

**Susanville Indian Rancheria
745 Joaquin Street
Susanville, CA 96130
(530) 251-5633
530-257-7986 fax**

Scott Dixon, Emergency Services Coordinator

NOTICE OF REQUEST FOR PROPOSALS SUSANVILLE INDIAN RANCHERIA, CONTINUITY OF OPERATIONS PLAN

The Susanville Indian Rancheria (SIR) is seeking a consultant to assist the Tribe to finalize its Continuity of Operations Plan (COOP) and facilitate a community process to review the plan and revise based on feedback on identified priority sections in which community input is imperative. The current COOP is 1,500 pages. The consultant who will be awarded this contract will have skills in the following areas: Coordinated Emergency Response, technical writing and community facilitation.

SCOPE OF WORK/ DELIVERABLES:

1. Review of draft Continuity of Operations (COOP) and Annex Plan and identify gaps in the draft plans. The draft COOP has plans for 14 SIR departments (806 pgs.) and the draft Annex Plan has 24 sections (672 pgs.)
2. Produce a summary for the community.
3. Facilitate community meetings to gather feedback on meeting the gaps.
4. Produce a report with recommendations to fill in the gaps and suggested areas of improvement.
5. Finalize the COOP and the Annex Plans.
6. Presentation at meeting of the SIR Tribal Business Council on COOP/ Annex and suggested next steps.

FUNDING AVAILABILITY:

This work is funded by the California Office of Emergency Services (FEMA) and is time sensitive. The scope of the work detailed above is expected to be completed in 4 months.

PROPOSALS DUE on or before 5:00 pm PST, January 9, 2026

PROPOSALS:

Please provide in your Proposal Package, a cover letter (1 page), a proposal (no more than 5 pages) that includes: firm's qualifications and experience for conducting and completing this scope of work; familiarity with population and location; an estimate of the cost to complete the scope of work described above, and statement of women-owned, Indian-owned or tribal-owned status in proposal. Finally, include an Appendix (up to 9 pages) that includes three references, two resumes of key staff and documentation to support women-owned, tribal-owned or Indian-owned as described on the last page of this RFP.

The proposals will be scored based on the merits of these details with a scoring procedure and point system described below.

SUBMISSION:

An emailed Proposal Package can be submitted in .pdf format and with the subject line reading "SUSANVILLE INDIAN RANCHERIA, CONTINUITY OF OPERATIONS PLAN"

EMAILED PROPOSALS SHOULD BE SENT TO

sdixon@sir-nsn.gov

A hard copy of the Proposal Package is also acceptable and shall be received in a sealed envelope with the outside of the package clearly marked "SUSANVILLE INDIAN RANCHERIA, CONTINUITY OF OPERATIONS PLAN".

HARD COPY PROPOSALS SHOULD BE SENT TO:

Scott Dixon, Emergency Services Coordinator
Susanville Indian Rancheria
745 Joaquin Street
Susanville, CA 96130-3628

Any questions related to this RFP shall be submitted, in writing, to the attention of Scott Dixon via email at sdixon@sir-nsn.gov prior to **January 2, 2026**

Proposal Packages received after the date and time specified above shall be considered late and invalid. Susanville Indian Rancheria reserves the right, in its sole and exclusive discretion, to postpone, to accept or to reject all proposals, in whole or in part. All proposals shall be subject to all applicable State and Federal laws as Federal funds will be utilized for this project. The bidder MUST NOT be on the Federal Debarred List and MUST be registered on SAMS.

EVALUATION OF CONTRACTOR

The overall process will be to evaluate the technical components of all the proposals completely and independently from the cost component. The proposals will be evaluated and scored on a point system basis using the following criteria:

1. Qualification and experience of the firm- up to 30 points
2. Familiarity with target population and location- 15 points
3. Reasonableness of the cost- 30 points
4. 3 References provided- up to 15 points
5. 2 Resumes of key staff- up to 15 points
6. Indian Preference for hiring employees- 0 or 5 points
7. Women, Indian or tribal-owned business -0 or 15 points

INDIAN PREFERENCE PROCUREMENT POLICY:

The SIR Procurement Policy includes provision that an award can be made to a qualified Indian-owned business or enterprise if their bid is within an identified percentage of the lowest bidder.

SELECTION PROCESS DATES

The SIR's Procurement Committee will review and score all proposals and contact the selected candidate by **January 16, 2026**. For further information or questions, please direct them to Scott Dixon, Emergency Services Coordinator (530) 251-5633 or email sdixon@sir-nsn.gov

The selected firm will be responsible for the full implementation of the above scope of work/deliverables

RFP SUBMITTAL REQUIREMENTS

In order to be considered for this contract opportunity, please prepare your RFP package in accordance with the following requirements due by **January 9, 2026** at 5 pm PST.

The proposal package shall not exceed a total of 15 single-sided, 8.5" x 11" pages. Reference letters and resumes should be included in an appendix as follows:

1. Cover Letter (1 page):

The proposal shall be transmitted with a cover letter describing the firm's/team's interest and commitment to the proposed project. The letter shall state that the proposal should be valid for a 90-day period and should include the name, title, address and telephone number of the individual to whom correspondence and other contacts should be directed during the contractor selection process. The person authorized by the firm/team to negotiate a contract with SIR MUST sign the proposal and be identified in the proposal. Address the cover letter as follows:

Scott Dixon, Emergency Services Coordinator
Susanville Indian Rancheria
745 Joaquin St
Susanville, CA 96130-3628.

2. Proposal (not to exceed 5 pages):

- Firm or individual's qualifications and experience with writing emergency response plans and facilitating a process with tribal members in order to receive input, and bringing plan forward for final approval by the Tribal Business Council
- Familiarity with population and location
- Estimate of the cost to complete the scope of work on the two primary documents
- Statement of minority status: women-owned, Indian- owned or tribally-owned business

3. Appendix (not to exceed 9 pages) -

- Three References
- Resume and background of experience
- Documentation of women-owned, Indian-owned or tribally-owned business