

## **Summary**

The Nez Perce Tribes General Council, Resolution Committee is accepting proposals to complete a feasibility study on impacts proposed Constitutional Amendments would have on the Tribal organizations, government and operations.

## **Proposal Guidelines & Requirements**

This is an open and competitive process.

Proposals received after 4:00pm/four PST, Friday, January 13, 2012, will not be considered and will be returned unopened.

The proposal must contain the signature of a duly authorized officer or agent of the company or individual submitting the proposal.

If you wish to submit alternate solutions, please do so.

The price you quote should be inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

If the execution of work to be performed by you or your company requires the hiring of sub-contractors you must clearly state this in your proposal. Sub-contractors must be identified and the work they will perform must be defined. In your proposal please provide the name, address, and EIN of the sub-contractor. The Nez Perce Tribe will not refuse a proposal based upon the use of sub-contractors; however we retain the right to refuse the sub-contractors you have selected.

Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

## **Contract Terms**

### **Purpose, Description & Objectives**

#### Purpose

The Nez Perce Tribe's General Council currently has a Primary and General Election for our Governing Council called the Nez Perce Tribal Executive Committee. These elections are held on a specific day as required by the Tribe's Constitution and By-Laws and/or government by the Election Ordinance. Currently the Constitution and By-Laws of the Nez Perce Tribe allow for Tribal Members to return to the Reservation to cast votes; does allow for the election of a nine member Executive Committee in staggered terms of service; and does allow that nine member Executive Committee to vote amongst themselves annually for the Executive Committee Officers.

#### Description

The Nez Perce Tribe's General Council Resolution Committee has been tasked with a Feasibility Study to determine the impacts of a Constitution Amendment of the following:

- Absentee voting for the Primary and General Elections
- Moving from a nine member Executive Committee to a five member Executive Committee
- Election of the Executive Committee Officers by the General Councils Tribal Membership

## **Objective**

The Primary Objective is to identify impacts on the overall organization, governmental impacts and to operations.

Our Vision and Strategies through this Feasibility Impact Study

- Determine what impacts Absentee Voting would have on the Tribe's Primary and General Elections
- Absentee Voting Validation
- Absentee Voting Process or Procedure
- Determine impacts if any changing to a five member Executive Committee
- Five member Executive Committee staggered elections
- Implementation of the five member Executive Committee
- Determine impacts of Officer Elections by the Tribal Memberships in either a five or nine member Executive Committee
- Implementation of Officer Elections by the Tribal Membership in either a five or nine member Executive Committee

In short we must provide a report to the Nez Perce Tribe's General Council of the feasibility of such changes, the impacts of those changes and how such changes will reshape our Tribal Government and its operations or services to the Tribal Membership.

## **Timeline**

This RFP is dated November 28, 2011. Proposers may also request a copy be sent via email by contacting [mariea.generalcouncil@nezperce.org](mailto:mariea.generalcouncil@nezperce.org).

- Proposals are due no later than 4:00pm/four PST, Friday, January 13, 2012.
- Proposals will be evaluated immediately thereafter.
- The name of the candidate or firm who has been selected will be decided on or about January 18, 2012 at the January Resolutions Committee Meeting.
- Negotiations will begin immediately with the successful candidate and should conclude no later than January 23, 2012.
- All other candidates will be notified on or about January 23, 2012.
- The Study must be completed and delivered by April 20, 2012.

## **Budget**

Please provide several cost proposals to accomplish the scope outlined below. The budget must encompass all costs associated with the Study.

## **Background of Organization**

### **Audience**

### **Scope & Guidelines**

The scope of this study is to develop a report to the Nez Perce Tribe, General Council on proposed Constitutional amendments to be voted on by the Tribal Membership at future date in accordance with the Approved Constitution and By-Laws of the Nez Perce Tribe as individual Constitutional Amendments in three areas; absentee voting, changing to a five member Executive Committee and election of Executive Committee Officers by the Tribal Membership.

### **Discovery:**

Confirm issues and assumptions, required phasing, and budgetary constraints, resulting in a creative brief.

### Development Guidelines:

The successful candidate must meet the following criteria:

- Develop a findings report on the implementation and development of guidelines or amendments to the Election Ordinance to adequately validate absentee voting.
- Proposed language for posting, voting, and updating if approved or voted on Amendment I; Absentee Ballots
- Develop a findings report on the changes to the government, organization and operations on implementation and impacts surrounding a reduction of the Executive Committee from a nine member to a five member Committee.
- Proposed language for posting, voting and updating if approved or voted on Amendment II; Five Member Nez Perce Tribal Executive Committee
- Develop a findings report on the changes to the government, organization and operations on implementation and impacts surrounding the election of the Executive Committee Officers by the General Council, Tribal Membership.
- Proposed language for posting, voting and updating if approved or voted on Amendment III; Executive Committee Officers by the General Council, Tribal Membership

### Finding Report Specifications:

Your proposal must account for all of these requirements.

- Each of the three areas must be clearly reported on separately.
- Impacts must be inclusive of all entities of the Tribal Government and their respective operations.
- All findings should be unbiased, comprehensive and provide the positive and negative impacts as identified through the Study.

### **Staff Resources**

A successful planning effort is driven by an interdisciplinary team of participants. The core team will be driven by two roles:

Project Lead: Responsible for sign-off on key decisions, providing project steering and maintaining relationships with outside stakeholders – Community Member at Large (volunteer will be appointed)

Project Manager: Responsible for keeping the project on schedule and within the budget. Maintains communication between other team members – Danae Wilson

### **Qualifications**

- Describe your experience with Native American Tribes, non-profit and/or community-focused projects.
- Provide current reference information for three former projects or clients.
- Briefly describe you or your firm's organizational capacity to produce our web site (e.g. staff, equipment, software, physical space, office location, etc.).
- Provide a personal or company profile, length of time in business or experiences and core competencies.
- What type of team will be assigned to this project? What will each person's role be? Please include a brief background summary for each key staff member assigned to this project.
- Briefly describe you or your firm's project management process.
- Please discuss your support plan.

- Time frame for completion. The time frame for completion of the project will be evaluated. In addition, time frames will be part of the contractual agreement; therefore, a realistic time frame for completion is requested.
- Terms and conditions.

### **Evaluation Criteria**

The following criteria will form the basis upon which the Nez Perce Tribes General Council, Resolutions Committee will evaluate proposals. The mandatory criteria must be met and include:

Proposal must be received no later than 4:00pm/four PST, Friday, January, 2013. Your proposal must include a cost proposal as described above. All costs associated with the delivery of the project should be presented in a flat rate, fee for service format.

Deliver proposals to the attention of:

Marie Arthur

[mariea.generalcouncil@nezperce.org](mailto:mariea.generalcouncil@nezperce.org)

Proposals that meet the mandatory requirements, as stated above, will be evaluated with the following criteria:

- Suitability of the Proposal – the proposed solution meets the needs and criteria set forth in the RFP.
- Expertise in recommending and communicating appropriate solutions as evidenced by the proposal and references.
- Candidate Experience – Candidate has successfully completed similar projects and has the qualifications necessary to undertake this project.
- Value/Pricing Structure and Price Levels – The price is commensurate with the value offered by the proposer.
- Depth and Breadth of Staff – The candidate firm has appropriate staff to develop the site in the time frame needed.
- Proposal Presentation – The information is presented in a clear, logical manner and is well organized.