

# REQUEST FOR QUALIFICATIONS

## **BACKGROUND**

First established in 1974, the Hoopa Valley Tribal Court located in Humboldt County, CA currently has jurisdiction to hear cases arising under the Hoopa Valley Tribal Constitution or statute. This does not include criminal cases since the Hoopa Valley Tribe is within a PL280 state. The tribe has over 67 statutes on a variety of subject matters. The court hears cases involving family law, child abuse and neglect, evictions, domestic violence restraining orders, juvenile delinquency, juvenile wellness court, traffic citations, and civil complaints for monetary damages.

Humboldt County is on the front lines of the nation's opioid epidemic. According to the California Department of Public Health, Humboldt County has the state's second highest opioid overdose rate, one that is five times the state average.

In this project, the Hoopa Valley Tribal Court will prioritize direct services to pregnant women, parents with children under the age of five, and infants with identified prenatal substance abuse in collaboration with Humboldt County.

## **SOLICITATION**

The Hoopa Valley Tribal Court is soliciting statements of intent from Indian owned economic enterprises/contractor(s) to respond to bid advertisement or request for proposals, limited to Indian owned firms to develop, compose and facilitate a community needs assessment and strategic plan. These two deliverables are sequential and interlinked.

The Needs Assessment will be used to inform the Tribe's Court, executive management and direct service staff of the demographics of its service area that may affect the development of organizational policies, practice and funding of programs. The goal is to determine the human service needs of people residing within the jurisdictional boundaries of the Hoopa Valley Tribe and Humboldt County through an evaluation of existing infrastructure that provides services locally and regionally. The final report should include analysis of existing service providers to determine how their services meet the needs of the community, the barriers that prevent residents from finding the services they need and the gaps in service. The assessment will also directly inform the Tribal Court's Strategic Plan.

The Strategic Plan will be used to inform and select responsive evidence-based programs to respond to the demonstrated need of the service area. The contractor can expect to work with a diverse group of direct service providers. Organizational representatives will be present from tribally operated programs and Humboldt County social service programs and courts. Cultural competency and experience working within Indian Country is highly desired.

**The proposal must be received no later than:**

January 11, 2019.

**Proposal may be sent to following:**

Falene Blake Lewis  
Court Administrator  
Hoopa Tribal Court  
P.O. Box 1389  
Hoopa, CA 95546

FaleneLewis@gmail.com

**Proposals must include:**

- a) Introduction of Contractor summarizing company's background, resources and relevant experience.
- b) Examples of past projects, preferable of a similar size and scope.
- c) References from at least three (3) past projects, preferably matching those projects used as examples in B above
- d) Proposed budget for the project. Budget should include a suggested work plan and a breakdown of fees for professional services, hours, and administrative services.
- e) Proposed schedule for the project, including project stages, milestones and payments.
- f) A list of personnel on the project team and any possible sub-contractors and sub-consultants, their professional experience/CV, and their roles.
- g) Identify the Project Leader as the main point of contact – name, title, phone and email address must be included.
- h) The proposal shall be submitted on letter size paper. Each page shall be numbered and have the name of the company on it.