

# SAMISH INDIAN NATION



Request for Qualifications  
*for*  
an Economic Development Consultant

**REQUEST FOR QUALIFICATIONS (RFQ) FOR AN ECONOMIC DEVELOPMENT CONSULTANT**

*The above description must appear on all proposals and related correspondence.*

**THIS IS NOT AN ORDER**

<p>RESPOND NO LATER THAN July 8, 2016 at 4:00pm</p>	<p>RFQ INITIATIVE:  Economic Development Consultant</p>	<p>All consultants must respond in detail to each element of this RFQ in order to be considered for contract award.  Two (2) hard copies and/ or one emailed copy should be sent to the primary contact listed below.</p>
<p>Respondent Name:</p>		<p>SEND ALL CORRESPONDENCE TO THE CONTACT BELOW: Samish Indian Nation PO Box 217 Anacortes, WA 98221 ATTENTION: Zam DeShields, Planning Director  Email: <a href="mailto:zdeshields@samishtribe.nsn.us">zdeshields@samishtribe.nsn.us</a> PHONE: (360) 293-6404 FAX: (360) 299-0790</p>

An *Intent to Respond* letter must be completed and mailed or emailed at least two (2) days prior to the advertised RFQ due date.

## **BACKGROUND INFORMATION & QUALIFICATIONS**

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The Samish Indian Nation is a federally recognized Indian Tribe. The Tribe is governed by a seven member Tribal Council elected to oversee the welfare and resources of the Tribe, its constitution, economic development, policies, legislation, enrollment and justice. Today the leaders of the Tribe move in the traditional Samish ways and use the tools of the modern day world. We are proud of our heritage, and projecting a positive image in our community is important to the Nation. Thank you for your interest in working with the Tribe to further its interests.

This RFQ is issued by Samish Indian Nation for the purpose of receiving a statement of qualifications and a basic cost structure for performance of work.

Samish Indian Nation is looking to hire a person or company to lead the reinvigoration of their Section 17 Corporation. It is the expectation that the selected respondent will:

- Recruit qualified board member candidates for selection by Tribal Council
- Continue oversight of all existing enterprise operations
- Prepare SAMCOR for expansion into additional enterprises
- If needed, recruit potential candidates for the permanent CEO/ President position within SAMCOR

The respondent will be responsible for

- Leading business development efforts
- Developing a strategic plan with measurable targets to achieve stated goals
- Leadership development
- Providing expertise and direction to the management of all of Tribal enterprises

The primary focus would be in the areas of

- New business development
- Investment analysis
- Strategic business planning, development, and execution
- Human resource development
- Team building
- Financial and operations management
- Reporting

The selected consultant will have an initial meeting with Samish Indian Nation's Tribal Council (hereafter referred to as 'Council') to discuss the goals and requested next steps for the reinvigoration of SAMCOR. After the initial meeting, the consultant will provide a scope of work with cost figures to Council for approval. The consultant will continue to provide scope(s) of work as needed to continue the process of restarting and running SAMCOR.

If, for whatever reason, the successful responder, having been awarded the contract, is unable to meet the request for services within a reasonable time, the Tribe has the right to seek another

vendor(s) to perform the work required without being in breach of this contract.

The contract will be in effect for one year, August 1, 2016 through July 31, 2017; however, it may be extended an additional year to July 31, 2018 by mutual agreement with at least thirty days' (30) notice in writing between parties before the end of the current Contract year. Maximum contract extension is for three years beyond the original contract. Changes to Scope of Work, price and other conditions may be negotiated before an extension period is agreed upon.

All work performed will conform to all applicable federal, state, county and local codes.

### **Required Qualifications**

- Bachelor's degree in business administration, finance, or related field with at least ten years of progressively responsible operations management experience
- Must have demonstrated successful experience in tribal economic development, including knowledge of funding resources, professional organizations, contracting and proven business development strategies
- Must have demonstrated capability to interface and maintain effective relationships with a Board, Tribal Council, outside agencies, governmental and program partners, departments and employees in a team-oriented environment
- Must be able to read, analyze, and interpret financial reports, and legal documents
- Must be able to prepare reports and effectively present information to Council, management and public groups
- Must have organized work habits which will assure timely and accurate submission of reports, grant requests, budgets and other time sensitive materials
- Highly proficient skills with computers, Microsoft software programs, internet, mobile technology and other office equipment.

