

**Kiowa Tribe**  
**Solicitation & Request for Proposal**  
**Design and Build Child Care Facility**



**RFP-KT-25-002-CC**

## **A – Solicitation**

### **A. Type of Contract to be Awarded**

The Kiowa Tribe is seeking proposals from qualified Contractors for the project entitled: “Design and Build of Child Care Facility to serve ages 0-13 years of age at 502 S Country Club Road, Anadarko, Ok 73005”, in accordance with the Kiowa Tribe Procurement Policies and Procedures and under the CFR part 200 Uniform Guidance. All proposals are to be received by email or mail no later than **Friday, January 2, 2026, by 4:00 p.m.** Each Proposal should be clearly marked **“PROPOSALS Design and Build of Child Care Facility”**.

These proposals should be mailed or delivered to:

The Kiowa Tribe  
Attention: Marland Toyekoyah, Executive Director - Tribal Operations  
P.O. Box 369  
100 Kiowa Way  
Carnegie, OK 73015

### **B. Scope of Contract:**

Questions regarding the design and build of the Child Care Facility shall be directed to: Jonna Beartrack, Child Care Director, Kiowa Tribe, (405) 480-2668 or email [jbeartrack@kiowatribe.org](mailto:jbeartrack@kiowatribe.org)

General proposal questions should be directed to: Joanne Belgarde, Procurement/Contracts, [jbeargarde@kiowatribe.org](mailto:jbeargarde@kiowatribe.org) 405-480-2009.

The proposals will become part of The Kiowa Tribe files without any obligation to your organization.

## **Type of Contract to be Awarded**

The Kiowa Tribe, a federally recognized tribe based in Carnegie, Oklahoma intends to award a firm fixed price contract from this solicitation/RFP under the Kiowa Tribe Procurement Policies and Procedures and under the CFR part 200 Uniform Guidance.

### **Bid Process:**

Upon receipt of at least three bids, a contracting team will identify the contractor who is the most responsive and responsible bidder. A rating system will be used by the contracting team to determine other factors than just the low bidder. Best value along with the price will be the determining factor on who receives the award. You will be contacted via telephone and by letter of your award. Once you are awarded the contract, a Notice to Proceed, the days to be completed may be negotiated by the Tribe and the Contractor. The NTP will be issued as soon as the contractor has been cleared through proper debarment checks and background check, if applicable.

The Kiowa Tribe may use Indian preference where possible and feasible.

**Bid Pricing:**

Contractor shall provide a lump sum price to include labor and materials to complete the project as outline in the Scope of Work. In addition, a detailed breakdown of labor and material costs must be submitted along with timelines of each specific part of the scope of work. Sub-contractors must be identified as their role, title, and prices for each sub-contractor. Engineering, design, and quality assurance must be submitted in your Statement of Work on how each of these roles will be managed along with detailed breakdown of costs associated with these roles. A cost/price analysis will be conducted with all invoices submitted.

**TERO Certification:**

Indian preference will be given only to bidders who provide proof of current certification from the Kiowa Tribe Tero office located in Carnegie, Oklahoma telephone number (508)654-2300. Proof of TERO certification must accompany and be included in bid submittal

**Tero Requirements:** Kiowa Tribe TERO Office requirements apply to award of agreement; Including a 3 percent fee on all jobs that are over \$1,000 in value. Successful bidder must complete required TERO paperwork and pay all applicable fees in accordance with the current Legislative Act for this project. Please contact Kiowa Tribe TERO at 580-654-2300 with any questions. The successful bidder must have fees and all paperwork submitted to TERO for agreement to be considered fully executed.

**Conflict of Interest and Restriction:**

If any contractor, contractor's employee, subcontractor, or any individual working on the proposed contracts may have a possible conflict of interest that may affect the objectivity , analysis, and / or performance of the contract, it shall be declared in writing if the conflict is significant and material and if so, may eliminate the contractor from submitting a bid.

**Subcontracts:**

The successful bidder is specifically advised that any person, firm or other party to whom it is proposed to award a subcontract under this contract must also be acceptable to Kiowa Tribe. Any proposed subcontracts must be approved by Kiowa, and the TERO office must be consulted prior to subcontractor being on site to ensure all appropriate forms, paperwork, and approvals are in place. Successful bidder will be required to complete the Request for Acceptance of Subcontractor at time of contract signing if subcontractor to be utilized. All sums due to any suppliers or subcontractor must be paid or will be paid within ten (10) days of receipt of any money received from the Kiowa Tribe under any executed Agreement.

## **Drug Free Workplace and Tobacco Free Workplace:**

Any Contractor performing work for the Kiowa Tribe agrees to publish a statement notifying all employees, subcontractors, and other workers that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against violators of such prohibition. The Kiowa Tribe will consider lack of enforcement or lax enforcement of the statement by Contractor a default of the contract. The Contractor further agrees to provide all persons engaged in performance of the contract with a copy of the statement. A copy of the bidders' Drug Free Workplace statement shall be included with the proposal or else the successful bidder will be deemed to accept and agree to use the statement provided by Kiowa Tribe. The Contractor understands and recognizes that all Kiowa Tribe buildings, whether leased or owned, and the grounds surrounding those facilities are considered by the Kiowa Tribe to be tobacco free workplace. The Contractor will ensure all employees, subcontractors, and other workers will abide by this policy.

