

REQUEST FOR PROPOSAL

FUNDRAISING CONSULTANT OR FIRM FOR A CAPITAL CAMPAIGN



Issue Date: February 26, 2013

Return Date: March 8, 2013

Background

The Quinault Indian Nation will proudly host the 2013 Intertribal Canoe Journey. Our local canoe families, staff, and tribal government are working together in preparation for this international, intertribal cultural event and where we will be “Honoring our Warriors.”

This exciting event will be held August 1st - 6th, 2013 on the Quinault Indian Reservation. It recalls a time when cedar canoes were the traditional mode of transportation for coastal people of the Pacific Northwest. An estimated 12,000 – 15,000 people will participate in the annual Intertribal Canoe Journey where native culture, traditional dance, singing, and protocols are observed. This celebration is open to the general public and honors past, present, and future generations in a drug and alcohol free environment.

Hosting this event is a large financial obligation for each host tribe who is responsible to provide camping, meals, and cultural workshops during this week long celebration. This event receives no federal, state or local governmental funds; subsequently the primary funding source for this event is made possible through the generous support of corporate sponsors, tribal governments, Native owned businesses, and individuals. Our goal is to raise \$1 million from donors.

Tax-deductible donations, under Section 7871 (a) of the IRS Code, to our “2013 Canoe Journey Paddle to Quinault” will help assure the success of the event.

Section 1: Purpose and Scope of Work

The Quinault Indian Nation (QIN) invites qualified fund raising consultants or firms (entities) to submit proposals for providing fundraising services to meet a fundraising capital campaign objective of 1 million dollars. The campaign time-frame is of six months duration and will be operational from March 2013 through August 2013.

Section 2: Selection Process

The QIN will use a two-stage process for the selection of a qualified firm or consultant to perform this work.

Stage 1 will consist of review of proposals submitted by entities interested in being considered. QIN anticipates selecting up to three entities to a short-list based on an evaluation of the proposals submitted. Short-listed entities may be asked to submit additional materials, attend interviews, or both. The short-listed firms will be ranked according to evaluation criteria.

Stage 2 will consist of selecting one finalist based on the selection criteria. QIN will initiate contract negotiations with the highest ranked finalist. If contract negotiations are unsuccessful, QIN will enter into subsequent negotiation with the next highest short-listed firm.

Section 3: Proposal Submission Requirements

To receive consideration, proposals must be submitted as follows:

1. Proposals should include a cover letter to the attention of the Chief Operating Officer. The cover letter must include the name of the proposing entity, the name of the professional proposed to provide the direct services, e-mail address, address, telephone and fax numbers, and list three references that QIN may contact.
2. Proposals should include the narrative that speaks to the qualifications in the Evaluation Criteria. A timeline with benchmarks and the number of hours and cost to accomplish the Scope of Work.
3. Proposals must clearly outline the responsibilities of both QIN and the selected entity. All costs payable by QIN for these services must be clearly defined.
4. Proposals should include the resume of the principal resource professional to provide direct service for this project.
5. Proposals must be received by 5 pm on March 8, 2013. Proposals submitted after that time will not be accepted. Proposals may be mailed, hand-delivered, or e-mailed. Faxed proposals will not be accepted.
6. Emailed proposals must be a single PDF file with electronic signatures as applicable, and sent to rmartin@quinault.org. Emailed proposals will be acknowledged upon receipt.
7. If submitting a printed proposal, deliver five copies in a sealed envelope marked "Fund Campaign Proposal" in the lower-left corner, the submitter's name and return address in the upper-left corner and addressed as follow:

Robert W. Martin C.O.O.
Quinault Indian Nation
P.O. Box 189
1214 Aalis Drive
Taholah, WA 98587

Those responding to this RFP must follow its procedures and requirements. Failure to comply with or complete any part of this RFP may result in rejection of the proposal.

Section 4: Evaluation Criteria

Proposals will be evaluated according to the following:

1. Qualifications and previous related work as a fundraising entity. (30 points)
2. Demonstrated ability to carry-out fundraising campaign of similar character and size. (25 points)
3. Understanding of project goal and fundraising opportunities. (20 points)
4. Quality of materials and package submitted. (15 points)
5. Responsiveness to submission requirements. (10 points)

QIN reserves the right to reject any or all qualifications packages submitted, to waive technical or legal deficiencies, and to accept any packages that it may deem to be in the best interest of the organization. By submitting a package, the entity hereby authorizes QIN to contact references and make any and all such further investigations as may be in the best interest of the organization to evaluate proposal qualifications for this project.

Section 5: Contract Award

QIN plans to select and award the contract to the best qualified fund raising entity by March 15, 2013. The selected entity and QIN will then mutually discuss and refine the scope of work for the fund raising campaign and shall negotiate final conditions, compensation, and performance schedule for the subsequent contract to be executed. Indian Preference applies according to QIN Tribal Employment Rights Ordinance (TERO) Section 97.06.010 (d).