

## Request For Proposals

Cheesh'na Tribal Council

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

### **INSTRUCTOR/FACILITATOR: Intensive Business Plan Writing 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: In Years I and II, the *Leadership Capacity: Cheesh'na's Trail to Economic Change Project* will increase the capacity of Cheesh'na Tribal leadership to engage in business planning and economic development processes by 30%.

#### **Scope of Services**

There are several elements to this proposal. First, Cheesh'na Tribal Council will contract with an educational consultant to:

- 1) write a culturally appropriate curriculum guide for the three-day intensive course,
- 2) instruct the course,
- 3) consent to being recorded for public use of the recording as the recordings may be placed on YouTube where they may be accessed regularly.
- 4) support editing the recordings to align with the curriculum guide.

Ideally, this will be a single consultant for continuity, but teams of consultants will also be considered.

We envision the outcome of this course to be Cheesh'na Tribal Council members collaboratively authoring a business plan and thereby learning about business plans and about collaborative process. The instructor will support the council members in the authoring of the plan as well as helping with market and other research. Direct instruction will be recorded so that the course may be used for future learning at the council and with other leadership in the region. The business-plan-writing course intensive will be offered twice.

The instructor must provide daily attendance sheets for the course. The instructor must substantively communicate with the program coordinator in order to ensure effective program implementation.

#### *Outcomes:*

- Short term-- Leadership learns the purpose and the power of a strong business plan and then learns the process and language of designing that plan.
- Medium term-- Business plans authored by leadership are utilized to advance economic development efforts.
- Long Term-- Tribal leadership is equipped to collaboratively design and author business plans that align with economic goals.

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

**Please submit**

Professional Resume with current contact information

Copy of Current AK Business License

Outline of Three-Day Course Plan: Intensive Business Plan Writing Course

Narrative Description of Similar Work (2-3 examples)

Narrative that Explains

- Awareness of rural context of economic development in Alaska
- Experience with business planning and business plan authoring
- Experience with Tribal Council processes
- Agreement to be filmed during instruction
- Discussion of ability to support video editing at consultant level

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

Itemized Cost Proposal that includes travel to and from 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 30<sup>th</sup>, 2018**. If no appropriate bids are received, then the bid process shall be re-opened. The successful bidder will be notified by Tuesday, April 3<sup>rd</sup>, 2018 via email.

The Cheesh'na 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.

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