Request for Proposal (RFP)
Job Skills and Technology Training Services
RFP #101-10-FY26

Issue Date: October 30, 2026 **Closing Date: November 30, 2026 at 5:00 pm**

STATEMENT OF PURPOSE

The Morongo Band of Mission Indians' Morongo Tribal TANF Program (MTTP) is requesting proposals from qualified vendors to provide job preparation programs, both onsite and virtually, focused on job skills and technology training for eligible participants at MTTP offices in Banning and San Bernardino, California. Courses should allow participants to earn certificates while advancing their technical skills to gain a competitive edge in the workforce.

Submission of proposal indicates acceptance by the vendor/proposer of the conditions contained in this Request for Proposal (RFP) and an agreement to enter into a contract for one (1) to three (3) years with an option for renewal. During the evaluation process, MTTP may request additional information or clarification from the proposers or allow corrections of errors or omissions. MTTP reserves the right to make an award on the basis of the greatest benefit to the program and not necessarily the lowest price.

BACKGROUND INFORMATION

Tribal Temporary Assistance for Needy Families (TANF) provides time-limited cash assistance and support services to low income families with children and is designed to address the specific needs of Native Americans. It is a federally and state funded program administered by federally recognized Tribes under the U.S. Department of Health and Human Services, Administration for Children & Families, Office of Family Assistance. In 2005, the Morongo Band of Mission Indians was approved to implement and administer its Tribal TANF program to serve eligible Native American families living on the Morongo Indian Reservation and Morongo Tribal Members and descendants residing in Riverside County except the city of Riverside. In 2014, Morongo expanded its Tribal TANF service area to include eligible Native American families residing in the off-reservation areas of San Bernardino County.

The Morongo Band of Mission Indians' Morongo Tribal TANF Program's mission is to support and encourage Native American self-reliance by promoting cultural preservation, healthy families, education and career development. It is the intent of MTTP to provide eligible participants with job preparation, education, and life skills to enable them to become self-sufficient and not dependent on government assistance. Career development services, such as education of skills needed in the workforce, are key to MTTP's success.

Further information about MTTP is available on the Morongo Band of Mission Indians website: www.morongonation.org/morongo-tribal-tanf-program.

SCOPE OF SERVICES

MTTP's objective is to offer job skills and technology courses to adult participants who have been unsuccessful in finding or retaining employment, or to help advance the careers of adult participants who are underemployed.

Proposer must offer an employment training program which will provide courses that will support and enhance MTTP's ability to end dependence of needy parents on government benefits by promoting job preparation and work. This program shall meet TANF Purpose #2 as authorized by Title IV-A of the Social Security Act.

Additionally, barriers to employment, such as lack of a high school diploma or learning disabilities, may exist and may require specialized one-on-one attention outside of regular job skills and technology courses. Proposer must address these barriers and help develop the basic skills necessary to obtain and retain employment.

Schedule: Courses will be offered mostly during daytime hours, generally Monday through Thursday for a total of 49 weeks (excluding Thanksgiving, Christmas, and New Year's holiday weeks). Course length may vary based on subject matter.

Also, based on participant need, some courses will be offered during the evening to accommodate those participants who cannot attend daytime classes.

Additionally, courses may occasionally be held offsite or on a weekend, depending on the special needs of MTTP, with advance notice.

Instructor(s) will need to be available for each site for an average of 24 hours per week, but this may vary based on need and scheduling (e.g., holidays).

Expected attendance: Participation may vary from approximately two (2) to 10 adults in each course. Attendance may fluctuate based on the needs of the program, circumstances of the individual, and may differ between MTTP facilities. Proposer will be responsible for arranging and monitoring participants' attendance in the education/training program.

There will typically be two types of students: one is a "referral" by a MTTP Case Advocate for participants needing to meet weekly minimum work participation hours and/or meet Personal Responsibility Plan (PRP) goals. The second type are participants who attend class sessions without being mandated to do so.

