

Request for Quotes

SUBCONTRACT TRAINING

Background:

The Confederated Tribes of the Umatilla Indian Reservation (CTUIR) Department of Natural Resources (DNR) administrative staff, project leaders and staff from other departments solicit and requisition various and multiple services by subcontracting for those services. Throughout this process they interact with other CTUIR departments such as Finance and the Office of Legal Counsel, They also work with a diverse set of external customers including Tribal and non-Tribal vendors, the public and other service providers. Given the complexity of the subcontracting process, including both tribal and federal procedural and substantive contracting requirements, DNR seeks services to provide subcontracting training to relevant staff.

Goals:

1. Achieve a responsible understanding of the subcontract life-cycle; and
2. Improve knowledge of the regulations and processes required for subcontracting consistent with Federal and tribal regulations; and
3. Learn how to effectively and productively manage relationships between the CTUIR and subcontractors to meet CTUIR's needs.

Objectives:

1. Develop efficient, responsible, and timely acquisition of goods and services;
2. Identify and resolve key risk areas associated with outsourcing services.

Training to be provided on-site at a CTUIR-arranged facility.

Topics to include:

Day 1, 8am – 3:30 pm -

1. Introduction to subcontracting – Contract Elements
 - a. Legal requirements that constitute a contract (offer, acceptance, consideration, and meeting of the minds);
 - b. Different types of contract reimbursement formats (e.g., fixed price/lump sum, time and materials, cost plus, etc.) and the advantages or appropriateness for each;
 - c. Contractor requirements/Statement of Work;
 - d. Typical federal grant contract requirements.
2. Project planning;
 - a) Pre-Solicitation;
 - b) Project funding;
 - c) Procurement, solicitation and award processes, technical proposal evaluation criteria, importance of documentation and timelines;
 - d) Performance measurements;
 - e) Preparing solicitation, special requirements,

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Day 2, 8 am to 3:30 pm -

3. General Contract Administration;
 - a. Progress monitoring;
 - b. Change orders;
 - c. Time extensions;
 - d. Dispute resolution;
 - e. Payment;
 - f. Completion and close out.

Day 3, 8 am to 3:30 pm -

1. Special Issues – Indian Self-Determination Act, 2 CFR Part 200, Applying Davis-Bacon Wages, Federal Oversight;
2. Contract Modifications;
3. Inspection, Testing and Acceptance;
4. Problem Solving, Contract Disputes;
5. Questioned Costs and Resolutions;
6. Purchase of non-capital and/or capital equipment under the contract;

Quotes should include costs for:

26 – 35 attendees; and
36 – 45 attendees.

CTUIR will provide final number of trainees upon selection of trainer in February, 2024;

Tentatively training will take place April 2 – 4, 2024.

The order of the topics can be changed. If there are too many topics to cover in 3 days we will need to adjust the topics.

Submit quote by February 5th, 2024.

Submit quote to Michelle Thompson via e-mail to michellethompson@ctuir.org or mail to:
CTUIR- Dept. of Natural Resources
Attn: Michelle Thompson
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Pendleton, OR 97801