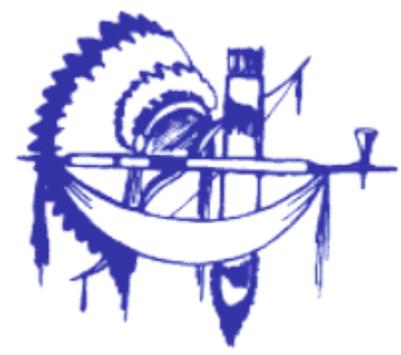


Burns Paiute Tribe
REQUEST FOR PROPOSAL (RFP)
Economic Development Services



SERVICE TO SYSTEM CHANGE PROJECT

Burns Paiute Tribe
100 Pasigo St.
Burns, OR 97720
Phone (541) 573-8014
Tracy.kennedy@burnspaiute-nsn.gov

RFP ID: EcDev - 001
Prepared By: Tracy Kennedy
Date: May 27, 2020

REQUEST FOR PROPOSAL
ECONOMIC DEVELOPMENT SERVICES
Burns, OR

RFP ID: EcDev – 001

RFP SUBMISSION DEADLINE: June 16, 2020

QUESTION SUBMISSION DEADLINE: June 12, 2020

Questions may be submitted via email form no later than June 12, 2020 to:

RFP CONTACT NAME: Tracy Kennedy

CONTACT ADDRESS: 100 Pasigo Street
Burns, OR 97720

TELEPHONE NUMBER: 541-573-8014

EMAIL ADDRESS: Tracy.kennedy@burnspaiute-nsn.gov

BURNS PAIUTE TRIBE – ECONOMIC DEVELOPMENT EFFORTS:

The Burns Paiute Tribe (‘BPT’) is located in Harney County, on the eastern side of Oregon. The BPT is primarily comprised of the descendants of the Wadatika Band of Northern Paiutes. A federally recognized tribe BPT currently has 420 enrolled members of which approximately 150 people live within the reservation boundaries.

Burns Paiute Economic Development Department (“BPEDD”), a fairly new department that is a relatively young department only being active for approximately two years. Prior to BPEDD staff coming on board the BPT Tribal Council approved an ‘Community Economic Development Strategic Plan 2015-2025.’ It is the intention of the BPEDD to carry out the duties and goals of the BPT Community Economic Development Strategic Plan. The BPT is seeking additional assistance to work in concert with current staff to carry out goals of the strategic plan.

BPEDD is implementing a ‘Service to System Project’ which will assist the newly developed BPEDD to create a foundation to increase the long-term success by creating a positive mental model that focuses on transformative change through the development of new policies and practices. The project will focus on building staff capacity, develop a Burns Paiute Economic Development Committee/Board who will educate, collaborate, advocate and create internal policy for economic development department that is reflective of Tribal goals.

INTENT:

The intent of the RFP is to solicit proposals from reputable consultants and/or individuals who will carry out economic development services as it relates to the ‘Service to System Project.’ The ‘Service to System Project’ will increase the long-term success by creating a positive mental model that focuses on transformative change through the development of new policies and practices. The project will focus on building staff capacity, develop a Burns Paiute Economic Development Committee/Board who will educate, collaborate, advocate and create internal policy for economic development department that is reflective of Tribal goals.

SCOPE OF WORK/PROJECT TIMEFRAME:

The individual and/or consultant to be hired is to provide contract-related economic development services to the BPT/BPEDD, including but not limited to the following areas:

General Administrative Services –

- Provide administrative support to the Economic Development Department.
- Provide recommendations related to business development.
- Assist in preparing items for Economic Development Committee meetings; actively participate in meetings, draft minutes of Economic Development Committee minutes.
- Actively interface with Tribal community and Tribal partners to assist the Economic Development Department.
- Develop marketing material to promote specific developments aspects of BPT.
- Conduct research to gather data on Tribal statistics/demographics for internal and external use.
- Assist in updating Tribal Strategic Economic Development plan/CEDS plan/E.O.A. plan.
- Assist in trainings provided to Tribal entrepreneurs.
- Assist in developing long-term policies and procedures for the BPT Economic Development Department.
- Grant writing for the Economic Development Department and community goals.
- Travel if needed when required by Service to System Grantor.

Interested individuals/consultants must submit fees based on a 10-month completion date, dated from June 2020 – March 2021.

SCHEDULED TIMELINE:

Questions Submission Deadline:	June 12, 2020
RFP Submissions Deadline:	June 16, 2020
Target Date for Selection:	June 17, 2020
First Date of Engagement:	June 25, 2020
Last Date of Engagement:	March 31, 2021 (project duration approximately 10-months)

SUBMISSION REQUIREMENTS:

The following items are required in each proposal. In order to expedite the evaluation of proposals, proponents will organize their proposals in the same sequence. Proposals must contain a concise presentation of sufficient length to be complete yet providing essential information to the understanding of evaluation criteria.

A. **COVER LETTER:** A cover letter with individual/consultant name, address, phone number, project number and proper signature, expressing interest in the project and certifying that sufficient resources in personnel and time can be committed to this project.

B. **RELEVANT EXPERIENCE AND REFERENCES:** List of projects of similar nature with which the successful individual/consultant has had direct experience Be specific on why the referenced projects are similar to this project.

C. **FEES:** Provide a list of fees for the entire scope of work with a total “not to exceed” amount listed for items described in the scope of work. Additionally, provide an hourly rate requested to complete the scope of work requirements.

Submit completed proposal to the BPT Human Resource Department at:

Tammi.holliday@burnspaiute-nsn.gov

SELECTION PROCESS:

The proposals received will be evaluated and ranked according to the following criteria:

Selection Criteria	Maximum Points
Experience associated with S.O.W.	50
Capacity to Perform	25
Proposed Cost	30
Total	100

TERMS AND CONDITIONS:

BPT has the right to:

- 1) Reject any and all submitted proposals;
- 2) Accept any proposals in whole or in part;
- 3) Elect not to proceed with the services at its absolute discretion.

DEADLINE FOR RFP SUBMISSION:

June 16th 2020 at C.O.B.