

**COEUR D'ALENE TRIBE  
INFORMATION TECHNOLOGY DEPARTMENT**

**REQUEST FOR PROPOSALS**

*Community Based Access to Technology Project*

**SUMMARY**

The purpose of this request for proposals is to identify consultant(s) to provide computer and internet training at the Coeur d'Alene Tribe's Technology Center in Plummer, Idaho.

The successful consultant's role will be to present one or more workshops to the reservation community at large centering on the use of information technology. Participants will include youth and elders of the tribal community.

The consultant will be expected to be knowledgeable and have proven skills in workshop presentations that include audio and visual instruction, and hands on guidance.

**PURPOSE AND SCOPE**

The Community Based Access to Information Technology project is designed to raise local community Internet awareness through skills training available at the Tribal Community Technology Center located in Plummer, Idaho.

Knowledge of Information Technology is absolutely critical to education, economic development and job creation. Not many people here are skilled in computer use. Their education and economic futures are tied to their computer skills.

The strategy of this project includes teaching community members how to access information technology tools to meet their goals, such as higher education, career renewal, or workforce training.

The goal of the Community Based Access to Information Technology project is to increase community member's information technology skills with an emphasis on creating an entrepreneurial culture.

The scope of the project centers on the following three objectives:

- **Essential Basic Internet Skills:** Community members will acquire basic Internet skills for using search engines, using email and collaborative tools, expressing culture and personal identity via web pages and learning how to become self-directed life-long learners using the Internet.
- **Digital Storytelling and Self-Expression Skills:** Community members will receive hands-on training with a cultural emphasis for digital storytelling via multimedia including digital art tablets, digital music authoring, multimedia scrapbooks, and digital storytelling using digital video. Participants will be able to offer their expertise via online and/or offline mentoring services to others in the community.
- **Online Entrepreneurship, Ecommerce, Telework Basics & Online Learning:** Community members will learn about online entrepreneurship, ecommerce and telework opportunities and will learn to post products for sale on a Web page or Ebay. Participants will learn via online lessons and how to teach others online as a possible vocation using email, listservs, and other collaborative tools. Community members will participate in online lessons and be able to offer their own expertise via online and/or offline mentoring services to others in the community.

Community members will learn how to buy and sell products online using web pages, Ebay, or other available options.

### **MINIMUM REQUIREMENTS AND TASKS**

The consultant will be responsible for workshop preparation, online mentoring and training support, to train participants and staff relative to our three objectives. The minimum activities for this project will include:

- Participate in workshop scheduling with the IT Department.
- Plan and provide a two day training session per objective.
- Prepare workshop agendas and class outlines.
- Prepare and provide copies of all workshop materials.

Upon completion of the workshops, the participants will be able to use the Internet effectively for e-mail, search engines, digital story telling, music and video editing, and e-commerce.

Each two day workshop will be held in the computer lab at the Community Technology Center in Plummer, Idaho. Available software and equipment includes: 40 computer stations with webcams, 4 digital video cameras, digital art tablets, midi keyboards, cakewalk software, scrapbook software, Adobe Premier, a networked printer, and an overhead projector.

We have scheduled tentative workshop dates from February through September, 2008. See attached tentative schedule. If you would like to bid on this project but have some concerns about the timeline because of your commitments and schedule, please suggest an alternate time schedule and we will take it into consideration.

We are working under a grant project period which ends on September 30, 2008. The workshops should be completed no later than August 31, 2008.

### **REQUIREMENTS OF THE PROPOSAL**

Proposals will be accepted to teach one or more workshops on any of the three project objectives.

To be considered for selection, prospective trainers must provide a proposal with the following information:

1. Description of the Proposed Workshop: Provide a description of the overall approach and process to be used in carrying out the workshop. Provide an agenda for the workshop that includes a description of the overall desired outcomes, a description of each segment of the program, and techniques to be used during each segment to achieve the desired outcomes. Provide sample materials to be used with the proposed agenda. Items supplied for review should demonstrate the consultant's ability to write and prepare documents for use in this project.
2. Project Team: The proposal must describe each person who will be a part of each workshop, including information about their experience and background with the topic.
3. Budget: The consultant must provide a complete and accurate budget for the proposed training workshop that includes:
  - Total cost of consultant time.
  - Cost of travel.
  - Any other costs to be incurred by the consultant in carrying out the project.

4. References: Provide three (3) references. For each reference, provide a contact person, address, telephone number, and a brief description of the project.

**BIDDING INSTRUCTIONS AND PROCEDURES**

Signed proposals and bids must be delivered to the Coeur d'Alene Tribe IT Department no later than 5:00 p.m., Tuesday, January 22, 2008. They must be addressed to:

Coeur d'Alene Tribe IT Dept  
ATTN: Leslie Zahir, Broadband Office Manager  
P.O. Box 408  
Plummer, Idaho 83851  
Phone: (208) 686-1164  
Fax: (208) 686-1902  
e-mail: lzahir@cdatribe-nsn.gov

The total bid must be on a lump sum basis, including the bidder's cost for services, materials, postage, travel etc. No additional compensation for additional costs will be made beyond the bid submitted.