

Request For Proposals

Cheesh'na Tribal Council

Leadership Capacity: Cheesh'na's Trail to Economic Change Project

INSTRUCTOR/FACILITATOR: Indianpreneurship Intensive Course

Overview

The Cheesh'na Tribal Council has been in the forefront of political and economic efforts such as Indian Self Determination for decades. The Cheesh'na Tribal Council is recognized for their leadership in maintaining culture while also helping their community to progress both socially and economically. Still, there are significant challenges to be met and addressed.

Chistochina, the small rural Alaska Native village that the Cheesh'na Tribal Council serves, is isolated, has experienced significant out-migration due to joblessness, and lacks local expertise in developing new economic engines for the community. In order to overcome these challenges, the Cheesh'na Tribal Council has implemented *The Leadership Capacity: Cheesh'na's Trail to Economic Change Project*. This project provides training and mentoring for both leadership and community members so that they may engage in entrepreneurial activities that help boost the local economy.

The Leadership Capacity: Cheesh'na's Trail to Economic Change Project provides a contextualized framework that moves prior economic development planning and goals of the Cheesh'na Tribe into formal business structures in order to help increase the cash economy in the Copper River Region.

Aligned objective: By the end of Year II of the Leadership Capacity: Cheesh'na's Trail to Economic Change Project, 12 community members will complete entrepreneurship training and 30% of those who complete training will start a new business or substantially improve an existing business. (See attached: *Logic Model*)

Scope of Services

Cheesh'na will contract with a qualified Indianpreneurship instructor to provide two intensive courses (Year I and Year II) for Cheesh'na tribal members on-site in Chistochina. The instructor will also serve as a culturally aware mentor for Alaska Natives in business. There will be up to 24 seats in the course (12 in Year I and 12 in Year II) so any adult Cheesh'na member who demonstrates an interest will be accepted into the program. The expected implementation dates of the instruction may be any dates between April 1st through May 31st of each project year.

The selected instructor must have been trained by ONABEN (and hold a certificate) in the delivery of their specific curriculum. Indianpreneurship may be instructed in different formats, but normally, ten sessions are required. This can be done in an intensive format or over time depending on the proposed format. At least one intensive must be offered on site (three days or longer) per year. One to three hours of mentoring must be made available to each course participant as follow up to the training. The contract shall also include travel to/from Chistochina and costs for staying in the community..

The instructor must provide daily attendance sheets for the course and individual progress logs for each participant. The instructor must substantively communicate with the program coordinator in order to ensure effective program implementation.

The following are the criteria for selection of instructor/facilitator:

Please submit

Professional Resume with current contact information

Indianpreneurship Training Certificate from ONABEN

Copy of Current AK Business License

Narrative Description of Similar Work (2-3 examples)

Narrative that Explains

- Awareness of rural context of economic development in Alaska
- Experience with business development and business planning
- Commentary and review of the LivePlan business planning product (www.liveplan.com)
- Potential ability to support website development for micro-business (www.wix.com)

Three Professional References who can attest to the quality of similar work

Itemized Cost Proposal that includes travel to Chistochina, Alaska

NOTES:

- *GSA rates apply to this proposal. See current GSA rates at the following website: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>*
- *The Leadership Capacity: Cheesh'na's Trail to Economic Change Project will provide all materials for the course, if specific materials are needed, they may be requested from the Project or they may be reimbursed as appropriate. Thus, cost of curriculum, materials and supplies need not be included in the proposal.*

Complete proposal shall be submitted via email in PDF format. Non-conforming proposal will not be considered. Please keep proposals concise. All documents submitted as part of the vendor's proposal will be deemed confidential during the evaluation process. Proposals shall be accepted through **March 14th, 2018**. If no appropriate bids are received, then the bid process shall be re-opened. The successful bidder will be notified by Friday, March 16th, 2018 via email.

The Cheesh'a Tribal Council reserves the right to cancel this solicitation at any time during the procurement process, for any reason or for no reason. The Cheesh'na Tribal Council makes no commitments expressed or implied, that this process will result in a business transaction with any vendor.

PROGRAM CONTACT: Camille Booth @ CEDAR, LLC

CONTACT INFORMATION: Cell-- 907-617-8424, Email – cbooth@cedarak.org

LOGIC MODEL – Objective III : By the end of Year II of the Leadership Capacity: Cheesh’na’s Trail to Economic Change Project, 12 community members will complete entrepreneurship training and 30% of those who complete training will start a new business or substantially improve an existing business.

