



YAKAMA NATION HOUSING AUTHORITY

611 South Camas Avenue · P.O. Box 156 · Wapato, WA 98951
Phone 509/877-6171 · Toll Free 1-877-964-2884 · Fax 509/877-9948

REQUEST FOR PROPOSALS **Facilitator for Off-Site Company Event** **With Team Building Activities**

1. Introduction:

The Yakama Nation Housing Authority (“YNHA”) is the Tribally Designated Housing Entity (“TDHE”) for the Yakama Nation. YNHA is requesting proposals from qualified individuals or firms for professional services pertaining to an offsite company event with team-building activities suitable for a diverse group of up to 120 people, including youth. This would be a one-day event.

Your proposal is for operation at a location that would be off-site from the Yakama Nation housing Authority’s office located at 611 South Camas Avenue, Wapato, Washington. The event and activities would take place at Fulbright Park in Union Gap, Washington, or a suitable substitute location. The YNHA requests a day in either August or September, with the actual date needing coordination with the YNHA Executive Director.

Completed Responses must be received in our office, no later than 3:00 pm August 06, 2024, to be considered. Submittals can be sent electronically to: Andrea Matheny, Executive Director; andream@ynha.com or mailed to Yakama Nation Housing Authority: Attention Andrea Matheny, Executive Director; 611 S Camas Avenue; PO Box 156; Wapato, WA 98951. Any Responses received after the listed time and date or delivered to the wrong address will not be considered.

Proposals will be evaluated immediately thereafter, during which time we may require an interview via phone conference or Zoom. You will be notified if this is required.

Indian Preference applies to the work under this Contract, pursuant to 24 CFR Section 1000.48-52 and Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e(b)). Indian preference applies to any subcontracting, training and employment for work performed under this Contract. Proposers who claim Indian preference must provide evidence showing fully the extent of Indian ownership and interest.

Request for clarifications must be sent to: Andrea Matheny, Executive Director andream@ynha.com and will be answered in the form of addendum.

The Yakama Nation reserves the right to accept any Responses deemed to be in the interest of the YNHA, to waive any minor irregularities, omissions, or technicalities in any Responses and to re-advertise for new Responses as deemed necessary by the YNHA in their sole discretion.

2. Scope of Work:

The facilitator will ensure to provide fun team building activities throughout the event, that must encompass a diverse group of up to 120 people with different fitness and age ranges, including youth.

The facilitator must ensure participants are actively involved with hands on activities. The activities should be designed to develop communication skills and build team comradery.

3. Qualifications

- Provide current reference information for three (3) former or current clients.
- Provide a company profile, length of time in business, core competencies, and experience if any working with tribal entities.
- Provide a brief resume and qualification summary for each key member of your staff that will be assigned work on the project.

4. Fees:

List all fees and charges. If your price excludes certain fees or charges e.g. travel or other costs you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees. The price you quote should be all-inclusive and broken down by item.

5. Selection Criteria

A Contract will be awarded based on the information presented in the proposals received. YNHA will award a contract based on the proposal expected to be the most beneficial based on a variety of factors. YNHA reserves the right to select the lowest price offer and refuse any contract without obligation to the firm offering the proposal.

The following criteria will form the basis on which the YNHA will evaluate the proposals. The mandatory criteria must be met and include:

1. The perceived ability of the proposing company to deliver the services set forth in their proposal. **(25 Points)**
2. The proposing company's past performance in delivering such services. **(20 Points)**
3. Availability of sufficient high-quality personnel with the required skills for the specific approach proposed. **(20 Points)**
4. Overall cost of the proposal. Build a detailed list of expected expenses and give a brief summary of the total cost for your proposed contract. **(25 Points)**
5. Indian preference if applicable. Any firm seeking such preference must provide evidence That it is not less than 51% Indian owned and controlled. If you seek such preference you

should contact the Yakama Nation TERO office to get qualified. (Yakama Nation Housing Authority does not qualify applicants). **(5 Points)**

6. Working with other tribal entities. (5 Points)

All proposals must contain a commitment to provide Indian preference in subcontracting, training and employment, and must contain a statement describing the methods that will be used to provide such preferences. If you believe it is infeasible to provide Indian preference, you must include in your proposal as to the reason(s).

6. Format for Proposals:

Please use the following guidelines for your proposal:

- Use fonts no smaller than 10 point.
- Title Page: Yakama Nation Housing Authority, Company Event/Team Building Proposal.
- Cover letter signed by the person or persons authorized to sign on behalf of your company.
- Qualifications: Provide the information requested in section 3: Qualifications
- Fees: List of fees as requested in section 4.
- Subcontractors: In the execution of the contract, your company requires the hiring of subcontractors, you must clearly state this in your proposal. Subcontractors must be identified and the work that they will perform must be defined. In your proposal, please provide the EIN of the subcontractor. The Yakama Nation Housing Authority will not refuse a proposal based upon the use of a subcontractor; however, YNHA retains the right to refuse the subcontractors you have selected.

7. Terms:

The Yakama Nation Housing Authority will negotiate contract terms upon selection. All contracts are subject to review by YNHA legal counsel, and a contract will be awarded, which outlines terms, scope, budget and other necessary items.

8. Attachments

- 1. HUD Form 5369-B**
- 2. HUD Form 5369-C**
- 3. Indian Preference Statement**