

# BLUE LAKE RANCHERIA

P.O. Box 428  
Blue Lake, CA 95525

Office: (707) 668-5101  
Fax: (707) 668-4272

[www.bluelakerancheria-nsn.gov](http://www.bluelakerancheria-nsn.gov)



April 18, 2022

## Call for Proposals

The Blue Lake Rancheria Tribe is requesting proposals from training contractors interested in assisting with the delivery of Incident Command System (ICS) / ICS 300: Intermediate Incident Command System for Expanding Incidents and ICS 400: Advanced Incident Command System for Command and General Staff- Complex Incidents.

**Proposal Due Date:** May 18, 2022 (Late submissions are not considered)

**Proposal Submission Method:** Email, U.S. mail, overnight mail, or hand delivery.

## Proposal Submission Address:

### Mailing Address:

Attention: BLR OES Office, Anita Huff  
Blue Lake Rancheria, California  
P.O. Box 428  
Blue Lake, CA 95525-0428

### Physical Address:

Attention: BLR OES Office, Anita Huff  
Blue Lake Rancheria, California  
1 Aiyekwee Loop  
Tribal Government Office  
Blue Lake, CA 95525-9722

**Email:** [ahuff@bluelakerancheria-nsn.gov](mailto:ahuff@bluelakerancheria-nsn.gov)

**Notification of Contract Award:** May 20, 2022

**Project Start Date:** June 1, 2022

**Project Completion Date:** May 30, 2023

## Project Scope of Work:

Course manager shall be well qualified, including:

- Having successfully completed FEMA's E/L0449 or an equivalent ICS/NIMS Curricula Train-the-Trainer course
- Having successfully completed California's Emergency Management Instructor Enhancement (EMIE) course(s) and be certified under the California Incident Command Certification System (CICCS) to teach the courses.
- Having met all current FEMA guidelines for teaching proposed courses

All faculty shall have adequate teaching and operational experience as listed in FEMA's NIMS ICS Instructor Qualification available here: [https://training.fema.gov/nims/docs/NIMS ICS Instructor Qualifications.pdf](https://training.fema.gov/nims/docs/NIMS%20ICS%20Instructor%20Qualifications.pdf) , **and** the current CICCS Qualification Guide.

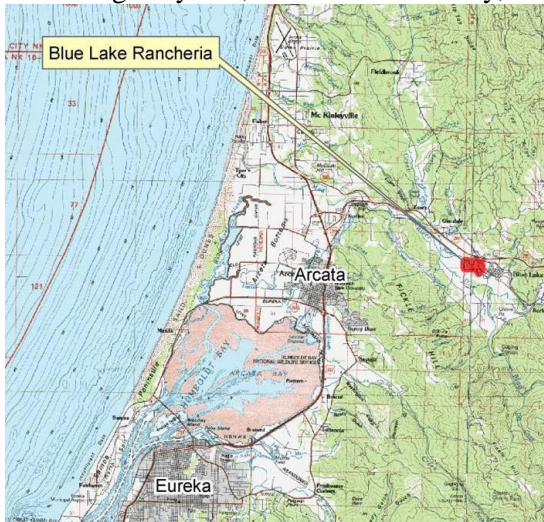
- Instructors must have successfully completed the course they wish to teach.
- Instructors must be qualified and current in the ICS position they wish to teach.
- Unit instructors must have completed a minimum of 32 hours of instructional training.
- Lead instructors will need to have had a total of 80 hours of instructional training.

Courses shall provide continuing education credit for one or more of these categories:

- California Peace Officer Standards and Training
- California Emergency Medical Services
- California Bureau of Registered Nursing
- California Registered Environmental Health Specialist

Course manager will provide all necessary COVID-19 prevention supplies for students and must submit their prevention plan with proposal.

Blue Lake Rancheria consists of 91 acres along the Mad River and adjacent to the City of Blue Lake and State Route Highway 299, at Humboldt County, California.



The closest major, metropolitan city, San Francisco is located 225 miles to the south. The Rancheria is located adjacent to the City of Blue Lake, California (population 1,248) and north east of the City of Arcata, California (population 17,726). The primary population center is Eureka, which is the county seat and is located near Humboldt Bay. Only two major roadways link Humboldt County to the areas beyond its borders. Highway 101 north links to Southern Oregon, and 101 south links to the rest of California. Highway 299 links to the east and connects to Interstate 5 near Redding, California

### **Proposal Requirements:**

Proposal must contain the following components. Additional information that may prove beneficial to the Tribe during the rating and awarding process is welcomed. Proposers are asked to refrain from submitting proposals that will not be easily duplicated such as those with spiral binding, photos and fold-out or other larger than letter-sized paper.

1. Contact name, address, telephone number, fax number and e-mail address.
2. Detailed description of skills, experience and ability to meet project requirements including identification and designation of roles/responsibilities of key project staff.
3. Statement of acceptance, ability and willingness to: enter into a Professional Services Contract.
4. A proposed budget

### **Proposal Scope-of-Work:**

Proposers are required to provide a proposed budget that does not exceed \$28,000 in total costs and details: tasks/activities; timeline; deliverables/performance measures; and costs per tasks/activities with administrative costs clearly detailed.

### **Draft Scoring Criteria**

Proposals will be scored based on the following criteria. The scoring criteria are subject to change without notice at the discretion of the tribe.

The following proposal components will be rated from 1-10 with 1 being the lowest:

- Demonstrated project experience and skills
- Capabilities of key project staff
- Experience working with Native American tribes
- Experience working in project vicinity
- Experience with EOP activities
- Proposed timelines
- Project budget
- Client references