Courses: Proposer will have creative control over the courses, subject to MTTP input and/or approval. A lead contact will be available to plan program development. Proposer must be able to provide:

- Long term certified technical courses.
- Beginning, intermediate and advanced training classes.
- Open enrollment for all courses.
- Instructor(s) prepared to address the special needs of participants with learning disabilities.
- Ongoing assessment and remedial skill building when needed.

Examples of job skills courses MTTP is interested in are included below; this list is not all-inclusive.

- Employment search preparedness (i.e., résumé building, interviewing, personal presentation).
- Job Readiness (business writing, typing, professional etiquette).
- Communication Skills.
- Basic Accounting.

Examples of technology courses MTTP is interested in are included below; this list is not all-inclusive.

- Practical computer literacy
- Microsoft Office (Basic, Intermediate, and Advanced skills).
- Google Workspace (Basic, Intermediate, and Advanced skills).
- Adobe Suite (Basic, Intermediate, and Advanced skills).

Examples of barrier-removing services; this list is not all-inclusive.

- GED® test preparation and/or remedial adult education.
- Learning disability support.

Materials and Equipment: Proposer is responsible for the preparation of all instructional material and for the purchase and acquisition of all instructional materials and supplies for instructor and participant use, including but not limited to copies of coursework, books, multimedia resources, software, and other presentation materials.

For onsite courses, MTTP will provide access to a room equipped with student computers, Internet access, laser printer/copier and a separate training room for adult education classes/study at each MTTP facility.

For virtual courses, MTTP will provide participants with equipment needed to access courses on a case-by-case basis.

Locations serviced: MTTP has two locations:

- MTTP Banning site: 940 E. Williams Street, Banning, CA 92220.
- MTTP San Bernardino: 720 E. Carnegie Drive, Suite 150, San Bernardino, CA 92408.

Record Keeping Requirements: Proposer agrees to provide MTTP the following:

1. Instructor assignments and responsibilities.
2. Weekly communication with MTTP staff and reporting on participant status.
3. Weekly participant rosters with number of work participation hours completed.
4. Monthly data reports on participant attendance and achievements (e.g., certifications) and annual reports on participant improvements/achievements and performance measuring tools.

Proposer will also provide the following as a reference on request:

5. Instructional materials including copies of program planning documents, and course materials.

Performance Requirements:

1. Collaborate with MTTP staff to develop a program that will interest eligible MTTP participants and lead to employability.
2. Coordinate program curriculums and course schedule
3. Engage participants in courses and activities.
4. Obtain participant-related forms (e.g., release of information forms) as required by MTTP
5. Record and analyze data on program activities including but not limited to time attended, attitude/effort, subjects learned as well as desired outcomes
6. Provide information about the program and courses such as newsletters, success stories, documentation of events and activities, and marketing of upcoming courses
7. Provide assessments for participants to evaluate their level of computer experience and employment or labor market knowledge
8. Conduct education assessments (e.g., Test of Adult Basic Education or TABE) and develop a recommended education plan for each student/participant
9. Demonstrate program success through GED acquisition rate and participant achievements (e.g., certificates, job attainment).

TERM OF CONTRACT

Award of the contract may be a partial or full award for training at one or both sites. The successful proposer shall enter into a contract for a minimum of one (1) year to three (3) year period with options to renew the contract under the same terms and conditions for another one (1) to three (3) year term by mutual agreement of the parties.

The contract term will begin approximately February 1, 2027. The contract is subject to cancelation for cause or convenience by the Morongo Band of Mission Indians and/or Morongo Tribal TANF Program at its discretion at any time within the original contract term or with any successive renewal upon 30-day written notice to the contractor/service provider.