## **Scope of Work**

Contractors who bid on this solicitation shall provide the following information as a part of the Solicitation/RFP package:

1. Facility requirements are five (5) classrooms total for various age groups: Classrooms are required by Oklahoma Department Health and Human Services (DHS) to have thirty-five (35) square feet per child. The ration numbers for each room is listed next to the rooms needed and number of children that can be in ration to a teacher/child head count.
2. A fully functional School Age Program Center
3. Five (5) Classrooms, two (2) with running water
4. A Fully functional kitchen with a storage pantry (must have dishwasher, over the sink spring faucet, garbage disposal, and storage)
5. Internal storage for classroom supplies
6. Front entry way with a desk will be a gate to gain access to the classrooms
7. The entire center needs to be handicap accessible in all doorways and bathrooms.

## **Specifications/ Drawings**

classrooms	Five (5)	Frames for these rooms have already been installed. These project will need to be completed.
Office	One ( 1)	This will be built into the front entry desk area.
Full Kitchen	This will be a full electric facility. All of the appliances can be electric.	Residential size appliances will be utilized in this kitchen.
Bathroom	5 toilets total four sinks	The staff will utilize the handicap bathroom space.

External Metal ( main structure )	Number needed unknown	Metal on the external wall will need to be replaced to for health and safety standards.
Roof	Work needed unknown	Ensure the roof does not leak for health and safety reasons.
Exit doors	Four doors for exit and entry to meet fire safety codes and standards	A double door will need to be inserted on the North side to exit to the planned outdoor area.
External IT room	A cement slab must be laid and a structure to be built to house the IT and electrical system to support the building.	This will be located on the West side of the building next to an existing exit.
External laundry room	This can be built on to the current structure to create a room to house the laundry and cleaning supplies.	This will be located on the North side of the building
Storage room	There will need to be built onto the current main structure across from the room to be the laundry room.	This will be located on the North side of the building.
Windows	There will be up to 6 windows that will need to be replaced to meet the safety and health standards of all monitoring entities.	Must meet Oklahoma Fire Marshall standards.
Flooring	Flooring through the entire facility.	

### **Add addendum**

#### **Additional Addendum:**

Changes could be made to this project as needed if both parties agree to make it safe for the children and parents.

1. Certificate of Liability Insurance
2. Workers' Compensation (Personal and ADV Injury)
3. Bid and performance bonds
4. W-9 on file with Kiowa Tribe Finance
5. Wage rates that you are paying to each of your categorical laborers
6. Timeline of events, delays, start, and completion dates of each phase of the contract
7. Subcontractor Information
8. Company historical information
9. Past Performance/Testimonials
10. BBB/D&B and other affiliates' information
11. Resume of On-Site Supervisor
12. Twenty-four notice schedules of power or water outage needed
13. Material costs/justification for pre-payment
14. Disclosure of non-debarments from contractual work

**HVAC Contract:** The Kiowa Tribe has already awarded a firm the HVAC portion of this proposal, therefore the selection firm will be required to work with the HVAC firm selected.

## Selection and Evaluation Criteria:

All proposed contractors will be evaluated based on the following criteria and selected based on the score given by the selection committee.

1. **Individual and/or Firm Qualifications:** Experience of the individual and/or firm in providing requested services and experience in providing those services to Native American tribes. Identify what distinguishes your firm from others. **(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. **(25 Points)**
3. **Project Understanding, Approach, and Schedule:** Please provide a discussion of your firm's understanding of the project along with your approach to providing the necessary services. **(25 Points)**
4. Understanding of the needs of the Tribe and familiarity of the area **(20 Points)**
5. **Tribal Member Ownership:** Provide proof of ownership constituting not less than 51% of the enterprise. **(5 Points)**

Selection of the individual and/or firm will be made after a review and analysis of the proposals written by the Selection Committee. Other experts of 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 Executives, or other representatives of the Kiowa Tribe to Expand on proposal qualifications and experience.

Those selected as "Finalists" will be notified of the time and date of presentations.

The Kiowa Tribe reserves the right to reject any and/or all proposals. Indian Preference will be applied in awarding the contract.

The Contracting Officer for this Solicitation is Joanne Belgarde, you may reach her at (405) 480-2009. Her email address is [jbelgarde@kiowatribe.org](mailto:jbelgarde@kiowatribe.org), The Contracting Officer's Technical Representative (COTR) for this solicitation is Patrick Poolaw. You may reach Mr. Poolaw at (405) 480-0776. His email address is [ppoolawkiowatribe.org](mailto:ppoolawkiowatribe.org). The project advisor is the Director of Child Care Center who is Jonna Beartrack. Her telephone number is (405) 480-2668 and her email is [jbeartrack@kiowatribe.org](mailto:jbeartrack@kiowatribe.org).