

STOCKBRIDGE-MUNSEE COMMUNITY

REQUEST FOR PROPOSALS EDUCATION SPECIALIST SERVICES

November 22, 2023

I. INTRODUCTION

The Stockbridge-Munsee Community (“Tribe”), a federally-recognized Indian tribe, is seeking proposals from qualified firms or individuals to provide Curriculum Writing services. The successful bidder will be expected to draft an overarching curricular framework and methodology that guides learning approaches and designs both in text and digital outlets. Objectives include creating a history book from the information reviewed and analyzed by the focus group for cultural relevance and accuracies. Desired outcomes include examining the literature review done by the focus group, making inquiries for clarification or for consistency, and writing content for a history book, curriculum, and digitizing for virtual deliverable options.

II. SCHEDULE

Sealed proposals for the services requested in the RFP **is extended until Monday, January 22, 2024 at 3 PM**, Central Daylight Time. Proposal must be identified as being “Bid for Education Specialist Services” on the outside of the envelope. Proposals shall be delivered to the:

Stockbridge-Munsee Tribal Secretary
N8476 Moh He Con Nuck Road
P.O. Box 70
Bowler, WI 54416
Telephone: 715-793-4387

The Tribe anticipates that a successful bidder will be selected by the Tribal Council on or about January 16, 2024. The successful bidder will provide a schedule for developing curriculum and digital products meeting Wisconsin High School academic standards and beyond for a final product delivery on or before September 15, 2024.

III. PROJECT AND SCOPE OF SERVICES

Statement of Need

Did you know invisible Indians is a modern form of RACISM! Therefore, we must shift the narrative by writing our own stories to change the biases set by others.

According to *Reclaiming Native Truth: A Project to dispel America’s myths and misconceptions* 36% of Americans surveyed believe that Native Americans face discrimination,

which we know is underestimated. However, 66% of Americans surveyed are willing to learn the authentic and accurate narrative, so let's take-action with a clear focus.

It is vital for our children to see themselves authentically in the world in which we live. K-12 Education was identified as 1 of the 5 calls for action. For more information, get in the know at <https://rnt.firstnations.org/>

Purpose of the Project

The creation of a published curriculum that aligns with Wisconsin Department of Public Instruction state standards for High School and beyond and that is based in a qualitative exploration of written documents/text and oral interviews that covers: tribal history, identity, culture, traditional language, treaty rights, trust responsibilities, sovereignty in the context of contemporary tribal and state governments institutions and/or relations and the contribution of the Mohican Nation to the State of Wisconsin. While capturing the phenomenology of being Mohican within the United States from prehistorical contact through contact to present day contact.

Project Scope and Services

The Tribe is a federally-recognized Indian tribe with a reservation in central Wisconsin. It employs individuals both in tribal government operations as well as through a number of tribal enterprises. The goal of the Mohican 101 Project is to draft an overarching curricular framework and methodology that guides learning approaches and designs both in text and digital outlets.

The Tribe is seeking an individual or firm to provide the Stockbridge-Munsee Community with an outline for clear curriculum tracks with objectives for cumulative learning; a unified methodology for instructors; a set of recommended standards for consistent formats of program type and presentation of content that align to Wisconsin Department of Public Instruction; a set of recommendations for expansion of the curriculum in the future; and a recommended implementation and transition plan.

The Stockbridge-Munsee Community requires a professional, technical, non-personal services to examine a completed literature review done by the focus group, making inquiries for clarification or for consistency, and then writing content for a history book, curriculum, and digitizing for virtual deliverable options. The Tribe is requesting proposals for firms or individuals to provide Curriculum Writing services. More specifically, the Tribe requests that bidders provide the following services.

- Examine existing focus group notes (literature review) and recommended resources while conducting further inquiry as necessary
- Identify growth areas of audience and of content
- Create curriculum map, including:
 - Framework of content areas (tracks, foci...) and types of courses (seminar, field study...)
 - Objectives of curriculum whole and parts

- Strategy for course standardization (including teaching approaches, materials, class numbering and prerequisite system, nomenclature, etc.)
- Long-term growth and maintenance suggestions
- Implementation plan
- Hold community focus groups to validate presented materials are accurate.

IV. STANDARDS AND QUALIFICATIONS

- Experience leading, creating, and refining similar projects at universities or other learning-centered institutions with high school and adult audiences
- Strong knowledge of Wisconsin Department of Public Instruction current Social Studies Curriculum Standards for High School Students
- Strong knowledge of High School and Adult curriculum design
- Strong knowledge of high school and adult teaching frameworks, methodologies, and best practices
- Strong framework and methodology knowledge that includes platforms for digital learning and free choice of learning.
- Working Knowledge of the importance of Culture Relevancy as it relates to Mohican History and artifacts of the Stockbridge-Munsee Community
- Ability to think systematically and strategically, and plan long-term
- Ability to communicate and to work with other professionals toward a common goal
- Efficient and able to deliver quality product punctually and within budget

V. PROPOSAL REQUIREMENTS

At a minimum, proposals must contain the following information. A proposal that does not contain this information shall be deemed non-responsible and is subject to rejection.

- Cover letter indication interest, as well as:
 - Description of candidate's experience with high school and adult curriculum design
 - Statement of skills and qualifications
 - Statement of availability, including current workload and brief description of the projects
- Up to five (5) examples of similar projects completed in the last 7 years, with supporting materials
- The Curriculum Writer will work closely with the Director of Education and Career Services, S/M Education Specialist, and Focus Group. Director will set goals, objectives, and timelines, oversee new frameworks and content, and develop partnerships. Consultation will collect and analyze audience and program data, do comparable research, develop new frameworks and content and identify and suggest further experts or partners to include in the project.
- Three (3) references relating to completed projects for the services being requested, with full contact information

Written questions concerning this RFP shall be forwarded, by fax, email or mail, to the Stockbridge-Munsee Tribal Secretary at N8476 Moh He Con Nuck Road, P.O. Box 70, Bowler, WI 54416 (fax: 715-793-4887) (email: jody.hartwig@mohican-nsn.gov).

V. ADDITIONAL INFORMATION

The successful bidder will be selected in accordance with tribal bid policies, as applicable. This RFP does not commit the Tribe to award a contract or pay any costs associated with the preparation and presentation of a proposal. The Tribe reserves the right to revise the selection process and, in its sole discretion, to accept or reject any or all responses to this RFP. The Tribe may negotiate with or request additional information from any or all considered bidders. The Tribe may waive informalities or irregularities in a proposal.

The successful bidder will be required to enter into a written contract with the Tribe. The successful bidder will be required to carry all appropriate insurance, such as professional liability, errors and omissions, general liability, vehicle and worker compensation coverages. The successful bidder must not engage in discriminatory conduct and may not be a barred contractor under tribal or federal contracting requirements.