Inputs	Outputs		Outcomes-Impact		
<i>Resources</i>	<i>Activities</i>	<i>Participation</i>	<i>Short term changes we expect</i>	<i>Medium term changes we expect</i>	<i>Long term changes we expect</i>
<ul style="list-style-type: none"> ▪ Cheesh’na Tribal Council Executives and Members ▪ Cheesh’na Tribal Administrator ▪ Aligned Contractors ▪ Facilities – Tribal offices and Tribal Hall ▪ Community Members ▪ Community Businesses ▪ ANA SEDS-AK Funding ▪ Mt. Sanford Tribal Consortium Support ▪ Strategic vision ▪ Wisdom of our Elders 	Host an Indianpreneurship course series in the community that includes training for online micro-business.	<ul style="list-style-type: none"> ▪ Project Coordinator ▪ Indianpreneurship Mentor 	Participants learn how to plan a micro business in a culturally relevant manner.	At least 30% of participants start a business or expand a business.	The businesses that started in the community are still viable in 5+ years.
	Provide an Indianpreneurship mentor for those individuals who are enrolled in the course.	<ul style="list-style-type: none"> ▪ Project Coordinator ▪ Indianpreneurship Mentor ▪ Community members (prospective business owners) 	Participants are supported as they develop business plans, seek financing, develop documents, or engage with partners.	Participants make quality decisions that empower their businesses to become profitable.	Participants confidently achieve business success.
	Provide seed money grants for Indianpreneurship completers who meet qualifying standards.	<ul style="list-style-type: none"> ▪ Project Coordinator ▪ Cheesh’na Tribal Council ▪ Community members who complete the Indianpreneurship course. 	Increase the number of local micro-businesses that operate in the community and online.	Increase revenue that comes into the community from “outside”.	Enable viable businesses that provide economic support in the community.

Business Practice Awareness Scale

	1	2	3	4
Business Planning	<input type="checkbox"/> I know I am solving a market need with my business. <input type="checkbox"/> I've thought about how to make my business a reality.	<input type="checkbox"/> I know I have to engage in business planning first. <input type="checkbox"/> I have written down my ideas and penciled out a rough budget. <input type="checkbox"/> I've completed a business model canvas.	<input type="checkbox"/> I have written a business plan that includes: <ul style="list-style-type: none"> ▪ Executive Summary. ▪ Business Description. ▪ Market Analysis. ▪ Organization Management. ▪ Sales Strategies. ▪ Funding Requirements. ▪ Financial Projections. 	<input type="checkbox"/> My business plan has been reviewed by professionals/mentors/knowledgeable others. <input type="checkbox"/> I have made revisions to my business plan. <input type="checkbox"/> I know business plans are dynamic documents.
Marketing & Sales	<input type="checkbox"/> I need to find the right market for my products or services. <input type="checkbox"/> I realize that marketing and sales are not the same thing.	<input type="checkbox"/> I have a clear idea of my market and I know how to get my product to them. <input type="checkbox"/> I am good at making sales and communicating with potential customers.	<input type="checkbox"/> I have investigated my target market. <input type="checkbox"/> I have specific strategies for accessing that market that includes online and social media. <input type="checkbox"/> I have made some initial sales.	<input type="checkbox"/> I have implemented a marketing plan that is consistent with the market to be served. <input type="checkbox"/> My target market is purchasing my product or service.
Finances	<input type="checkbox"/> I have asked friends or family to help support by business. <input type="checkbox"/> I know I have to run "lean" and keep my expenses down.	<input type="checkbox"/> I have researched bank loans and commercial financing. <input type="checkbox"/> I know how to crowd source if appropriate. <input type="checkbox"/> I understand basic accounting and have explored accounting software.	<input type="checkbox"/> I am eligible (pre-qualified) for commercial financing if needed. <input type="checkbox"/> I have accessed financial support from various sources. <input type="checkbox"/> I have a tax plan.	<input type="checkbox"/> I understand how to leverage financial and other resources. <input type="checkbox"/> I have a plan for accounts receivable including collections. <input type="checkbox"/> I understand that cash flow is not the same as profit.
Employees	<input type="checkbox"/> I realize that employees are my most expensive investment. <input type="checkbox"/> Hiring employees is a serious decision that may affect profitability.	<input type="checkbox"/> I have a plan for expanding my business by hiring employees. <input type="checkbox"/> My plan includes: <ul style="list-style-type: none"> ▪ Payroll ▪ Benefits ▪ Reporting (<i>IRS/AK DOL</i>) 	<input type="checkbox"/> I know employees are a smart investment for expanding my profitable business. <input type="checkbox"/> I have at least one employee.	<input type="checkbox"/> I have more than one employee and am able to maintain profitability. <input type="checkbox"/> I realize my employees are with me to earn a wage, not to improve my business.
Value	<input type="checkbox"/> I know the value of my time and product. <input type="checkbox"/> I can use my resources to create a business around translating value to my customer.	<input type="checkbox"/> Relationships convey value to prospective supporters and customers. <input type="checkbox"/> I know to build value through relationships.	<input type="checkbox"/> I have established a value chain within my business area. <input type="checkbox"/> The value chain helps me support my business efforts and the efforts of others.	<input type="checkbox"/> I know how to complete a value chain analysis. <input type="checkbox"/> I am able to pivot quickly based on breakdowns revealed in the analysis.

NOTE: Each column builds on the previous. For example the individual completing the scale should have awareness of Column 1 prior to marking Column 2.

Score: _____