

Request for Proposal (RFP)
6000 New Way Artwork
Klamath Tribal Health & Family Services (KTHFS)
RFP # **KTHFS-2024-05**
Updated 06/07/24

Proposals will be received until
Monday, August 15, 5:00 pm

This RFP is also available on our website
www.klamathtribalhealth.org

Federal Contractor
Equal Opportunity Employer & Programs – Minorities/Women/Disabled/Veterans
Reasonable accommodations will be made upon request.

Introduction:

Klamath Tribal Health & Family Services is seeking artists to provide culturally appropriate artwork for nine designated areas within our Healing Place facility. KTHFS has already selected desired images that the artist will then need to recreate in their own representation.

A. Scope of Work:

The artist will create their own artwork based on the specific needs of KTH&FS

1. This RFP is directed at **artists** who work in oil, acrylic, or water colors, carvers of wood, cutters of metal wall hangings or fabric art panels and **photographers** capable of creating high quality photographic framed prints, images on metal or canvas.
2. The party selected will complete the following:
 - a. Review KTH&FS predetermined artwork request
 - i. When bidding on artwork, the artist must specify which artwork by using the corresponding numbers 1-9 (each art piece is numbered)
 - ii. Artist can bid on any number of artwork
 - b. Artwork must be able to be hung, and movable
 - c. With bid artist must provide sample of their portfolio or previous artwork examples
3. The party shall complete the following:
 - a. Designate the cost of the supplies needed to complete each artwork they are bidding on
 - i. KTHFS will pay upfront only for high quality paint, materials, and supplies.
 - b. Upon completion of artwork, schedule a meeting with the KTHFS artwork work session group by contacting Todd Gessele at 541-882-1487 x 235 or Todd.gessele@klamathtribalhealth.org
 - i. The artwork committee must approve completed artwork
 - ii. Remainder of moneys due will be paid after the approval and delivery of artwork to KTHFS in coordination with the Health Project Manager to 6000 New Way, Klamath Falls, OR 97601

4. KTHFS would like the project to be completed by Dec 15, 2024; however, if the timeline is not feasible, the proposal must include the next earliest date to complete the project. For instance, Wocas flowers won't bloom again until Spring 2025, so if you're planning on taking a photograph, you'd need an extension.
5. The party must understand that this project is confidential and The Klamath Tribes' privacy must be protected at all times during the project.
6. The party must be respectful to Klamath Tribal Health & Family Services and their possessions at all times. The party is encouraged to ask questions at any time for clarification or ask for a meeting to clarify processes.

B. Quality Requirements:

Klamath Tribal Health & Family Services will award contracts to responsible prospective contractors who have the ability to perform successfully under the terms and conditions of the proposed contract. In determining the responsibility of a party, the Administration Department will consider such matters as the party's

- Integrity;
- Compliance with public policy;
- Record of past performance; ie Portfolio.
- High Quality Art Materials, Canvases, etc.
- If framed, non-glare glass is preferred.

Required

1. Must have a portfolio of artwork or hi-res photography consisting of 3 or more examples.
2. Must submit a W-9.
3. Must not be debarred or suspended from doing business with the federal government.

Preferred or If Applicable

- a. Provide Federal ID#, Social Security or EIN/TIN # and State Registry# or equivalent as required on W-9.
- b. Must provide proof to claim Indian preference (if applicable).
- c. It is preferable if the party is registered with the System for Award Management (sam.gov).

C. Evaluation Factors and Scoring:

1. Selection Procedures: Klamath Tribal Health & Family Services utilizes this formal advertising of Request for Proposals to award to the most highly rated proposal subject to negotiation of fair and equitable compensation. All timely responses to this RFP will be considered. Klamath Tribal Health & Family Services reserves the right to reject any and all proposals based on documented reasons including determining any or all proposals to be non-responsive.
2. Method of Review: Klamath Tribal Health & Family Services and its authorized representatives will review all proposals received and may contact the party to request further information. Klamath Tribal Health & Family Services may accept any given RFP as submitted or may negotiate with the party to establish terms most advantageous to the Tribes. The decision of Klamath Tribal Health & Family Services shall be final and not subject to appeal.

