REQUEST FOR PROPOSAL
TO
CREATE A CREDENTIALING PROGRAM

SECTION I – BACKGROUND INFORMATION

The National Tribal Land Association (“NTLA”), a public benefit corporation, is seeking proposals from qualified individuals or entities to work with the NTLA Training Committee to research and develop a credentialing program in order to “establish and provide educational opportunities to develop competent, proficient and knowledgeable tribal professionals working with tribes on land issues throughout Indian Country.”

NTLA is a membership-driven organization. NTLA members work together to create opportunities for land and natural resources staff working in land related areas to learn, share and network with their colleagues. The NTLA Training Committee is charged with developing critical financial resources, providing opportunities for professionals to expand their knowledge and improve skills related to land ownership and management on our reservations, and bring those resources to Indian Country in an efficient manner.

SECTION II – STATEMENT OF NEED

The NTLA, through its Training Committee, desires to create a program for awarding credentials to those industry professionals that demonstrate competence in the field through a combination of education and work experience. NTLA seeks to bring standardized measurements of knowledge, skills and ability to the practice of realty-related professions in the tribal setting. Success in Indian Country includes not only knowledge of standard real estate practices, but an ability to work through the quagmire of federal laws, federal departments, and Circuit, Appeals and Supreme Court decisions that have an impact on daily activities as well as working with a severe restriction on resources.

The regular providers of realty education are the Bureau of Indian Affairs, professional training organizations, local colleges and universities, and tribes through on-the-job training. Each entity establishes its own standards of professionalism, with resulting differences between locales and regions. Since there is no universal standard for the practice of realty-related professions in Indian Country, realty managers at tribes are left to their own devices to hire for their community’s realty needs. Each tribal community is subsequently contained within the ability and leadership of their realty manager to improve realty operations. The Tribal Land Professional Credentialing Program strives to fill in educational gaps, provide a unifying standard of competency for Indian land practice, and to provide a resource for professionals and tribal realty offices to establish a capable and effective workforce.
The NTLA Training Committee wishes to engage the services of a qualified individual or entity to shape our existing resources and wisdom. The ideal applicant will bring knowledge of the process for establishing professional standards and experience in managing the operations of a standard setting organization. The goal for this phase of project development is to find a consultant to support the NTLA Training Committee to complete credential program planning.

The successful bidder will be expected to assist the NTLA Training Committee:

1. Complete a workforce-based Needs Assessment
2. Define a structure for the credential program
3. Analyze and determine Assessment Protocols
4. Develop a Management/Operations Plan
5. Generate an implementation timeline

SECTION III – BID PROCESS

Instructions on Bid Submission

The purpose of this Request for Proposal (RFP) is to identify potential vendors who will provide the services described in the STATEMENT OF NEED. The following schedule has been identified by the NTLA Training Committee. Please note that failure to submit requisite documents by the dates and times listed may result in disqualification of your bid. Consultants may submit their proposals (Sections IV, V and VI) electronically or via hardcopy and will be accepted through September 22, 2014 by 4:00 PM, Central Daylight Time.

- RFP issued: 8/25/2014
- Bids Due: 9/22/2014
- Award: 10/31/2014

Hardcopy proposals must be identified as being “Bid for Tribal Land Staff Credentialing Program” on the outside of the envelope. Proposals shall be delivered to the:

National Tribal Land Association
151 East County Road B2, Little Canada, MN 55117

Electronic proposals must be submitted in PDF format only to: NTLA@iltf.org, with a subject line of “Bid for Tribal Land Staff Credentialing Program.”

Please Note: Expensive bindings, color displays, or packaging are not necessary or desired. Emphasis should be based on conformity to the instructions and requirements of this RFP.

Inquiries
Written questions concerning this RFP shall be forwarded, by fax, email or mail, to the National Tribal Land Association Secretary at 151 East County Road B2, Little Canada, MN 55117; (fax) 651-766-0012 or (email) ntl@iltf.org no later than September 15, 2014.
Notification of Award

Proposals will be reviewed with notification of acceptance or refusal within six (6) weeks of submission.

