

EASTERN BAND OF CHEROKEE INDIANS

REQUEST FOR PROPOSALS

PRODUCTION FOR A MEMORIAL WEEKEND POW WOW

FY 2014



December 04, 2013

**FOR THE OFFICE OF DESTINATION MARKETING**

***EBCI COMMERCE DIVISION***

MEMORIAL WEEKEND YOUTH POW WOW RFP

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## **SCOPE OF THE RFP**

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This Request for Proposal contains the instructions for submitting your proposal. It includes a description of the services to be provided, the selection criteria, as well as other requirements for the proposal to be eligible for consideration.

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## **INTRODUCTION**

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The Eastern Band of Cherokee Indians (EBCI) Office of Destination Marketing is requesting proposals for the production of the Cherokee Memorial Weekend Pow Wow.

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## **BACKGROUND**

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The Qualla Boundary/Cherokee is a gateway tourism destination for the Southeast. The Destination Marketing Program provides community services, tribal tourism marketing and public relations.

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## **REQUEST FOR PROPOSAL (RFP) COORDINATION**

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**The point of contact for this Request for Proposal (RFP) shall be:**

Howard Wahnetah  
Fairgrounds Supervisor  
Eastern Band of Cherokee Indians  
PO Box 460  
Cherokee, NC 28719  
Phone: (828)554-6471  
Fax: (828)497-2505  
Email: howawahn@nc-chokeee.com

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**RFP SCHEDULE OF EVENTS**

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December 12, 2013 (Revised December 13, 2013)	Issue RFP	DESTINATION MARKETING DEPARTMENT
January 6, 2014	Proposal Submission Deadline (3:30 PM EST)	CHEROKEE INDIAN FAIRGROUNDS SUPERVISOR'S OFFICE
January 13, 2014	Bid Review for proposal	CHEROKEE INDIAN FAIRGROUNDS SUPERVISOR'S OFFICE
January 14, 2014	Notice of Award/Contract Negotiations	CHEROKEE INDIAN FAIRGROUNDS SUPERVISOR'S OFFICE

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**RFP AMENDMENT AND CANCELLATION**

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The EBCI reserves the right to amend this RFP in writing at any time. The Tribe also reserves the right to cancel or reissue at its sole discretion. If an amendment is issued, it will be provided to all by an advertisement in the Cherokee One Feather (the Tribe's newspaper), and distribution through the Tribe's Employment Rights Office. Vendors must respond to the final written RFP and any exhibits, attachments and amendments. If it becomes necessary to revise any part of this RFP, pertinent information will be issued to all parties who have submitted a letter of intent to propose. All addenda must be acknowledged.

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**SCOPE OF WORK**

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**Services to be provided:**

Contractor shall furnish all services, personnel, labor, goods, equipment, tools, materials, supplies, transportation, tests and supervision required to complete the Work described in this paragraph:

Contractor Shall:

- Provide a 3 day Pow Wow event crafted for youth/young adult.
- Name the event "Eastern Band of Cherokee Nation Memorial Weekend Youth Pow Wow" or other name as designated by EBCN.

- Hold the event on May 23, 24 and 25.
- Use the tribal logo and brand design look as directed by EBCN
- Provide the following event elements (minimum)
  - Admission
  - Registration
  - Vendors
  - Special Contests
  - Grand Entries
  - Northern and Southern Host Drums
  - Head Staff (Emcee, Arena Director, Head Dance Judge and Head Singing Judge)
  - Prizes (No less than \$20,000)
  - All other elements of execution of this event, including set up of arena, equipment and securing of head staff.
- No drugs or alcohol at the event
- No pets at the event
- Provide EBCN Destination Marketing Program with a detailed plan of execution for the event.
- Provide a profit/loss statement and record of attendance.
- Sound and lighting equipment
- Submitted two proposals- 1) a prize money based pow wow 2) a traditional or performance paid pow wow.

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## THE SELECTION PROCESS

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The following is a general description of the process by which the vendor will be selected:

**Request for Proposals (RFP) is issued to prospective firms AND BY ADVERTISEMENT TO THE PUBLIC.**

**One original and a copy of the original must be received in a sealed envelope from each proposing Contractor. The copy shall be signed and dated by an official that is authorized or has power of attorney to bind the proposing Contractor.** Unsigned proposals or those that lack any portion of the required review criteria will not be considered. Incomplete proposals will not be considered.

