

# BLUE LAKE RANCHERIA

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



September 26, 2023

## Call for Proposals

The Blue Lake Rancheria Tribe is requesting proposals from subject matter expertise consultant contractor interested in contracting as HSEEP compliant full scale and TTX exercise lead.

**Proposal Due Date:** 10/26/2023

**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 Justice Center/Tribal Government Office  
Blue Lake, CA 95525-9722

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

**Notification of Contract Award:** 10/27/2023

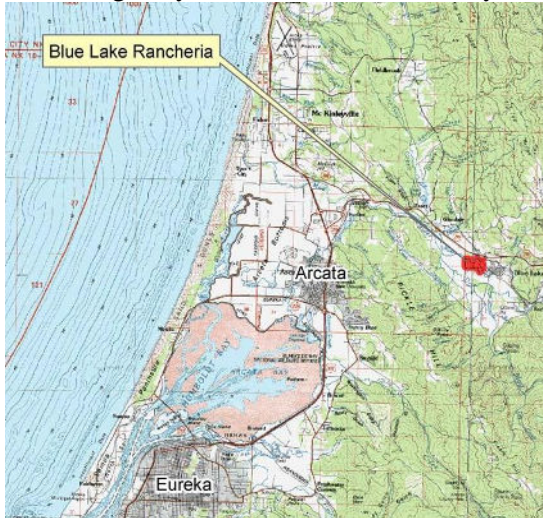
**Project Start Date:** 10/30/23

**Project Completion Date:** 5/25/2024

## Project Scope of Work:

- Coordinates with the Blue Lake Rancheria Office of Emergency Services Staff
- Coordinates with vendor(s) for exercise purposes
- Responsible for planning and follow up meeting scheduling and communications
- Ensures exercises are HSEEP compliant
- Takes the lead role in planning, conducting and evaluating full scale and table top exercises
- Design and development of exercises with Planning Team
- Conduct and Evaluate exercises with Planning Team
- Act as lead on development of After Action/Improvement Planning documentation with Blue Lake Rancheria Office of Emergency Services Staff

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 \$36,000 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