STOCKBRIDGE-MUNSEE COMMUNITY
REQUEST FOR PROPOSALS
TO OBTAIN
SURVEY DEVELOPMENT, MANAGEMENT
AND REPORTING SERVICES
BOWLER, WISCONSIN

I.   INTRODUCTION

The Stockbridge-Munsee Community a federally recognized Indian tribe's Constitution Committee (hereby the "Committee") is seeking proposals for a firm and/or individuals (hereby the Consultant) to provide professional survey development, management and reporting services to gather input from Tribal Membership to guide the Committee in proposing amendments to the Constitution and By-Laws of the Stockbridge-Munsee Community (hereby referred to as "Project"). The Project is being initiated to amend and update the1937 Constitution based on guidance from the Tribal Membership. The services discussed under this Request for Proposals ("RFP") will be provided on the Stockbridge-Munsee Indian Reservation, located in Shawano County, Wisconsin.

II.   SCHEDULE FOR PROPOSALS

Sealed proposals for the services requested in the RFP **will be received until December 8, 2021, at 4:00 PM**, Central Daylight Time. Proposals shall be marked "Survey Project" 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. Proposals must include an electronic version with the submission.

III.   PROJECT

A. Description of Project. The Stockbridge-Munsee Community is located within the two Townships of Bartleme and Red Springs in Wisconsin. The Project is to provide professional services that will include development of survey questions, distribution of the survey, receipt of surveys, and production of a quantified data report of the results of the survey. The Committee is currently seeking opinions from the Tribal Membership that are 17 years of age and older (hereby the Targeted Population) to guide them in drafting revisions to the 1937 Constitution.

The Committee intends to have the Project completed by a third-party, in order to provide a platform for the Targeted Population to provide input in a completely anonymous manner.

The Project must be scheduled and coordinated by the Consultant, with approval from the Committee.

B. Project Schedule. Meet with Committee, provide a management plan to the Committee outlining timeline of activities and expected completion of milestones.

IV. SCOPE OF SERVICES

A. <u>Committee's Objectives</u>. The Committee's goal is to have a survey submitted to the Targeted Population and have results received and formulated into a report that can be used to guide the drafting of amendments to the current 1937 Constitution. The successful Consultant provides the following services:

1. Initial Meeting with the Committee to review the 1937 Constitution, receive the Targeted Population's mailing information and the Committee's questions for the survey.

2. Will develop the Survey Questions in a non-leading form and submit to the Committee with a maximum of twenty questions.

3. The Consultant will develop a coded survey to be mailed to the Targeted Population (maximum of 1700 surveys) and a draft a letter introducing their company as a cover for the survey.

4. The Committee will review the Survey make final comments and return to the Consultant for distribution.

5. The Committee will draft a memo from the Committee to the Targeted Population to be included with the survey and their business introduction letter.

6. Consultant will Distribute the survey packet which will include the survey, a Cover letter form the Committee, an introduction letter of the consultant and return address envelope (with postage prepaid) to Target Population's Mail addresses via postal mail. A maximum number of 1700 mailings.

7. Surveys will be received by the Consultant for sixty (60) days from the date of mailing.

8. Consultant will send a second survey reminder to target population after thirty (30) days have lapsed from the original mail date.

9. Consultant will have thirty days (30) after the survey due date to populate the raw data into a final report to the Committee

10. Consultant will have thirty days (30) after the completion of the final report to complete three presentations as outlined.

B. <u>Planning and Design Phase Responsibilities</u>. The Consultant will meet with the Committee a minimum of two times in the Planning and development of survey.

C. <u>Presentation of Survey Results.</u> The Consultant will provide three (3) presentation in person of the final results of the survey. One to the Committee, which may be virtual or in person, one to the Tribal Council, which may be virtual or in person, and one to the Tribal Membership which will be in person at the Mohican North Star Casino Event Center.

D. <u>Conditions</u>. The following conditions must be adhered to by the Consultant when performing services. All information received shall be considered confidential and the Stockbridge-Munsee Community shall retain sole ownership of the survey, and final reporting information as a work for hire.

V. PROPOSAL REQUIREMENTS

   A. Proposals shall include the following elements:
       1. Timeline with action steps and task completion dates
       2. Previous experience with survey work
       3. Submission of recommendations from previous customers
       4. Previous work experience with Native American Communities, specifically
       the Stockbridge Munsee Community
       5. Budget of all cost for the Consultant's services
       6. A statement of research and security standards

   B. Proposals that do not include all the requested information may be deemed non-
       responsive and subject to rejection.

   C. Any questions concerning this RFP shall be forwarded, in writing, by e-mail, fax
       or mail, as follows:
               Stockbridge-Munsee Tribal Council Secretary
               N8476 Moh He Con Nuck Road
               P.O. Box 70
               Bowler, WI 54416
               Telephone: 715-793-4387   Fax: 715-793-1307

   D. Any responses to questions presented by bidders will be submitted to all bidders.

VI. ADDITIONAL INFORMATION

   A. The successful bidder will be required to enter a written contract with the Tribe.

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