

# **REQUEST FOR PROPOSAL**

## **Cooking Classes**

### **RENO-SPARKS INDIAN COLONY**



### **SUBMISSION DEADLINE:**

**April 2, 2017  
5:00pm**

# REQUEST FOR PROPOSAL

## Cooking Classes

### I. INTRODUCTION

The Reno-Sparks Indian Colony, a tribal government organized under section 16 of the Indian Reorganization Act, 48 Stat. 984 (herein called "RSIC") seeks proposals and qualifications from firms/individuals interested in providing cooking classes for the Reno-Sparks Tribal Health Center. Responses shall be addressed to Cameron Smith, Procurement Officer, Reno-Sparks Indian Colony, 34 Reservation Road, Reno, NV 89502 until 5:00 P.M. on April 2, 2017. All proposals received will be logged as to the date and time of delivery. Responses from firms/individuals received after the date and time specified above will not be considered.

Native American owned firms or individuals will be afforded preference to compete for these services and will not be discriminated against on grounds of race, color, sex or national origin in consideration for an award. The RSIC reserves the right to accept or reject any or all proposals or any parts thereof, if it is deemed in the best interest of the RSIC.

Prior to awarding of the contract, an interview, or a meeting with the Tribal Council, or a subcommittee thereof, consisting of the RSIC Tribal Health Center Director or any designated personnel could be requested.

### II. SCOPE AND PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit a written proposal and a Qualification Statement. The RSIC is seeking a firm or individual to provide cooking classes to adults and children.

The RSIC desires to enter into an independent contractor relationship and seeks services rendered at least six times a year. The Cooking Class contractor is solely and entirely responsible for its acts, and those of its agents, employees and subcontractors during the performance of the contract. The Cooking Class contractor may not assign its obligations under the Contract without the express, written consent of RSIC. All providers will be required to be properly licensed and in good standing to practice in the State of Nevada.

The Cooking Class contractor will provide a variety of recipes good for all occasions, tips on healthy options and swaps, safer, better, and innovative use of kitchen equipment, and tips on cooking with limited space, budget, equipment and/or time. Classes will be provided to adults and children in the Contractor's test kitchen and utilize the Contractor's equipment. Participant incentives for each class may or may not be purchased from the Contractor.

The ideal firm or individual will perform their duties in the interests of the Reno-Sparks Indian Colony with sound judgment, care, skill, prudence and diligence that an expert would use in a similar situation.

### **III. Minimum Qualifications**

All proposals will be reviewed to determine whether or not the Respondent has met the minimum qualifications and requirements as specified below. Failure to satisfy the following qualifications may result in the disqualification of the respondent's proposal:

- Ability to provide cooking classes in the Contractor's test kitchen using appropriate cooking equipment and tools as needed by participants.
- Physical ability to lift, stand, and assist participants as needed;
- Demonstrated ability to communicate and work effectively with diverse individuals. Must be able to work in a diverse minority environment;
- Ability to work extended hours according to the needs of the participants;
- Must be able to pass a TB test or provide documentation of a recent tuberculosis test;

### **IV. SUBMISSION PROCEDURES**

Ten (10) hard copies of the written proposal shall be submitted. In addition to the written proposal, the package should include a Qualification Statement. The package should be submitted to the RSIC no later than 5:00 P.M. on April 2, 2016. Responses shall be enclosed in a sealed envelope/package.

All responses will be logged as to the date and time of delivery. No proposal will be accepted after the deadline indicated above.

Qualification Statement: The Qualification Statement shall contain the following information:

- A one-page cover letter with a brief description and history of the firm or individual.
- The experience and qualifications of the principals of the firm/individual.
- Include any experience working with Native American Tribes, organizations or patients.
- A list of references where cooking classes have been provided within the past five years sufficient to demonstrate experience and knowledge.
- Please incorporate items included in the bullet points under Selection Process and Criteria listed below.

All information requested in this RFP must be submitted in the format specified in this RFP. Responses not meeting format requirements or that are incomplete in any way may be rejected.

### **V. SELECTION PROCESS AND CRITERIA**

Each firm or individual submitting a response to the RFP will be evaluated using the following criteria:

- Cooking Class services – For example, experience and years in service, references from similar patients. (30 percent)
- How will customer service be provided to RSIC? For example, how often will cooking class services be available? (15 percent).
- Experience of firm principals and key employees (10 percent).
- Experience working with small organizations, specifically Native American governments and/or clinics. (10 percent)
- Native owned firm (15 percent)
- Is there a local Reno or Nevada office? (5 percent)
- Total number of cooking class contracts in 2015 or 2016 (5 percent)
- Size of firm and is the firm a regional, national or international firm (5 percent)
- Positive references from third parties, including other clinics or hospitals (5 percent)