



NORTHERN CIRCLE
Indian Housing Authority

694 Pinoleville Dr. Ukiah, CA. 95482 ♦ 707-468-1336
Fax ♦ 707-468-5615

Request for Proposal

Northern Circle Indian Housing Authority (NCIHA) is a tribally designated housing entity providing housing services and programs to seven federally recognized tribes. These member tribes are Berry Creek Rancheria and Mooretown Rancheria located in Butte county and Guidiville Indian Rancheria, Hopland Band of Pomo Indians, Manchester Point Arena Band of Pomo Indians, Redwood Valley Little River Band of Pomo Indians and Sherwood Valley Band of Pomo Indians located in Mendocino county.

NCIHA is governed by a fourteen member Board of Commissioners, two representing each tribe. Commissioners are selected by their respective tribes and serve four year terms. A team of sixteen staff members manage the programs and services administered by NCIHA.

NCIHA is located at 694 Pinoleville Drive in Ukiah. The organization was formed in 1979 and has continuously operated since that time. Funding for tribal housing programs is primarily from the US Department of Housing & Urban Development Office of Native American Programs.

NCIHA is committed to supporting Wellness for individuals, organizations and community. Topics addressed at Wellness events include but are not limited to, strengthening cultural ties and identity, personal growth, substance abuse prevention, healthy relationships, communication and conflict management.

This RFP is to solicit proposals to accomplish the following:

1. Plan and Coordinate a one day Native Wellness Conference in the Ukiah area in summer/fall 2012.
2. Plan and Coordinate a one day Native Wellness Conference in the Oroville area in July 2012
3. Plan and coordinate a fund raising event in spring 2012 – present your ideas and related tasks

Wellness conference tasks and responsibilities include designing agenda and topics with NCIHA Wellness Committee, securing venue, identifying and securing presenters, coordinating food and refreshments, coordinating registration and logistics and being present the day of the event.

Proposals may be submitted for one or more of the listed events please submit separate proposals for each event. The successful respondent will meet with the NCIHA Wellness/Leadership Committee at least three times during the planning process to update progress and confirm commitments.

If you are interested in working with NCIHA to plan these workshops and event, please submit your proposal by Wednesday, February 22, 2012 at 5 p.m., include information to address each of the categories listed on Attachment A. An emailed response is acceptable.

Give me a call at 707.468.1336 if you have questions regarding this RFP.

Thank you and I look forward to hearing from you.

Darlene Tooley,
Executive Director

Attachment A

Point System:

- | | |
|---|------------------|
| • Past experience with similar projects | 30 points |
| • Knowledge & experience in Wellness | 25 points |
| • Fee structure | 10 points |
| • Experience working in
Native communities and organizations | 25 points |
| • Indian Preference | <u>10 points</u> |

Total Points 100

This request for Proposal (RFP) is being advertised as an open procurement to which Indian Preference applies: 7(b) of the Indian Self-Determination and Education and Assistance Act (25 U.S.C. 450 e (b) 7 (b)). All firms or individuals claiming Indian Preference must provide proof of Indian status such as verification of enrollment in a federally recognized Indian tribe and proof of ownership of at least 51% of the firm.

Response may be sent to:

Northern Circle Indian Housing Authority
694 Pinoleville Drive
Ukiah, CA 94582

or emailed to:

ncihatrb@pacific.net