



REQUEST FOR PROPOSALS FOR

Veterans Honor/Color Guard

Coordinator

ISSUED: June 6, 2024

DUE: July 19, 2024

Part I: Background and General Information

Introduction

The Confederated Tribes of Siletz Indians (CTSI) is a sovereign Tribal government located in Siletz, Oregon. The Siletz Tribe is proud of its contributions through employment, monetary donations, and cooperative measures to the Siletz community, Lincoln County, and the State of Oregon. In 1995, the CTSI opened the Chinook Winds Casino Resort in Lincoln City, Oregon which created employment opportunities for tribal members as well as generated millions of dollars in revenue directly to the CTSI as well as businesses in Lincoln City. The Tribe has honored its tradition of sharing within numerous communities across the state by distributing more than \$12 million through the Siletz Tribal Charitable Contribution Fund and other tribal resources. Chinook Winds Casino Resort (CWCR) has donated more than \$3 million in cash and fundraising items since it opened in 1995.

Today, the Siletz Tribe and its Chinook Winds Casino Resort is the largest employer in Lincoln County, contributing significantly to the health, well-being and economic stability of its residents.

CTSI honors veterans and often receive requests for an honor guard at a variety of ceremonies and events. This RFP is to solicit bids from folks who wish to serve as a contractor to coordinate these events. This position will be filled on a contractual basis. Contractor will be responsible for their own taxes and will not be considered a tribal employee. Depending on availability, space may be made available in the Tribal administration building for the Contractor. Contractor must be able to make both local and long distance calls, and have the ability to present written documents via electronic transmission to the tribe in Word format, and photographs in .jpeg format. Contractor must have a vehicle available to transport equipment, and flags to events.

Part II: Project and Stipulations

Project and Scope of Services

The Confederated Tribes of Siletz is seeking proposals from individuals to provide the coordination of Veteran Honor/Color Guard Activities

The selected person will provide the following for and on behalf of CTSI and its entities:

- 1) Be the main contact for all Honor/Color Guard requests for Tribal events, funerals, and events requested by CTSI and other agencies.
- 2) Clean and maintain all equipment, uniforms, flags, bases, etc.
- 3) Transport equipment and/or veterans to Honor/Color Guard events, as needed.
- 4) Process mileage reimbursement and stipends for veterans who attend and participate in scheduled events.
- 5) Propose a department budget and track / monitor all expenditures for the Honor Guard.
- 6) Work with the Enrollment Department to develop and maintain a database of tribal veterans.

- 7) Coordinate with other programs for submission of names for the Veterans Memorial Marker. Develop and maintain criteria for those applying and files for those on the wall.
- 8) Write monthly articles for the tribal newsletters about veteran's related events or programs.
- 9) Maintain photographs of Veterans Honor Guard activities and submit photos to tribal newsletters.
- 10) Develop and coordinate engagement activities / meetings for Veterans.
- 11) Develop a contact to include address, email, and phone number(s) for use by the Tribe, Veterans and the public for contact regarding requests, events and activities.
- 12) Assist Veterans access services and benefits as requested.
- 13) Develop and maintain positive working relationships without outside agencies, such as Siletz Valley Schools, Chinook Winds Casino Resort and others.

Written Deliverables

- 1) Submit written quarterly and annual report.

Incurred Expenses

CTSI shall not be responsible for any expenses incurred by Submitter in responding to this RFP. All costs incurred by Submitter in the preparation, transmittal or presentation of any proposal or material submitted in response to this RFP will be borne solely by the Submitter.

Cancellation of Requests for Proposals or Rejection of Proposals

While it intends to award a successful bidder, CTSI is under no obligation to award a contract to any Submitter. Within CTSI's sole discretion, for any reason whatsoever, CTSI may cancel this RFP and may reject any proposal or other material submitted in response to this RFP.

Evaluation of Proposals, Negotiation

Responses will be evaluated by an internal review committee of CTSI using the criteria listed in Parts III and IV below.

Prior to selection, any corrections, modifications, and amendments will be provided to all qualifying submitters. Proposals shall be evaluated on the criteria listed in Part III below.

Award Notice

CTSI shall provide written notice of the award to all Submitters within ten (10) business days of the date of the award. CTSI reserves the right to negotiate minor modifications to the proposal with selected awardee. The award shall be contingent upon successful negotiations of a final contract between CTSI and the Submitter whose proposal is awarded.

Contract Term

The contract term is for one year, with automatic renewal for up to 2 additional years with adjustments to mileage rates and hourly rate on an annual basis.

Contract Fee Structure

The fee structure of the Contract will be a “**stipulated sum NTE**” (firm fixed price not to exceed) amount. This stipulated sum amount will be reflected from within the proposal submitted and may be used in the process of determining the successful submitter. Other amounts defined in the fee structure will include any, and all, amounts that may be in addition to the stipulated sum amount. Sufficient information will be provided in the proposal and contract to define and justify all costs associated with the stipulated sum amount as well as any other, anticipated or not anticipated, costs such as supplies, mileage, etc.

Proposal Confidentiality

Except in response to inquiries from the Contact Person as part of the evaluation process, until the award is made and notice is given to all Submitters, no employee, agent, or representative of a Submitter shall make available or discuss its proposal with any officer, Board member, employee, agent or representative of CTSI other than the Contact Person.

