



**Nez Perce Tribe  
Requests for Qualifications (RFQ)**

**NEZ PERCE TRIBAL TOURISM FEASIBILITY STUDY**

**RFQ Schedule**

|   |                               |
|---|-------------------------------|
| RFQ Issued  | Within 2 weeks of grant award |
| Final date for questions related to RFQ   | 10 days post RFQ issue / tbd  |
| Proposal Deadline   | 3 weeks                       |
| Applicant Interviews completed  | Month 1                       |
| Selection of Consultant or Consulting Firm  | Month 1-2                     |
| Approval of Contract by Nez Perce Tribal Executive Committee  | Month 2                       |
| Develop a Tribal Tourism Feasibility Study with Interested Tribal Council, Planning Team Members, Tribal staff, area stakeholders, and Tribal members | Months 2-11                   |
| Feasibility Study project completion  | Month 12                      |

Written responses (3 copies) and an electronic pdf must be received by the Tribe no later than 4:30 p.m. PST on November 26, 2021. Proposals received after this date will not be accepted or considered.

**Direct questions about the RFP and send proposals to:**

Ann McCormack  
Economic Development Planner  
Nez Perce Tribe  
PO Box 365  
Lapwai ID 83540  
annm@nezperce.org  
208-621-3710

**General Information**

The Nez Perce Tribe is a federally recognized Indian Tribe seeking interest from qualified consultants/firms to assist the Tribe with the development of a comprehensive Tribal Tourism Feasibility Study. Funding for development of the study has been awarded to the Nez Perce Tribe by the federal Bureau of Indian Affairs. Study components will later be incorporated into the Nez Perce Strategic Plan. The feasibility study must be completed within one year and allow adequate time for participation by the Tribal Council, staff, and key community stakeholders. The project outcome will be development of a Nez Perce Tribal Tourism Feasibility Study (written and on line) to guide the Tribe's new planning department in its tourism planning efforts

for the next five to 10 years. The consultant will conduct on site review and facilitate development of the study.

The Tribe encourages any inquiries with respect to Tribe expectations and will respond promptly to email queries. The consultant or firm to be selected for this project will be based on criteria as detailed further.

## **RFQ Process**

One consultant or consulting firm will be selected as a result of response to the RFQ, although the Tribe retains the right to refuse any or all proposals. The selection committee (comprised of officers of the Tribal Planning Department) will select individuals/firms to be interviewed and the highest rated firm will be selected for contract negotiations.

## **Background**

The Tribal seat of the Nez Perce government is situated in north central Idaho at Lapwai, 15 miles from Lewiston. The Tribe's overall vision for the reservation is to provide a safe, secure setting to enhance the health and welfare of all residents, to fulfill economic development strategies of a strong, well-diversified economy, and to secure the Nez Perce heritage for cultural, educational, economic and environmental success.

The Nez Perce Tribe serves approximately 3,600 Tribal members through its departments and programs, including Economic Development, Enterprises, Transportation, Education, Social Services, Law and Justice, among others. Tribal Authorities include Housing and Nimiipuu Health. Tribal departments and programs are detailed on the Tribe's website: [www.nezperce.org](http://www.nezperce.org). The Nez Perce Reservation encompasses 1,208 square miles across five expansive counties, of which the Tribe currently owns or holds in trust a total of 19% of reservation land. Fishing, hunting and other rights are still utilized by Tribal members on land originally ceded to the U.S. government (1855 Treaty), a total of 7.5 million acres.

## **Scope of Work**

The scope of services for this proposal will include the following:

### Visioning

- a) The consultant/s will facilitate a community visioning process with this process consisting of community meetings, stakeholder group sessions, and interviews with Tribal staff and leadership. Surveys may also be part of the process.
- b) Review current Tribe efforts regarding tourism development.
- c) Identify and assess strengths, weaknesses, opportunities, and threats regarding the Tribe's tourism.
- d) Facilitate the development of goals and objectives related to tourism that are culturally relevant and support the vision, values, and mission of the Tribe.
- e) Provide direct development of the feasibility study based on input.

- f) Submit recommendations for identified tourism opportunities for the Tribe with short term and long term opportunities to help foster community and economic development and Tribe well-being.

#### Tribal Council and Tribal Staff Meetings

The consultant/s will work closely with the Tribe's new planning department to develop the feasibility study, including on site meetings as well as virtual. As necessary, Tribal Council members and Tribal staff will allocate time to this project and will participate in the visioning process.

#### **Deliverables:**

- a) A final five year Nez Perce Tribal Tourism Feasibility Study including executive summary, findings, recommendations, goals, objectives, strategies, outputs, and intended outcomes that includes clearly defined Tribal tourism opportunities.
- b) The study will address market demographics and market demand for Tribal products, marketing strategies and branding, feasibility of Tribal tourism business allocated space; stakeholder resources, survey of community buy-in; prioritization of Tribal tourism opportunities for both the short and long term; and identification of resources available to the Nez Perce Tribe for tourism development.
- c) The completed Feasibility Study must be available to the public on line editions and the consultant must provide at least 30 spiral-bound print editions.

#### **RFQ Response Requirements**

- Cover Letter
- Profile of firm, including organizational chart, names and roles of all individuals involved in this project, total years in Tribal tourism efforts, and contact information.
- At least two examples of relevant written work related to Tribal governmental planning.
- Clear articulation of the approach to this project via a proposed schedule and description of the methods for public involvement.
- Summary of qualifications, related Tribal experience, and references.
- Inclusive fee schedule and total cost to accomplish the work.

#### **Review**

Responses must be complete in order to be considered. All complete responses received by the deadline will receive full consideration.

Respondents will be ranked based on the following criteria:

- Responsiveness of proposal to project objectives;
- Experience in successful completion of work of a similar size and scope;
- Qualifications to manage and provide services, including on similar size and scope projects;
- Tribe-related experience;

- Project management, approach, and methodology;
- Responses from client references;
- Cost of services;
- Other information that may be required or secured.

Each consulting individual or team submitting a response shall provide and pay for all materials, labor, transportation, fees, or expenses incurred to prepare a response to the RFQ, including presentation costs if selected for a final interview.

The Tribe reserves the right to reject any or all responses and/or engage in negotiation, waive any requirements, or otherwise amend or cancel the RFQ to achieve the Tribe's goals and objectives for this project. The information contained in this RFQ represents the Tribe's best information at the time of the release of the RFQ.