3. Method of Scoring: All proposals received on time will be evaluated and scored as follows:

- a. (0-35 points) Proposal Preparation and Requirements. The RFP must fully demonstrate ability to carry out each requirement listed above in Sections A-C.
 - i. I am bidding on ____ pieces of artwork
 - ii. I am bidding on ____ photographs
 - iii. **X** All artwork must be able to be hung and be movable.
 - iv. **X** My W-9 is filled out and attached

- b. (0-35 points) Bid Price & Bio: Bid price shall be the **Artwork Bid**= art supplies or photography travel expenses (if location visits are required) + labor. Include an **Artist Bio** paragraph and photo of the artist.
 - i. My Artwork Bid is \$_____ for number 1 as (Circle one) Artwork or Photography
 - 1. My upfront Art Supplies or Photography Expense cost is \$_____
 - ii. My Artwork Bid is \$_____ for number 2 as (Circle one) Artwork or Photography
 - 1. My upfront Art Supplies or Photography Expense cost is \$_____
 - iii. My Artwork Bid is \$_____ for number 3 as (Circle one) Artwork or Photography
 - 1. My upfront Art Supplies or Photography Expense cost is \$_____
 - iv. My Artwork Bid is \$_____ for number 4 as (Circle one) Artwork or Photography
 - 1. My upfront Art Supplies or Photography Expense cost is \$_____
 - v. My Artwork Bid is \$_____ for number 5 as (Circle one) Artwork or Photography
 - 1. My upfront Art Supplies or Photography Expense cost is \$_____
 - vi. My Artwork Bid is \$_____ for number 6 as (Circle one) Artwork or Photography
 - 1. My upfront Art Supplies or Photography Expense cost is \$_____
 - vii. My Artwork Bid is \$_____ for number 7 as (Circle one) Artwork or Photography
 - 1. My upfront Art Supplies or Photography Expense cost is \$_____
 - viii. My Artwork Bid is \$_____ for number 8 as (Circle one) Artwork or Photography
 - 1. My upfront Art Supplies or Photography Expense cost is \$_____
 - ix. My Artwork Bid is \$_____ for number 9 as (Circle one) Artwork or Photography
 - 1. My upfront Art Supplies or Photography Expense cost is \$_____

ATTACH YOUR ARTIST/PHOTOGRAPHER BIO

- b. (0-30) Portfolio Quality and Description of the Artwork you plan to create with a supply list and prices for materials. If photography, your travel plans and estimated expenses along with your plan to capture the subject in the best possible position and light. List the price to print the photograph and the medium on which it will be printed on (Metal, canvas, plastic, etc). No foam board mounts please. Will it be framed, matted, or frameless? All artwork must be prepped to be hung.
 - i. INCLUDE YOUR PORTFOLIO
 - ii. DESCRIBE YOUR ARTWORK/ADD A CONCEPT SKETCH IF POSSIBLE

- c. Indian preference: At minimum 15% of the evaluation points shall be granted to bidders who demonstrate entitlement to Indian Preference, which points shall not be available to non-Indian bidders when using Method #3 of the Klamath Tribes Procurement Policy.
 - i. Y or N: Can you demonstrate entitlement to Indian Preference?
If Y, attach your documents.

- d. In the case of duplicate proposals from the same artist, the earliest postmarked envelope will be awarded unless otherwise advised in writing by the applicant that the later proposal is the appropriate one to review.

