



Posting Date: August 14, 2024

Closing Date: 5:00 pm, September 5, 2024

To: Interested Parties

From: Soboba Tribal Administration

Subject: Luiseño Language Speakers/Instructors

STATEMENT OF PURPOSE:

Soboba Tribal Administration is requesting proposals from interested parties to conduct Luiseño Language instruction for Soboba Tribal Members and their families.

SCOPE OF WORK:

Potential contractors will be expected to provide in-person instruction on consistent basis, in all aspects of Luiseño Language and related culture including:

- **Grammar:** consistent spelling and grammar, including use of accent marks
- **Pronunciation:** correct pronunciation and coaching of new students
- **Vocabulary:** wide range of vocabulary and lesson building; including sentence structure, word lists, greetings, etc.

Schedule: To be determined in discussions and specified in written contract.

Reports: Contractor shall submit reports along with invoices, detailing activities and progress.

REQUIREMENTS FOR PROPOSAL PREPARATION:

The purpose of the proposal is to detail the qualifications and experience of the contractor(s) to provide a Luiseño language instruction to Soboba Tribal Members.

Each proposal should have the following information in the order listed below:

1. Cover Letter
 - a. RFP Subject (listed above)
 - b. Name
 - c. Contact information (address, phone, email, website)
2. Narrative:
 - a. A brief summary of your services.
 - b. Proposed lesson implementation and schedule.
 - c. Sample of developed course materials.
 - d. Contractor qualifications (resume or statement)
 - e. Indicate experience with similar services.
 - f. Three (3) references to include: contact name, company name, address, e-mail, and phone number.
3. Proposed fee for instruction.



SELECTION AND EVALUATION PROCESS:

BID SUBMISSION CONTACTS:

Please respond with a proposal to perform the activities referenced above by **5:00 pm Thursday, September 5, 2024** to:

Steven Estrada, Tribal Executive Officer, Soboba Band of Luiseño Indians
Email: sestrada@soboba-nsn.gov; Phone: (951) 654-5544, ext. 4101