**All proposals must be received by the issuing agency not later than the date and time specified in the “RFP Schedule of Events.” Hand delivered proposals may be presented at the Fairgrounds Supervisor’s Office in the Cherokee Indian Fairgrounds at 545 Tsali Blvd., Cherokee, North Carolina, by the aforementioned deadline.** Delivery to any other location of the Tribal government or its subsidiaries will not be considered delivered.

**Proposals/bids must have the information listed in the proposal format section of this request for proposal.**

**Interviews with finalists: Will be conducted if necessary.**

**Notice of Award: The Destination Marketing Office will notify finalists of the final award.**

Preference will be given to qualified Indian contractors who qualify under the Tribe's contracting preference law.

**THIS IS NOT A CONTRACT OR AN OFFER TO CONTRACT** - Vendors submitting proposals are cautioned that this is a request for proposals, not a request to contract, or an offer to contract, or an acceptance of any proposal or offer. The Eastern Band of Cherokee Indians reserves the unqualified right to reject any and all proposals when such rejection is deemed to be in the best interest of the Tribe. Additionally, only submitted written questions may be addressed in Addenda; oral questions and responses are not official and do not change the requirements of this RFP. The firm that is selected and successfully negotiates agreeable terms will contract for services with the Eastern Band of Cherokee Indians. This RFP will be attached to the contract to serve as the scope of work, either as it is originally proposed or mutually agreed in modification.

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## **PROPOSAL FORMAT**

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**THE RESPONSE TO THE RFP SHALL CONSIST OF THE FOLLOWING SECTIONS:**  
(Proposal sections should be in the order they are listed.) ALL AREAS LISTED IN SCOPE OF WORK

### **FIRM EXPERIENCE**

1. LIST WORK EXPERIENCE RELEVANT TO THE PROPOSAL
2. LIST OF REFERENCES AS DESCRIBED BELOW.

### **PRICE**

PROPOSALS MUST DETAIL PRICING FOR:

1. ALL ELEMENTS OF EXECUTION FOR THE POW WOW.
2. ASSUMING GATE AND VENDOR FEES TO BE RETAINED BY THE CONTRACTOR.

### **REFERENCES (PLEASE LIST MINIMUM OF 3)**

Provide all of the following information for each reference noted.

**Name of Business**

**Type of Business**

Address

Contact Person's Name

Contact Person's phone number; fax number; e-mail address.

Omission of information, without explanation, may cause the submitted proposal to be rejected or result in loss of eligibility. Omission of information here will be considered an incomplete bid. If the firm does not have references, a statement of explanation should be submitted with the proposal.

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## CONTRACT DEVELOPMENT

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### GENERAL

Upon execution of the contract, a copy of this RFP will be attached to the contract and all conditions of this RFP will become conditions of the contract unless specific terms of the RFP are deleted by other terms of the contract.

### FINANCIAL STABILITY

If requested, prior to contract negotiations and award, the selected firm may be required to furnish appropriate documentation to substantiate the financial stability of the firm to undertake this project. **The firm and/or its principal administrators/managers/owner(s) will be subject to a background investigation for criminal or civil violations. The Contractor (if applicable) will be subject to an investigation of judgments or pending civil and criminal activity. A credit report will be requested.**

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## APPLICABLE LAWS AND PROCESSES

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The selected entity shall be required to follow any and all requirements of the EBCI, Tribal Employment Rights Office, and any other Governmental Entities the EBCI deems applicable; this will include all Laws, Regulations, Policies and Procedures mandated by the Eastern Band of Cherokee Indians. These will be strictly adhered to where applicable.

As a sovereign nation, the EBCI makes and enforces its own real estate, development and other business activity regulations on tribal land. Any of them may be applicable to your proposal. They can be found at [www.municode.com](http://www.municode.com). Click on "online library", then on "North Carolina", then on "Cherokee Indians Eastern Band Code of Ordinances" to get to the Cherokee code of Ordinances.

Key laws to be aware of in making your proposal:

- Cherokee Code Chapter 47, Real Property

- Cherokee Code Chapter 92, Article V, Tribal Business Preference Law
- Cherokee Code Chapter 105, Taxation