



The Confederated Tribes of the Colville Reservation  
Youth Development Program  
P.O. Box 150, Nespelem, WA 99155

Phone: 509-634-2469  
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### **Request for Proposals (RFP) for Miss CCT Crown**

The Colville Confederated Tribes' Youth Development Program would like to request proposals from qualified artists who would like to bead the 2024-2025 Miss Colville Confederated Tribes (Miss CCT) crown as described below in the scope of work.

The Miss Colville Confederated Tribes delegate will represent our nation at various pow-wows, arranged events, and activities as an effort to bring positive recognition and promote important tribal initiatives. Historically, this ambassador position has existed within our tribe and neighboring tribes as a gesture of hospitality to welcome people to celebrate our culture and sovereignty at annual events.

#### **Scope of Work:**

All bidders will be required to provide an actual size sample design of the proposed crown. We request that the bead size for both items be no larger than a size eleven (11).

- Timeline for work will be from February 12, 2024- June 27, 2024
- Program will require bi-weekly progress updates of work

#### **Miss CCT Crown:**

Must identify the title (Miss Colville Confederated Tribes) and have a buckskin tie string for the back closure. The highest point on the crown must be at least seven (7) inches. The band around the head must be no higher than four (4) inches.

- Specify bead size, type, colors, etc. in accordance with the sample design you provide.
- Specify other materials used (quality, type, etc.) as we attempt to match the Miss CCT sash colors as closely as possible.
- The Crown must be finished by: **June 27, 2024 & turned into by 3:30PM PST.**

#### **1. Experience:**

Provide a brief description of the number of years in experience and past projects completed that support the level and detail of work proposed in the design. Also, provide photo(s) of previous beadwork projects completed. Bidders must be willing to provide a sample of beadwork for review if requested.

#### **2. Cost Proposal:**

Provide your cost proposal in an invoice format and not to exceed the total project amount of \$1,800.00.

**Administrative Information:**

For contracting and legal questions please contact:

Dorthey Zacherle

P.O. Box 150

Nespelem, WA. 99155.

Phone: 509-634-2277, Fax: 509-634-2751,

Email: [dorthey.zacherle@colvilletribes.com](mailto:dorthey.zacherle@colvilletribes.com)

For Project Questions or Progress Updates please contact:

Meghan Francis

Phone 509-634-2469

Email: [meghan.francis.kyp@colvilletribes.com](mailto:meghan.francis.kyp@colvilletribes.com)

Schedule of Events:

- ❑ Proposals due at 1:00 pm local PST February 12, 2024
- ❑ Proposal opening at 1:30 pm local PST February 12, 2024
- ❑ Selected Bidder will be notified by 3:30pm PST February 13, 2024

- In the event that only one proposal is received then the Colville Tribes reserves the rights to negotiate with that firm.
- Electronic or facsimile proposals will be considered with Scope of work requirements attached if possible.
- All posting will be made for changes to the RFP on the Tribe's website at [www.colvilletribes.com](http://www.colvilletribes.com).

**Evaluation Criteria:**

The successful proposal will be evaluated on the proposal submitted in response to this RFP by the submittal deadline that is the most advantageous to the Colville Tribes. Evaluations will be completed within 1 day of the RFP opening date.

Any proposal that does not contain each element described in this RFP, fully completed, initiated or executed, as appropriate, may be judged to be incomplete and may not be considered further.

- 40% Proposed Statement of Work. When evaluating we will rank higher for the use of smaller beads and overall design.
- 30% Price
- 10% Qualifications

- 10% Experience and/or past performance
- 10% Enrolled Colville Tribal Member Preference

**Award Information:**

Award will be made to the best priced, defined and experienced responsive, responsible bidder using the approved Tribal Contract Document. Contractor must sign the Tribal Debarment Form.

Tribal Employment Rights Ordinance (TERO) Requirements will apply to this contract.