

STOCKBRIDGE-MUNSEE COMMUNITY

REQUEST FOR PROPOSALS

TO DESIGN, SEW AND BEAD CROWNS

September 06, 2017

I. INTRODUCTION

The Stockbridge-Munsee Community (“Tribe”), a federally-recognized Indian tribe, is seeking proposals from qualified firms or individuals to provide artistic bead work services. The successful bidder will be expected to create one fully beaded Mohican Nation Crown for the 2017/2018 Mohican Nation Pow Wow Princess Contest.

II. SCHEDULE

Sealed proposals for the services requested in the RFP **will be received until November 06, 2017 at 3:00 PM**, Central Daylight Time. Proposal must be identified as being “Bid for Pow Wow Crown Bead Work Services” on the outside of the envelope. Proposals shall be delivered to the:

Stockbridge-Munsee Tribal Secretary
N8476 Moh He Con Nuck Road
P.O. Box 70
Bowler, WI 54416
Telephone: 715-793-4387

The Tribe anticipates that a successful bidder will be selected by the Tribal Council on or about **November 21, 2017**.

III. PROJECT AND SCOPE OF SERVICES

The Tribe is a federally-recognized Indian tribe with a reservation in central Wisconsin. The Tribe has approximately 1,425 members and employs individuals both in tribal government operations as well as through a number of tribal enterprises. The Tribe hosts a Pow Wow in August of every year and awards a fully beaded crown to the Pow Wow’s Princess Contest winner.

The Tribe is requesting proposals for artists or individual to provide artistic and bead working services. More specifically, the Tribe requests that bidders provide the following services:

The Stockbridge Munsee Tribal Council is seeking proposals from all artists and bead working crafts persons to create one fully beaded Mohican Nation Crown for the 2017/2018 Mohican Nation Pow Wow’s Princess Contest. Two partially beaded crowns for the Jr. Miss

Crown and Lil Miss Crown. The selected artist's design will become the property of the Mohican Nation and the 2017/2018 selected Princess. Beaded Crown should be fully beaded with some type of woodland, Mohican, floral design. Size should be flexible and standard width for young Native female's head size. The backing of said Crown should be some form of dark cloth material. When applying to this RFP please prepare and send in a rough draft of your proposed design-which will be returned if you are not selected. Winning bid and design will be selected after the opening of all bids and selected by the full Stockbridge Munsee Tribal Council. The winning bid shall be awarded within approximately two weeks of opening bids.

The finished beaded crown shall be completed within at least six months of an accepted signed contract. Timelines shall be finalized in a completed contract. Payment will be made in full upon completion and the Nation's ability to process all proper paper work, which takes about one week after turning the finished product into the Tribal President's Office.

IV. PROPOSAL REQUIREMENTS

At a minimum, proposals must contain the following information. A proposal that does not contain this information shall be deemed non-responsible and is subject to rejection.

1. Identify the bidder's qualifications to provide the services.
2. Identify experience with bead work and previous regalia creation.
3. Describe how bidder intends to provide these services.
4. Identify the timeline for providing the services.
5. Provide draft design of your proposed Crown. Please provide a draft design that is as complete as possible with specifications of materials and size.
6. Identify fee for these services and, if any reimbursable expenses, specify what such costs will be in detail.

Written questions concerning this RFP shall be forwarded, by fax, email or mail, to the Stockbridge-Munsee Tribal Secretary at N8476 Moh He Con Nuck Road, P.O. Box 70, Bowler, WI 54416 (fax: 715-793-4887) (email: jerilyn.johnson@mohican-nsn.gov).

V. ADDITIONAL INFORMATION

The successful bidder will be selected in accordance with tribal bid policies, as applicable. This RFP does not commit the Tribe to award a contract or pay any costs associated with the preparation and presentation of a proposal. The Tribe reserves the right to revise the selection process and, in its sole discretion, to accept or reject any or all responses to this RFP. The Tribe may negotiate with or request additional information from any or all considered bidders. The Tribe may waive informalities or irregularities in a proposal.

The successful bidder will be required to enter into a written contract with the Tribe. The successful bidder will be required to carry all appropriate insurance, such as professional liability, errors and omissions, general liability, vehicle and worker compensation coverages. The successful bidder must not engage in discriminatory conduct and may not be a barred contractor under tribal or federal contracting requirements.