

EASTERN BAND OF CHEROKEE INDIANS

REQUEST FOR PROPOSALS

PRODUCTION FOR THE 40th Annual JULY 4th WEEKEND POW WOW

JULY 3-5 2015

FY 2015



March 4, 2015

FOR THE OFFICE OF DESTINATION MARKETING

EBCI COMMERCE DIVISION

SCOPE OF THE RFP

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.

INTRODUCTION

The Eastern Band of Cherokee Indians (EBCI) Office of Destination Marketing is requesting proposals for the production of the 40th Annual Cherokee July 4th Weekend Pow Wow July 3-5 , 2015.

BACKGROUND

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.

REQUEST FOR PROPOSAL (RFP) COORDINATION

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

Frieda Huskey
Events & Tour Group Coordinator
Eastern Band of Cherokee Indians
PO Box 460
Cherokee, NC 28719
Phone: (828)359-6492
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RFP SCHEDULE OF EVENTS

March 4, 2015 Published in <i>One Feather</i> for two week (3/11 and 3/18 editions)	Issue RFP	DESTINATION MARKETING DEPARTMENT
March 25, 2015	Proposal Submission Deadline (3:30 PM EST)	CHEROKEE INDIAN FAIRGROUNDS SUPERVISOR'S OFFICE
March 26, 2015	Bid Review for proposal	CHEROKEE INDIAN FAIRGROUNDS SUPERVISOR'S OFFICE
March 27, 2015	Notice of Award/Contract Negotiations	CHEROKEE INDIAN FAIRGROUNDS SUPERVISOR'S OFFICE

RFP AMENDMENT AND CANCELLATION

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.

SCOPE OF WORK

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.
- Name the event "40th Annual Eastern Band of Cherokee Nation Pow Wow" or other name as specified by EBCN Commerce Department.
- Hold the event on July 3, 4, and 5.

- 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 \$60,000)
 - Provide all elements necessary to execute the pow wow, including arena set up and equipment.
 - Sound and lighting equipment
- 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 no later than 30 days after the contract is approved with all signatures.
- Provide a profit/loss statement and record of attendance within 14 days after the event ends July 5, 2015.
- Submitted two proposals- 1) a prize money based pow wow 2) a traditional or performance paid pow wow.
- Make arrangements in the schedule and on property for the fireworks on July 4, 2015 @ 10pm.
- Provide discounted prices for those patrons that show a Food Lion MVP card.
- Allow Food Lion to have a tent, give out their promotional items, and hang their banner during the event.

THE SELECTION PROCESS

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.

PROPOSAL FORMAT

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.

CONTRACT DEVELOPMENT

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.**

APPLICABLE LAWS AND PROCESSES

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. 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