Additional Information

NTLA is a start-up organization and its resources may be limited in covering all activities. We ask that you send two (2) sets of bid numbers for consideration. While cost will be one criterion among several for consideration, it will not be the only determining factor.

- The first proposed expense will include a cost for delivering a finished product that meets the five expectations identified in the Statement of Need.
- The second proposed expense will include a cost for facilitating the process whereby the Training Committee will complete the finished product. This abbreviated process will include several telephone/Skype sessions and one face-to-face meeting.

This RFP does not commit the NTLA to award a contract or pay any costs associated with the preparation and presentation of a proposal. NTLA reserves the right to revise the selection process and, in its sole discretion, to accept or reject any or all responses to this RFP. NTLA may negotiate with or request additional information from any or all considered bidders. NTLA may waive informalities or irregularities in a proposal.

The successful bidder will be required to enter into a written contract with the NTLA. The successful bidder will be required to carry all appropriate insurance, such as professional liability, errors and omissions and general liability coverage. The successful bidder must not engage in discriminatory conduct.

NTLA reserves the right to make an award without further discussion of the proposals submitted.
SECTION IV – QUALIFICATIONS/PROPOSAL REQUIREMENTS

Complete the following information and submit it with the signed Proposal Cover Page (Section V) and Certification and Other Terms/Conditions (Section VI). Complete responses are required for each section. All proposals must include the following:

A. Organizational Background
   Provide a brief description (100 words or less) of your organization.

B. Experience/Qualifications
   The proposal should include a brief history of the firm or individual including experience with conducting a needs assessment of working professionals and translating those needs into a credential program for training adults.

C. Capacity to Provide Service
   Describe the personnel to be assigned to this project including their relevant experience, along with any software or platforms for delivery of online services.

D. Proposal Budget
   List consulting fee and estimated travel/expenses, if separate from consulting fee, for a total cost. Please remember to include both sets of expenses for full consideration.

E. References
   Please attach references including names, organization, and contact information for three (3) clients who can provide insights regarding skills and qualification for completing the described project.
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**Certification**

I certify that:
(a) I have been authorized to submit and sign this proposal on behalf of the submitting organization;
(b) that the quote is accurate and true to the best of my knowledge, the costs are reasonable and necessary for the proposed service;
(c) my organization will implement the services in compliance with the stipulations and guidelines set forth by National Tribal Land Association; and,
(d) the organization that I represent is an equal opportunity employer/provider.

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SECTION VI – CERTIFICATION AND OTHER TERMS/CONDITIONS

If awarded funding, the applicant hereby certifies and assures that it will fully comply with the following federal regulations (if applicable to your organization):

- The signing individual certifies that he/she is authorized to contract on behalf of the organization offering this proposal.
- The signing individual certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreements made for the purpose of restricting competition.
- When delivering services under an approved contract, the contractor shall work with the Training Committee, the NTLA Board of Directors, and any staff designated by the Training Committee.
- The signing individual certifies that there has been no attempt by him/her or anyone in their organization to discourage any potential applicant from submitting a proposal.
- The signing individual certifies that he/she has read and understands all of the information in this Request for Proposal.
- The National Tribal Land Association reserves the right to negotiate a best and final offer with applicant selected.
- Payments shall be made on a cost reimbursement basis (no advances). Invoices shall detail expenses based on the line items in the proposal budget. Generally, the National Tribal Land Association will pay invoices within 30 days of receipt, unless questions arise as to the appropriateness of an expense.
- All information received by the contractor during the course of the contract period is considered confidential, and shall be protected to the utmost ability of the contractor.
- The contract awarded under this RFP shall be subject to and interpreted under the laws and jurisdiction of the State of Minnesota.

Signature ___________________________    Date _________________________
(Signed certification/conditions to be returned with the proposal)