PAYMENTS, CONTRACTUAL TERMS AND CONDITIONS

Submission of proposal indicates the proposer's willingness to enter into a contract and to follow applicable federal, state and tribal laws and regulations. Execution of contracts will depend upon the following:

1. Payment for work performed under the contract will not exceed agreed upon amounts.
2. Monthly invoices for services rendered must be submitted to MTTP no later than the 5th of the following month
3. The full amount of the awarded contract is subject to availability of TANF grant funding; payments may be suspended by the MTTP Executive Director with Tribal Council approval.
4. Proposer understands and agrees to comply with applicable contract provisions for federal awards and Federal regulations related to Tribal TANF, including HHS Assurance Status.
5. Proposer agrees to comply with MTTP background investigations and criminal history record check, confidentiality assurances, and debarment and suspension policies (SAM database exclusions).
6. Proposer agrees to comply with present and future General Provisions, OMB Circulars, Program Guides and RFP amendments as developed by MTTP.
7. Proposer agrees to provide appropriate insurance verification, W-9 and new vendor ID forms upon request if selected.
8. Contract is subject to review and approval by the Morongo Band of Mission Indians Legal Counsel, Tribal Council, and awarding agency, and may be canceled at any time with 30-day written notice

REQUIREMENTS FOR PROPOSAL SUBMISSION:

The purpose of a proposal is to demonstrate the qualifications, experience and competence of the proposer(s) to provide customized computer based training services for MTTP participants. Please note that proposals will not be returned and once submitted are property of the Morongo Band of Mission Indians and Morongo Tribal TANF Program.

- Proposers will have creative discretion about the design and delivery aspects of the training program(s).
- Please provide your overall program plan in a way that addresses the needs of MTTP participants.
- Please detail your process for designing and implementing each element involving participants and providing overall management and reporting of the program. Explain the strength of your approaches to project design and implementation.

Proposers must submit the following materials by the stated deadline in order to be considered:

1. Proposal cover sheet must contain Proposer's Name and "MTTP RFP #101-10-FY26 Job Skills and Technology Training Services".
2. Summary of qualifications – include prior experience, capacity, record of past performance, resources, instructor qualifications and responsibilities, experience with target population, status as a small, minority, or Native American owned business, etc.
3. Description of strategies and program administration, goals and objectives, methods of assessment, training, and evaluation – include a schedule/timeline of proposed courses and course listings, a materials/equipment list with samples (i.e. flyers, calendars, attendance logs) and evaluation and reporting methods with examples of measurable outcomes
4. Cost proposal – include line item budget containing an explanation and justification of items and services proposed; this should reflect provision of services to both MTTP locations (Banning and San Bernardino) under a single contract
5. At least two (2) professional reference for which you have provided services. Please include contact name, company name, address, e-mail, phone number, and a list of courses facilitated for the reference.
6. Please include Federal Employer Tax Identification number or Individual's Social Security number and the Vendor ID number issued by the State of California Department of Revenue.
7. Completed Attachment A – Contact Information (see below).
8. Completed Attachment B – Certification Regarding Debarment or Suspension (see below).
9. If Proposer wants to be considered as a Native-owned business, thereby qualifying for a 10% reduced bid for purposes of comparison per MTTP Procurement Policy §VI, part H, documentation of Tribal membership/affiliation must be submitted.

Proposer may correct, modify or withdraw a proposal by written notice to MTTP prior to the time and date set as the deadline for submission of proposals.

Any questions or requests for clarifications regarding the RFP must be submitted via email to Sandra Plunk (splunk@morongo-nsn.gov) no later than five (5) days before proposal due date; please use the subject line "Questions – RFP #101-10-FY26." Responses to any emailed questions will be issued within two business days of submission.

SELECTION AND EVALUATION PROCESS:

The selection process will be based on the response to this RFP and any interviews required to verify the ability of the proposer to provide services in response to this RFP. Meeting all RFP conditions and instructions as outlined herein, as well as the clarity, completeness and comprehensiveness of the proposal will serve as the basis for selection. The proposal which appears most comprehensive and beneficial to MTTP will be selected.