Until the award is made and notice of award is given to all Submitters, CTSI will not disclose the contents of any proposal or discuss the contents of any proposal with any Submitter or potential Submitter, so as to make the contents of any offer available to a competing or potential Submitter.

Any information provided by the Contact person, requested in writing from the submitter, will be kept in strict confidence. No information may be shared publicly or with third party organizations not associated with Submitter without written consent of CTSI.

Part III: Minimum Qualifications and Requirements

All submitters shall, at a minimum, include the following in their proposal pursuant to this RFP:

1. Demonstrated experience coordinating events.
2. Preference will be given to veterans and Tribal members.
3. Submitter must provide at least 2 references with contact information, i.e. name and phone number.
4. Submitter must provide a resume that demonstrates related experience.
5. Submitter must summarize its understanding of the scope of services being requested by the CTSI.
6. A summary proposal of costs showing time and any estimated ancillary costs such as travel, copies, and other costs. This summary should provide either a per event fee or hourly rate and plan for a minimum of 12 events annually.
7. Submitter shall provide proof of Indian Preference should it apply and proof of veteran status at the time of proposal submittal.

Part IV: Evaluation Factors

CTSI shall award contract(s) to the Submitter(s) whose proposal is most advantageous to CTSI, as based on the criteria below.

Proposals meeting minimum qualifications shall be evaluated on the four criteria listed below. Each proposal shall be scored based on the points allotted to each criteria, 100 combined points maximum. The number of points assigned to a proposal does not necessarily determine the award of a contract; rather it establishes benchmarks to assist in the overall evaluation of the proposal.

Experience and Capability

Maximum Points: 40

Submitter's skill, knowledge and experience in event coordination and knowledge of veteran's programs. Additional criteria that may be considered for points include but are not limited to previous work, including work performed for other Tribal organizations.

Proposal Format and Criteria

Maximum Points: 5

Submitter's proposal must be professional, readable, and meet the minimum criteria as listed in Part III and Part V of this document.

Indian Preference

Maximum Points: 25

CTSI welcomes proposals from all interested persons and businesses. However, in evaluating the relative merit of each proposal and ultimately awarding the contract, CTSI will give a tribal preference as follows: 15 points to enrolled Siletz tribal members, and 10 points to members of other federally recognized Indian Tribes. Up to an additional 10 points will be awarded based on the bidders plan to train Indians. Tribal preference is not the only factor in the evaluation process, but it is an important one.

Veteran Preference

Maximum Points: 15

CTSI welcomes proposals from all interested persons and businesses. However, in evaluating the relative merit of each proposal and ultimately awarding the contract, CTSI will give up to 15 points for individuals who are veterans.

Fees

Maximum Points: 15

As well as the "stipulated sum amount NTE", a listing of cost of services per unit provided by the Submitter will be used to evaluate the fee criteria. This may be stated in terms of a range with a maximum and minimum price for labor, materials and equipment of differing configurations.

Part V: Proposal Format and Instructions to Submitter

Proposals submitted to CTSI must, at a minimum, contain the following information and shall

be organized as follows:

- A. Letter of Transmittal
Include at least the following information:
 - a. Name, address and telephone number of Submitter;
 - b. Date of Proposal;
 - c. A statement that the Submitter proposal is valid for ninety (90) days after the deadline for submission of proposals.
- B. Resume describing the qualifications of personnel to be utilized in the performance of this contract that must show, at a minimum, the person's name, and total years and types of experience relevant to the performance of the contract.
- C. References: Provide names of at least two references of persons who have worked with the submitter.
- D. Submitter's proposal for delivering services that will be provided, including organization of responsibilities, work plan, approach and the availability of personnel for consultation and discussion as necessary to serve the needs of CTSI.
- E. Costs: "Fee Schedule for Services and Expenses" must be included in this proposal.
- F. Conflict of Interest Disclosure: Please provide a statement disclosing any current or proposed business transaction between Submitter and any CTSI member, officer, employee or their employer or other potential conflict which may give rise to a claim of conflict of interest. Submitter shall warrant that it has no interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this contract.
- G. Proof of Indian Preference and/or Veteran's Preference. Plan for training Indians, if applicable.

Part VI: Submission Procedures

Proposal Submission

- A. One **original** of the proposal must be received at the front desk of the CTSI Administration Building at the address below no later than **July 19, 2024 @ 4:00 p.m.** Pacific Time. Proposals shall be in envelopes marked "**Veteran Honor/Color Guard Proposal**" or **via email with the subject line: Veteran Honor/Color Guard Proposal**. Proposals will be reviewed after the deadline established for receipt of proposals. *Proposals will not be opened publicly and will not be available for public inspection until after the award of the contract.*
- B. Proposal must be delivered to:
Confederated Tribes of Siletz Indians
Attn: Kurtis Barker, CEO
PO Box 549
Siletz, OR 97380

[Email: kurtisb@ctsi.nsn.us](mailto:kurtisb@ctsi.nsn.us)

- C. Incomplete proposals shall not be considered.
- D. Discussion may be conducted with Submitter(s) to provide clarification before award of contract. Any and/or all proposals may be selected and/or rejected with or without such discussions.