Request for Proposal (RFP)

Wichita and Affiliated Tribes Education Department,
Comprehensive Tribal Education Capacity, Code Development, and Strategic Planning Support

1. Introduction

The Wichita and Affiliated Tribes Education Department is seeking proposals from qualified vendors to support the development and enhancement of the Tribe's education governance, strategic direction, and internal capacity. The selected vendor will assist in assessing current education systems, developing a culturally grounded Tribal Education Code, and facilitating a strategic planning process aligned with the priorities and values of the Wichita and Affiliated Tribes.

2. Scope of Work

The vendor will be responsible for delivering the following key areas of support:

1. Pre-Session Virtual Preparation

The vendor will host a virtual preparation session to introduce the project components, clarify expectations, and ensure tribal leadership, staff, and stakeholders are well prepared. This session should include:

- An overview of the Tribal Education Capacity Self-Evaluation Tool
- Guidance for completing the tool
- A walkthrough of the overall process and anticipated timeline

2. Tribal Education Capacity Self-Evaluation Tool

The vendor will provide and/or administer a Tribal Education Capacity Self-Evaluation Tool designed to assess the Tribe's current education system across key domains, including:

- Governance and leadership
- Policy and legal framework
- Curriculum and instruction
- Data systems and accountability
- Family and community engagement

The results of this evaluation will guide both Tribal Education Code development and strategic planning activities.

3. Tribal Education Code Development

The vendor will offer technical assistance to draft a culturally grounded, legally sound Tribal Education Code that:

- Reflects the Wichita and Affiliated Tribes' values, priorities, and educational vision
- Enhances tribal governance and authority over education
- Provides a structural foundation for educational programs, partnerships, and future development

4. Strategic Planning for Education

The vendor will facilitate an education-focused strategic planning process that includes:

- **Self-Evaluation Report Analysis**
- **SOAR Analysis (Strengths, Opportunities, Aspirations, Results)**
- **Strategic Priorities Development**
- **Initial Action Planning**

This process should culminate in a comprehensive strategic plan that outlines goals, priorities, and actionable steps to improve educational outcomes and strengthen tribal control of education.

5. Capacity Building and Policy Guidance

The vendor will provide ongoing support to strengthen internal capacity within the Tribe's education department, including:

- Guidance on federal and state education policies
- Identification of funding opportunities
- Policy development support
- Best practices for implementation and sustainability

6. Post-Session Virtual Follow-Up

After the completion of in-person work sessions, the vendor will conduct at least one virtual follow-up session to:

- Review progress
- Address questions or challenges
- Support continued planning and implementation
- Maintain momentum and accountability
- A strategic education plan aligned with tribal priorities and goals
- Strengthened tribal governance, advocacy, and decision-making capacity in education
- Sustained engagement through pre-session and post-session virtual support

4. Proposal Requirements

Proposals must include:

1. **Vendor Background & Qualifications**
    - Demonstrated experience with tribal education systems, strategic planning, policy development, and/or governmental capacity building
2. **Proposed Approach & Methodology**
    - Description of how the vendor will complete each deliverable
    - Proposed timeline and work plan
3. **Key Personnel**
    - Names, roles, qualifications, and relevant experience
4. **Budget & Cost Breakdown**
    - Itemized costs associated with each component of the Scope of Work
    - Any optional or additional services
    - Payment Terms
5. **References**
    - At least two references from previous tribal or education-related projects
6. **Miscellaneous**
    - Proposal Validity Period

5. Submission Instructions

- **Deadline:** 12/21/2025
- **Format:** PDF or Word document
- **Submission Method:** electronically to Gabrielle.gomez@wichitatribe.com, Robin.williams@wichitatribe.com, Yolanda.walker@wichitatribe.com.
- **Questions can be sent to the following individuals:**

  Wichita and Affiliated Tribes Education Department Contact Information:
  Yolanda Walker, Director
  (405) 247-2425 ext. 106

  Procurement Contact Information:
  Wichita and Affiliated Tribes Property & Procurement
  Gabrielle Gomez, Director
  (405) 247-2425 ext. 111

6. Evaluation Criteria

Proposals will be evaluated based on:

- Demonstrated knowledge and experience in tribal education systems
- Cultural competence and alignment with Wichita and Affiliated Tribes values
- Quality and clarity of proposed methodology
- Cost-effectiveness and feasibility
- Ability to meet project timelines
- Strength of references and past performance

7. Disclosures

1. The Wichita and Affiliated Tribes intends to award a firm fixed price purchase order for this requirement.
2. Native American preference will be given.
3. This RFP does not constitute an offer to contract, and the Wichita and Affiliated Tribes will not be responsible for any costs incurred by the vendor in preparing or submitting their proposal.
4. All proposals should be submitted initially on the most favorable terms the vendor can offer, as a contract maybe awarded without further negotiation.
5. The Wichita and Affiliated Tribes reserves the right to reject any proposals that do not conform to the scope provided within this RFP.
6. The following clause shall be applicable to the award of this requirement,

   The Wichita and Affiliated Tribes shall be the sole and exclusive owner of all rights, title, and interest in and to all Project Intellectual Property (IP), including all patents, copyrights, trademarks, trade secrets, and other intellectual property rights worldwide.

   i. Work-for-Hire: All Project IP shall be considered a "work made for hire" to the fullest extent permitted by law, and the Contractor expressly acknowledges and agrees to this designation.

   ii. Assignment: To the extent that any Project IP does not qualify as a "work made for hire," the Contractor hereby irrevocably assigns, transfers, and conveys to the Wichita and Affiliated Tribes all right, title, and interest in and to the Project IP. The Contractor shall execute any further documents reasonably requested by the Wichita and Affiliated Tribes to perfect this assignment.