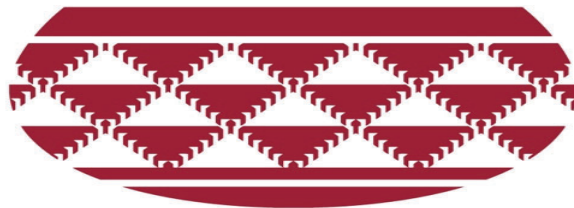




and



California State
University **Chico**
Tribal Relations
OFFICE OF THE PRESIDENT

2024 Request for Proposals – Native American Graduation Sashes

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Purpose of Request for Proposals

The Office of Tribal Relations (OTR) is sending out this Request for Proposals (RFP) to identify a Cultural Contractor (Contractor) to design and create sashes for graduating high school, vocational certification, Community College, and Chico State graduates who sign up for the annual California State University, Chico State Native American Graduation Celebration. The celebration takes place at the Chico state campus annually during the month of May.

Scope of Services

The Contractor will be responsible for working directly with the OTR staff to design the sash, which may include, but is not limited to, length of the sash, materials used for the sash, logo and design printed on the sash, and additional materials used to decorate the sash. The Contractor will also need to meet strict deadlines to ensure that Sashes are completed on time. To ensure deadline are met, monthly check-ins will be required between the Contractor and the point of contact for OTR. The Contractor may be provided materials by OTR and will be responsible to communicate to the OTR point of contact what materials are needed for the project. Contractor will provide design proof to OTR for approval prior to sashes being created.

Proposer Requirements:

Contractor must meet all required timelines, including the requirement that sashes must be completed by May 2, 2025, prior to the Native American graduation Celebration. Any questions regarding this RFP should contact Cole Morales at: cmorales33@csuchico.edu or the Office of Tribal Relations at: (530) 898-6241.

Submission Procedures, Requirements and Selection Process

RFP Timeline

November 20, 2024 RFP Issued
December 11, 2024 Proposals due by 5pm, emailed to: cmorales33@csuchico.edu

Time and Place for Submission of Proposals

Cultural contractors interested in providing services for this project shall closely examine the specific submittal requirements and submit an *electronic copy* of their proposal by 5:00 pm on December 11, 2024 to: cmorales33@csuchico.edu and reference Grad Sashes in the subject line.

All proposals must be received no later than 5:00 pm PST on Wednesday, December 11, 2024. All cultural contractors submitting a timely proposal will receive a confirmation e-mail. However, if your proposal is late or incomplete, your proposal will be eliminated from consideration.

Proposal Format

In order to shorten the evaluation process and obtain maximum comparability, CSE requires all Contractors to submit their proposals in the following format. Any deviation from this format may result in disqualification of the proposal. Proposals are standard sized (8.5" x 11") pages. Number each page. Brevity is encouraged, however be sure to fully address each item required as part of your RFP submittal. All costs to prepare and submit proposals shall be at the expense of the proposer

A. Title Page

- Address, telephone number and e-mail address
- Name of Contact person
- Date of submission

B. Letter of Transmittal

- Provide a cover letter introducing yourself as a contractor, include your location and a brief history.
- The Contractor must sign the letter of introduction.

C. Qualifications and Experience

- Can be written and should include photographs of previous work including but not limited to graduation sashes or like product.

D. Similar Participation with Other Entities

- If possible, provide the name, address, and telephone number of two references whom CSE may contact.

E. Budgets

- Total costs, including a detailed budget that includes all expenses to produce 120 graduation sashes.
- May be broken out by materials or completed sash.
- Include how many dangles on sash.
- Printing and material costs.

Submittal Review

Submittals will be reviewed after they are received. Proposals that do not follow the required format will be considered non-responsive and will not be submitted to the Selection Committee for evaluation.

Selection Process

- A.** A Selection Committee will be established. Members of the Selection Committee will be provided copies of each proposal received. Members will evaluate each submittal individually.

- B.** Based upon the information provided in the proposals, the Selection Committee will select the most qualified contractor for this project.
- C.** The written proposals will be evaluated based upon the following:
 - 1. Demonstrated experience of contractor with comparable work and qualifications.
 - 2. Soundness of the contractor's approach.
 - 3. Budget proposal.
- D.** Review of the proposals will follow the submittal deadline. It is anticipated that the Selection Committee will rank the contractors directly from the written proposals and select the most qualified contractor for the project. However, CSE reserves the right to request additional information or clarifications from any or all contractors.
- E.** CSE intends to award a contract to the contractor determined to be the most responsive to the requirements of the RFP and which represents the best overall value to the organization, considering technical expertise, experience, price and other factors. In this context, we specifically reserve the right to award to a contractor other than the one with the lowest budget proposal.

Evaluation Criteria

1. *Experience and Qualifications – 20 points*

Demonstrated knowledge and ability to create and/or replicate sashes for graduation celebration.

2. *Soundness of approach – 20 points*

Includes a timeline that demonstrates sashes will be completed and delivered by May 2, 2025. Provide proof that authentic cultural materials are being used. Proof can include, but is not limited to, a sash example, materials used, or pictures.

3. *Budget proposal –10 points*

Total cost per sash which includes overhead, printing, sewing, and cultural items used for sash dangles. Contract may be awarded to the Contractor with the lowest cost per sash.

Award of Contract

After the Selection Committee has determined the final rankings, CSE will begin to negotiate a contract with the top ranked cultural contractor. If CSE is unable to negotiate a satisfactory agreement with the top ranked contractor, it will undertake negotiations with the next ranked contractor and so on until a satisfactory agreement can be reached. It is the intent to award a two agreement with the option to renew for an additional two years.