

REQUEST FOR PROPOSALS

Project: WIC Prenatal Breastfeeding Education Bag
Submission Deadline: April 13, 2026, at 5:00 p.m. CST
RFP Contact Name: Cheryl Richardson, Nutrition & Breastfeeding Coordinator
Contact Address: 1601 S. Gordon Cooper Dr., Shawnee, OK 74873
Telephone Number: (405) 273-3216
Email Address: crichardson@potawatomi.org

Citizen Potawatomi Nation (Tribe) reserves the right to reject any and all bids, waive irregularities or informalities, and cancel all or any portion of this project for any reason at its sole discretion. All proposals and related materials will become the property of the Tribe.

Requests for Information (RFIs) **must be received by 5 p.m. CST on April 13, 2025, via email @ crichardson@potawatomi.org**

I. Purpose of Solicitation:

Citizen Potawatomi Nation WIC program is seeking proposals from qualified companies to produce, collate, store and ship WIC Prenatal Breastfeeding Education Bags to agencies/clinics across the Southwest region.

II. Project Location:

The Project includes the Southwest Region WIC programs – this includes 7 state WIC programs and 18 Indian Tribal WIC programs (25 total). All are located within Texas, Louisiana, Arkansas, Oklahoma, New Mexico, Utah, and Arizona.

III. Scope of Services:

The Contractor will perform and be responsible for:

- Producing/procuring items according to specifications
 - Drawstring backpack/bag
 - Cardex/Cards on carabiner
 - Book
 - (1)Dad and (2)Grandparent Brochures/bag
 - Pushcard/Bookmark
 - Congratulations Card
 - Counseling Guidelines

- Assemble/collate- shrink wrap printed materials place in bag pouch and attach cardex with carabiner to zipper pull.
- Store all assembled backpacks in cartons up to 6 months.
- Shipping- Ship units upon request via UPS to WIC agencies/clinic in the SW region of the U.S.

IV. Compensation and Delivery of Materials

Compensation for this contract in its entirety **will not exceed** \$1,000,000.00.

For Bid/Proposal company will deliver _____ number of backpacks (deliverables) according to specifications.

V. Penalty for Collusion:

If at any time it shall be found that the person, firm, or corporation to whom the Contract has been awarded has, in presenting any bid or bids, colluded with any other party or parties, then the Contract so awarded shall be null and void, and the Contractor and his sureties shall be liable to the Tribe for all loss for damages the Tribe may suffer thereby, and the Tribe may advertise for new bids for said work.

A Conflict-of-Interest Affidavit shall be completed as a whole and submitted with each bid (see Conflict of Interest sheet attached)

VI. Deadline to Submit Bids/Proposal:

All bids must be received by the Tribe no later than **April 13, 2026, at 5:00 p.m. CST**

The Tribe will not be responsible for the failure of any mail or delivery service to deliver proposals prior to or after the stated date and time. Regardless of the manner of submission, any package received after the stated date and time will not be considered.

VII. Proposal Selection Criteria:

Only those proposals received by the stated deadline will be considered. All proposals submitted by the deadline will be reviewed and evaluated based on information provided in the submitted proposals. Incomplete proposals inconsistent with this Request for Proposals may be disqualified from consideration.

In addition, consideration will be given to cost and performance projections.

VIII. Proposal Format:

To be considered, a qualified firm or individual must submit a complete response to this Request for Proposals and include each of the following:

1. Introduction- indicate the company name, contact person, and address of the office
2. Table of Contents
3. Statement of Experience
4. Company Qualifications
5. References
6. Project Understanding/Approach and Schedule
7. Special Requirements
8. Compensation - itemized cost breakdown for completion of the project requested in the project scope to include bid quantities

All pages shall be typed on 8.5" x 11" paper portrait oriented, single-sided with 12-point text. A cover letter that identifies a contact person and all contact information shall be included in each proposal. Additional text shall be no more than 10 pages. Brevity is encouraged. Additional foldout, maps or drawings (folded in pockets) may be submitted to supplement the text; however, these additions may or may not be reviewed.

The following forms shall be included with the bid: Bid proposal with Bid Sheet, Non-Collusion Affidavit.

IX. Selection and Evaluation Criteria:

All proposing companies will be evaluated on the following criteria and selected based on the score given by the Selection Committee

1. Individual and/or Company Qualifications

Experience of the individual and/or company in providing requested services and experience in providing those services to Native American Tribes. Identify what distinguishes your Company from others. A certified copy of proof of liability insurance for your company and subcontractors for this project is required. **(25 Points)**

2. Project Team

List and describe the expertise of the members of your team who will be responsible for completing the project. Be sure to indicate the roles and responsibilities of each team member. **(15 Points)**

3. Project Understanding, Approach, and Schedule

Please provide a discussion of your company's understanding of the project along with your approach to providing the necessary services. **(20 Points)**

4. Understanding of the Needs of the Tribe and Familiarity of the Area

Evaluation of the company's approach to the Scope of Work will be based on an understanding of each task and deliverables provided, the work plan for each service and an understanding of the responsibility. **(20 Points)**

5. Compensation and Deliverables

List a Total of Deliverables keeping within the "Not to Exceed" dollar amount, including expenses, to accomplish the Scope of Work with your preferred method of remuneration for your services. Specify any fees, commissions or compensations received from or paid to others. **(20 points)**

Selection of the individual and/or company will be made after a review and analysis by the Selection Committee. Other experts, interested parties, or employee representatives may be consulted to advise the Selection Committee during the review and analysis process. Respondents may be reduced to a list of "finalists" that may be requested to meet with the Selection Committee, Tribal Leadership, or other representatives of the Tribe to expand on proposal qualifications and experience.

Attachments:

- Conflict of Interest Affidavit
- Specification Sheet



Citizen Potawatomi Nation, DBA: WIC program
1601 S. Gordon Cooper Dr.
Shawnee, OK 74801
(405) 275-3121

Conflict of Interest

The conflict-of-interest provisions apply to, but are not necessarily limited to: Workforce staff, or administration, members of their immediate families, council members, members of their immediate families and such individual business associates. The requirements prohibit any such individual(s) from benefiting from their position personally, financially or through the receipt of special benefits other than payment of their salary and/or appropriate administrative expenses.

A conflict of interest may occur if an owner of your company is currently serving as or an immediate family to any employee of the Citizen Potawatomi Nation, a member of the Executive Committee Member or Legislature or an immediate relative of the following departments for the CPN Tribe: Housing, Purchasing, Legal, Accounting, or Administrative who has direct relations with the Citizen Potawatomi Nation Housing Programs.

For the purpose of this policy, **immediate family** is defined as a parent, spouse, child, sister, brother, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparents of the employee or his/her spouse, and grandchildren of the employee, or "foster" or "step" situations within these relationships.

Date: _____

Owner Name(s): _____

Company Name: _____

Address, City, State, Zip: _____

Phone Number: _____

Please describe below any relationships, transactions, positions you hold or circumstances that you believe could contribute to a Conflict of Interest:

_____ All owners listed above have no Conflict of Interest to report

_____ Owner(s), _____, has the following Conflict of Interest to report (please specify the nature of the COI).

We acknowledge our agreement with the intent of this policy and agree to report any possible conflicts that may develop during the term of this contract.

Signature (each owner): _____
