



# POTLATCH FUND

INSPIRING THE NATIVE TRADITION OF GIVING

---

## REQUEST FOR PROPOSALS

**DATE POSTED:** February 20, 2019

**PROPOSAL DUE DATE:** March 15, 2019 at 5:00pm PST. Email (electronic) responses are preferred.

### **SUMMARY:**

Potlatch Fund is a Native-led nonprofit whose mission is to expand philanthropy within Tribal Nations and Native Communities in the Northwest by inspiring and building upon the Native tradition of giving. We provide grants, training and technical assistance, and leadership development opportunities to Tribal communities and Native nonprofits in Washington, Oregon, Montana, and Idaho.

The Language Revitalization Cohort Program is part of our Capacity Building Program for previous and current grantees. This 10-month program focuses on the first major components of healthy language transfer system: engaging and assessing the speaking community. The objective of the Language Preservation Cohort is directed towards developing an effective and efficient language transfer system for Indigenous language programs.

Potlatch Fund is seeking proposals from responsible qualified independent contractors to provide 5 online trainings/webinars, one 8-hour in-person training at the Potlatch Fund Capacity Building Program Cohort Convening in Lincoln City, OR; and up to 75 hours of one-hour individual technical assistance calls to our current 14 cohort members. Services will be provided primarily online and over the phone, with only one required in-person training on May 9, 2019 in Lincoln City, OR.

### **I. STATEMENT OF WORK:**

#### **A. Description of Organization and Project**

Potlatch Fund is a Native-led nonprofit that provides grants, trainings, technical assistance, and leadership development opportunities to Tribes, Native communities, and Native nonprofits throughout Washington, Oregon, Idaho and Montana. The organization developed from a series of talking circles comprised of Northwest Tribal leaders and Native activists.

The organization's core goals are to: provide capacity building and leadership development services to Tribes and Native nonprofits; educate the non-Native and funding communities about the needs, issues and structures that exist within Indian Country; and run grant programs that further Potlatch Fund's mission through the support of emerging and innovative initiatives. We endeavor to achieve these goals through our Capacity Building program, Grantmaking program, funder education and advocacy. We have graduated over 100 emerging leaders through the Capacity Building program cohorts, distributed \$4.2 million through the Grantmaking program, and recognized 70 individuals and organizations through the Leadership Honoring Awards and Philanthropist of the Year Award.

By providing training and technical assistance to our language preservation and education grantees in the Pacific Northwest, we build the capacity of these language programs to organize their current systems to become more efficient and effective in producing indigenous language speakers. By encouraging the revitalization of indigenous languages, we foster the continuance of overcoming generational historical trauma, tribal cultural and traditional knowledge, and an increase in healthier and prosperous Native youth.

The goal of the 2019 Language Preservation Cohort is to provide training and technical assistance to these indigenous language programs to efficiently and effectively develop a plan to constructively engage the speaking community and assessing the level of indigenous language in the community. The 10-month cohort utilizes 75 hours of training that consists of two 3-day convenings and eight monthly webinars. It requires each participant to use outside time to complete assigned activities, and prepare for convening presentations. In addition to the training, each participant is strongly encouraged to partake in at least one 1-hour technical assistance call per month with the Contractor. These calls are set up as a recurring appointment and anyone involved in the language program is invited to participate in the call to ask questions, have assignments clarified, or use the Contractor as a sounding board for ideas.

The Contractor would be required to come in the middle of this cohort year and pick up where the previous Potlatch staff member left off.

Potlatch Fund is seeking bids (quotes) from responsible qualified vendors/independent contractors to provide services to the Language Preservation Cohort Program by:

- Working with Acting Program Director to determine where the current curriculum left off and assessing how to best move forward for the remainder of the program. Based on written assessment(s), Contractor and the Program Director will agree on training topics and dates of completion.
- Developing curricula and training materials based on this assessment, and delivering that training through 5 online webinars, and one in-person 8-hour training on Thursday, May 9, 2019 in Lincoln City, OR. Online webinars will be executed and concluded by no later than August 2019.
- Providing up to 75 hours of individual technical assistance over the phone to the Language Preservation Cohort members. Contractor agrees and understands that monthly amounts due the Contractor for these technical assistance services will be entirely dependent on whether the Cohort members actively partake of these services.

Contractor will be responsible for all expenses incurred in association with the performance of Services. The only exception will be for the travel, lodging, and per diem expenses incurred for the May 2019 in-person training, which Potlatch Fund will reimburse at an agreed rate. Potlatch Fund will also pay for any participant learning materials for that in-person meeting as well.

### **B. Requirements**

Contractor will furnish all qualified personnel, facilities, equipment, and supplies to perform the project unless otherwise negotiated and agreed to by Potlatch Fund. The exception will be for any participant learning materials for the May 2019 convening, which Potlatch Fund will pay for.

### **C. Reports Required**

If required by Agreement only, the reports will be submitted electronically to Potlatch Fund.

## **II. PROPOSAL PREPARATION INSTRUCTIONS:**

In order to facilitate the evaluation of proposals and allow the best comparisons, each proposal must include the following information presented in the order and format shown below.

### **A. Section I – Proposal format**

Please provide a proposal that covers the following, not to exceed a total of 5 pages.

- a. Cover letter with a clear description of the approach and method to be used for implementing the statement of work.
- b. Qualifications and experience: include a list of personnel to be used on this project and qualifications of each person. For yourself and any key personnel, please provide: resume/CV, including education, background, accomplishments and any other pertinent information. If there are no key personnel, employees or sub-contractors, then please just state information requested about yourself and your business.
- c. Specialized or specific qualifications and experience: state professional and organizational experience, which is relevant to the proposed project.

**B. Section II- Cost proposal (REQUIRED- proposals will be deemed nonresponsive without this information)**

Please state the total dollar amount you do not intend to exceed for completing the project. Please provide as much detail as you believe will assist Potlatch Fund in evaluating your proposal. If requested, a detailed itemized cost statement must be submitted. The itemized cost statement must include all persons performing work on the project, hours anticipated to be worked, and rates. Potlatch Fund understands that because of the nature of this proposal, there are unknown factors determining the total cost. Hourly rates would thus be the most useful in this section. A “not to exceed amount” however is required for all proposals.

**C. SUBMISSION INSTRUCTIONS**

Please submit all materials electronically by email to **Amadeo Guiao, Acting Program Director**, at **amadeo@potlatchfund.org**. If you have any questions, please feel free to contact us.