### **Preferred Qualifications**

- Master's degree in business administration, accounting, finance or closely related field; 12 plus years of experience in the specific fields of economic/ business development
- Five or more years' experience in operating C-store/fuel businesses preferred
- Knowledge of and experiences with Small Business Association 8(a) contracting is desired but not required

### **DISCLAIMER**

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This RFQ does not form or constitute a contractual document. Samish Indian Nation shall not be liable for any loss, expense, damage or claim arising out of the advice given or not given or statements made or omitted to be made in connection with this RFQ. Also, Samish Indian Nation will not be responsible for any expenses which may be incurred in the preparation of this RFQ.

A professional consulting contract will be required of the selected consultant and if the contract fails to be negotiated, Samish Indian Nation reserves the right to contract with another consultant.

### **NON-RESPONSIVE PROPOSALS**

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Consultants are expected to provide their best and most competitive proposal. Proposals that offer no response or a response "to be determined" to any item will be deemed "non-responsive" and will not be considered.

### **PROPOSAL MODIFICATIONS**

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Modifications, additions or changes to the terms and conditions of this Request for Qualifications may be cause for rejection of the proposal. No verbal, telephone, or fax modifications will be considered. Please submit all modifications by email or mail.

### **CERTIFICATION OF ALTERATION OR ERASURE**

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A proposal shall be rejected should it contain any material alteration or erasure, unless, before the proposal is submitted each such alteration or erasure has been initialed in INK by the authorized agent signing the proposal.

### **SIGNATURE**

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All proposals shall be typed and must be signed by the respondent or the respondent's agent or designee, with his/her usual signature. A proposal submitted by a partnership must be signed with the partnership name to be followed by the signature and designation of the partner signing. Proposals by corporations must be signed with the legal name of the corporation, followed by the name and signature of an authorized agent or officer of the corporation. Proposals submitted by a proprietorship must be signed by the owner and the name of each person signing shall be typed or printed legibly below the signature.

### **WITHDRAWAL OF PROPOSALS**

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Respondents may withdraw their proposal either personally or by written request at any time prior to the due date set for receiving proposals. No proposal may be withdrawn or modified after the due date and time, unless and until the award of the contract is delayed for a period exceeding ninety (90) days.

### **QUOTE VALID**

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The respondent must honor its quote for a period of ninety (90) days after the RFQ due date.

## INSURANCE REQUIREMENTS

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The proposer certifies that it/they must maintain in good standing the insurance described in this Section. Before rendering any services, the proposer must furnish Samish Indian Nation with proof of insurance in accordance with this Section.

- Workers' compensation and employer's liability coverage as required by Washington State law.
- Commercial general liability, including contractual and personal injury coverages.
- Commercial automobile liability.
- Professional liability.

Each policy of insurance required by this Section shall provide for no less than 30 days' advance written notice to Samish Indian Nation prior to cancellation. Samish Indian Nation shall be listed as an additional insured on all policies except Professional Liability and Worker's Compensation Policies.

## DISPOSITION OF PROPOSAL

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All materials submitted in response to this RFQ become the property of Samish Indian Nation.

## QUESTIONS

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Questions regarding the Request for Qualifications contents may be sent to the contact person listed in Section 1 via email no later than 2 business days prior to due date for proposals. Samish Indian Nation will make every effort to provide a written response within 2 business days. Whenever responses to inquiries would constitute a modification or addition to the original RFQ, the reply will be made in the form of an addendum to the Request for Qualifications, a copy of which will be forwarded to all Consultants who have submitted an "*Intent to Respond*" letter or email.

Consultants must submit their questions and provide, at a minimum, the following:

- Proposer's name and appropriate contact information
- The question, clearly stated
- Specific reference to the applicable Request for Qualifications section(s)

## RFQ SUBMISSION

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Upon the submission of the RFQ response, the consultants acknowledge that all information is accurate and complete. Please send either two (2) hard copies via mail or one electronic copy via email to the point of contact listed on page two.

### RFQ Process Timeline Dates

Proposals Due (by 4:00 pm PDT)	July 8, 2016
Evaluate and Select Consultant	July 15, 2016
Contract Negotiation and Execution	July 18-29, 2016
<b><i>Contract Initiation</i></b>	<b><i>August 1, 2016</i></b>

## EVALUATION

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Proposals received will undergo an initial review by a selection committee comprised of Samish Indian Nation Tribal Council members and staff. The selection committee will independently review proposals to determine:

- Compliance with the instructions stated in this RFQ
- Compliance with proposal submittal date

## EVALUATION CRITERIA

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### Qualifications

• Economic/ business development experience	30 points
• Investment analysis experience	20 points
• C-store/ fuel business operating experience	15 points
• Academic Qualifications	10 points
• Tribal Section 17 Corporations experience	10 points
• SBA 8(a) contracting experience	10 points
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	100 points total

### Extra points:

Minority/ Women Owned Business	3 points
Indian Preference	5 points