100 TOTAL POINTS POSSIBLE (without Indian Preference)

D. Instructions for Submitting Proposals:

1. Return proposal in an envelope clearly marked according to the following instructions below. One original and two (2) copies must be submitted. Alternate proposals will not be accepted.
2. Sealed Bids can be submitted in person, through US Postal Service, or by ground delivery to:

Klamath Tribal Health & Family Services
Administration Office
Todd Gessele- Health Program Manager
3949 S. 6th Street
Klamath Falls, OR 97603

3. Do not submit RFP by email or Fax.
4. On the outside of the sealed envelope write:
KTHFS Cultural Artwork- Healing Place
5. Questions on the RFP can be directed to Todd Gessele Health Project Manager 541-882-1487 x235 or todd.gessele@klamathtribalhealth.org.
6. Schedule of RFP activities :
 - 06/18/24 Advertise RFP #KTHFS 2024-05
 - 07/09/24 6 pm Commissioning Meeting
 - 08/01/24 1 pm PST - Deadline for questions regarding RFP.
 - 08/15/24 5 pm PST - Closing Date for RFP to be submitted via method outlined above.
 - 08/19/24 2 pm -3:30 pm PST - Opening and review of RFP's submitted on time.
 - 08/23/24 3 pm winning bids are announced
 - 12/03/24 3 pm Last time to deliver Artwork/Photography to the Healing Place
 - 12/04/24 1 pm Committee meets to accept or reject the artwork.
 - 12/06/24 10 am Payment authorizations

E. Closing/Opening Date and Time and Method of Solicitation:

1. Proposals will be accepted at the address above up to **5 p.m. on 08/15/2024**. All timely responses to this RFP will be considered. The Klamath Tribes reserve the right to reject any and all proposals including those proposals received after the closing date and time.
2. Proposals will be opened at **2 pm PST on 08/19/2024** at the Klamath Tribal Health & Family Services Administration office, 3949 S. 6th Street, Klamath Falls, OR 97603.
3. This RFP has been published by:

	Publication in a Newspaper of general circulation
x	Direct solicitation of proposals from an adequate number of known sources
x	Klamathtribalhealth.org

F. Indian Preference:

1. To the greatest extent feasible, preference and opportunities for training and employment shall be given to Indians, and preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned economic enterprises.
2. Certain federal laws allow for the application of a Tribal-specific preference, and where those laws apply the Tribes will provide preference for Klamath Tribal members or businesses owned by Klamath Tribal members.
3. Preference and opportunities for training and employment in connection with the administration of these activities shall be given to Indians and Alaskan Natives.
4. The Klamath Tribes Procurement Policy shall be followed for any individual/firm claiming Indian Preference.

G. Provisions:

1. All contractors must observe the Klamath Tribes' Indian preference policy as set forth in the Klamath Tribes Procurement Policy.
2. The Klamath Tribes shall conduct all procurement transactions in a manner that provides fair and open competition.
3. The Klamath Tribes shall provide fair and equitable treatment for all persons or firms who are in the business of supplying goods and services.
4. The Klamath Tribes wish to assure that supplies, services, and construction are procured efficiently, effectively, and at the most favorable prices available.
5. The Klamath Tribes shall take reasonable affirmative steps to assure that DBE's, WBE's and MBE's are used when possible but without infringing on Indian preference where Indian preference is applicable.
6. The Klamath Tribes shall not use federal grantor funds to do business with any entity who is disbarred in accordance with the Federal Government Disbarment list.
7. Request for Proposals may be terminated by The Klamath Tribes' Administration at any time for cause.
8. Each party submitting a proposal is certifying that he/she has not colluded with any other person, firm or corporation in regard to securing the services being solicited.
9. No employee, officer, or agent of the Klamath Tribes may solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontractors.
10. Negotiation: Provisions not addressed by this solicitation will be negotiated with the professional once a selection has been made.
11. Agreement: The selected professional will comply with Klamath Tribes Procurement Policies.

RFP Mailing List **(For internal use only)**
Provide list of names/firms that were solicited

To Address	Method Direct, Mail or Email	Date

DESCRIBE YOUR ARTWORK/ADD A CONCEPT SKETCH IF POSSIBLE

For Number _____

(Duplicate if bidding on multiple commissions)

YOUR ARTIST BIOGRAPHY

Name:

Email:

About me:

Attach a photo:

YOUR PORTFOLIO