

## **REQUEST FOR PROPOSAL: Organizational Growth, Employee Leadership development, and Strategic Planning Consultant**

### **Quinault Indian Nation Background:**

The QIN is a sovereign nation with the inherent right to govern itself and deal with other tribes and nations on a government-to-government basis. By-laws established in 1922 and a constitution approved in 1975 form the foundations of the modern-day Quinault government.

The Tribal Government operates many Programs including The Roger Saux Health Clinic, The Quinault Housing Authority, Education, Police, Social Services, and more.

Quinault Nation Enterprise Board (QNEB) operates the Tribe's economic enterprises, including Quinault Land and Timber Enterprises, Quinault Pride Seafood, Jolly Rogers, Queets Customs, Queets Mercantile, Taholah Mercantile, QMART (I, II, and III), and Quinault Beach Resort and Casino.

QNEB seeks proposals to provide services to all QNEB operations including governing Boards. Services shall include diagnostic evaluation of needs for each entity, evaluate and develop a plan to improve leadership, mission, value, and strategic plans. Train managers to improve performance and develop staff. Team training for growth mindset. Help Management develop benchmarks for next strategic hire for best fit. Develop and Train on communication plan to execute strategic plans. Create a trust environment within our organizations. Identify additional training needs and implement this training.

This contract will be for a three-year period.

### **GENERAL INFORMATION ABOUT THE RFP PROCESS**

**Key Dates** – The following outlines the Quinault Nation Enterprise Board (QNEB's) key dates and events in the RFP process:

9/21/2021 – Deadline for receipt of proposals to the QNEB

9/30/21 – Notice of Selection

The QNEB reserves the right to extend the submission deadline or any other deadline or date indicated in the event that an extension would be in the best interest of the QNEB.

### **PROPOSAL RULES**

**Method of Proposal Submittal** – Proposals will be accepted by email (preferably) in Microsoft Word or PDF Format. Additional hard copy information may be sent as needed.

**Disposition and Confidentiality of Proposals** – All materials submitted in response to the RFP shall become the property of the QNEB. Proposals will be kept confidential

throughout the selection process and afterward; they will not be shared with other respondents.

**Late Submissions** – Proposals not received by the date specified will not be considered.

**RFP Costs** – Respondent waives all claims for costs and expenses related to the QNEB's RFP process.

**Content of Proposals** – Respond to questions, below, as directly as possible along with any supporting information you feel will be pertinent to these questions. Submission of a proposal will be construed to imply agreement in advance to the services outlined in the enclosed materials. Brochures, photos, annual reports or any other appropriate material may be included in your proposal. *The proposal package should be kept as brief as possible*, however, with the subject areas clearly defined.

**Acceptance/Rejection of Submittal** – The QNEB reserves the right to reject any or all responses to this RFP, to waive minor irregularities in any proposal or in the RFP procedures, and to accept any proposal presented which meets or exceeds these specifications and which is deemed to be in the best interests of the QNEB. By submitting a proposal, the respondent agrees to be bound by the award or rejection decisions made by the QNEB.

**Proposal Evaluation** – A committee of individuals representing the QNEB will evaluate the submitted written proposals. We may make our selection solely on our evaluation of the written submissions. Upon review of the written material, a member of the committee may elect to ask certain respondents further questions by phone or email and/or the respondent may be invited to participate in an oral interview before a selection committee. The purpose of the follow-up conversations or interview is to allow those further selected firms expansion and discussion of their written responses.

**Oral Interviews** – Oral interviews are provided at the sole discretion of the QNEB and are for the purposes of allowing the QIN to broaden their understanding of certain selected respondents.

**Final Selection** – The final selection of the successful respondent(s) is scheduled to be completed by September 30, 2022.

## **MINIMUM QUALIFICATIONS**

All Consulting firms submitting a proposal must:

- a. Be licensed to do business in all states where the QNEB maintains operations.
- b. Have the expertise, licenses and resources to provide high-quality Development and Organizational Growth services to the QNEB.
- c. Consistently maintain and allocate sufficient staffing resources to provide timely service for the QNEB's needs.

- d. Maintain staff that are qualified and available to provide specialized technical expertise in various disciplines as necessary.

## **BACKGROUND EXPERIENCE AND QUALIFICATIONS**

To receive full consideration, each proposal should respond to the following:

1. Provide a **brief history and description of your firm**. The description should include the size, scope, capability, and areas of specialization.
2. Provide a **brief personal history or resume of key personnel** who will be assigned to the QNEB's account. Describe the role of each individual and the reporting relationship in your office.
3. Describe how your firm's **internal organization will support and meet the QNEB's service requirements** and the manner in which services will be furnished to the QNEB on a day-to-day basis. Describe what interaction and/or behind-the-scene work the QNEB can expect from the individuals on the service team during the year.
4. Provide evidence of your **experience in providing services for other clients**.
5. Provide the **names and telephone numbers of at least three references**, so that we may call them to discuss their perception of the quality and value of your services.
6. Describe **what makes your firm different than others**. What can you offer that you believe other firms do not? Why should we choose you?

## **Consulting Services – Development and Organizational Growth**

7. Give examples of **Development and Organizational Growth recommendations** your firm has offered clients. Describe how you would determine QNEB's needs for services offered by your firm.
8. Describe your firm's **personnel development capabilities**, as well as the means by which you would propose to provide related services. Include examples of your firm's successes in your field. Please include names, experience, qualifications, and the responsibilities of the key personnel.
9. Provide fee schedule for the three-year contract period.

## **EVALUATION CRITERIA**

All proposals will be evaluated on the basis of the following:

1. Your Company's perception of the QNEB's needs in Personnel Development and Organizational Growth, and the quality of your firm's proposals for meeting those needs.
2. Your firm's demonstrated ability to provide these services and responsiveness to our ongoing requirements.
3. The qualifications, expertise, industry experience and compatibility of the personnel to be assigned to the QNEB's account, and their availability to service our account.
4. Your firm's ability to provide support services (e.g., Personnel Development, Organizational Planning, etc.).
5. Creativity and innovation in the respondent's proposal.
6. Favorable long-term client relationships as confirmed by client references.

## **CONTACT INFORMATION**

All communications regarding the RFP process, requirements, deadlines and any other correspondence should be directed to:

Melinda Polk  
Executive Assistant  
Quinault Nation Enterprise Board  
[melinda.polk@quinault.org](mailto:melinda.polk@quinault.org)  
Office: 360-276-4176

We look forward to hearing from you.