their proposal by 4:00 p.m. Pacific Time on or before May 12, 2025, to the following email address:

**Familyengagement@ctuir.org
And add “RFP Proposal Bid” in subject line**

Attachments:

- 1) Early Literacy Consultant Agreement (Draft)