It may be required that proposers give a demonstration to the committee to exhibit teaching skills and quality of material. Such presentation(s) will be entirely at the expense of the proposer. Please note presenter(s) must be the qualified instructor(s) identified by proposers as those instructor(s) that would teach the course if proposer is selected. Any proposer who is asked to present and declines and/or does not appear for the presentation will be eliminated from the pool of candidates. MTTP reserves the right to reject any and all proposals, or to select and subsequently recommend for an award, the proposed curriculum, equipment/service which best meets its required needs, quality levels and budget constraints.

Criteria to be used in the selection process include:

Complete and comprehensive proposal addressing stated scope of work	25
Fee amount and cost structure is reasonable	20
Compliance with delivery schedule and ability to meet operational requirements	15
Qualifications of contractor, experience of staff and capability to provide services	10
Information system for evaluation and reporting for participant tracking and outcomes	10
Experience with Tribal TANF's commitment to meet or exceed specified participation targets and ability to work with target population, past performance	10
References and recommendations from past/current clients of the proposed services	5
Minority owned business and/or Indian preference.	5
Total:	**100**

PROPOSAL SUBMISSION INSTRUCTIONS:

Proposals must be received by the close of business (5:00 p.m.) on Monday, November 30, 2026. Please submit proposal 1) electronically via email, 2) by U.S. mail, or 3) in person/via delivery service.

Please send to Sandra Plunk, Executive Director, Morongo Tribal TANF Program, Morongo Band of Mission Indians at:

Email address: splunk@morongo-nsn.gov with subject line "MTTP RFP #101-10-FY26 Job Skills and Technology Training Services".

Mailing Address: P.O. Box 1268, Banning, CA 92220

Delivery address:
940 E. Williams Street, Suite A, Banning, CA 92220
or
720 E. Carnegie Drive, Suite 150, San Bernardino, CA 92408

The RFP Timeline is as follows:

ACTION	DATE
RFP Issued	Friday, October 30, 2026
Deadline for questions/clarification requests	Monday, November 23, 2026
Deadline for answers to questions/clarification requests	Friday, November 27, 2026
Proposals Due	Monday, November 30, 2026 by 5:00 p.m. PST
Opening of Proposals	Tuesday, December 1, 2026
Consultant Interviews (if needed) and Selection	December 7-14, 2026
Contract Negotiations and Review by Morongo Legal Counsel	December 15, 2026-January 5, 2027
Tribal Council Approval	January 12-26, 2027
Anticipated start of contract	February 2027

For questions, please contact Sandra Plunk at splunk@morongo-nsn.gov or (951) 768-3545 (cell).

Attachment A

Contact Information

Vendor's Legal Name: _____

Vendor's Official Address: _____

_____

_____

Federal Tax Identification Number (TIN): _____

California Employer Identification Number (EIN): _____

Vendor's Web Site (URL): _____

Vendor's contact person

Name: _____

Work Address: _____

_____

_____

Telephone number(s): _____

Email address: _____

Attachment B

Certification Regarding Debarment or Suspension

In compliance with contracts and grants agreements applicable under the U.S. Federal Awards Program, the following certification is required by all Proposers submitting a proposal in response to the Request for Proposal:

1. The Proposer certifies, to the best of its knowledge and belief, that neither the Proposer nor its Principals are suspended, debarred, proposed for debarment, or declared ineligible for the award of contracts from the United States federal government procurement or no procurement programs, or are listed in the *List of Parties Excluded from Federal Procurement and No Procurement Programs* issued by the General Services Administration.

2. Principals, for purposes of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager, plant manager, head of a subsidiary, division, or business segment, and similar positions).

3. The Proposer shall provide immediate written notice the Morongo Tribal TANF Executive Director if, at any time prior to award, the Proposer learns that this certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. This certification is a material representation of fact upon which reliance will be placed when making the award. If it is later determined that the Proposer rendered an erroneous certification, the Morongo Tribal TANF Executive Director may rescind the contract award.

Name of Representative: _____

Signature: _____ Date: _____

Vendor Name: _____

Vendor Address: _____

City/State/Zip Code: _____

EIN: _____