



UNITED TRIBES®
TECHNICAL COLLEGE

2024 Powwow Sound Request For Proposals (RFP)

PROPOSALS MUST BE RECEIVED BY:

5:00 PM (Central time) on February 9, 2024

Proposal Delivery Address:

United Tribes Technical College
Attn: Melissa Plenty Chief, Pow-wow Chair
Building #69
3315 University Drive
Bismarck, ND 58504
Email: mplentychief@uttc.edu or Tel: (701) 221-1513

Background/Introduction: United Tribes Technical College (UTTC) is issuing this RFP for the provision of Powwow Sound at the Lone Star Veterans Arena for the 2024 UTTC International Powwow.

Project Goals and Scope of Services:

1. Operate all aspects of a public address sound system for approximately 20,000 powwow and audience participants in and around Lone Star Veterans Arena;
2. Provide all public address sound system equipment necessary for the purpose of providing quality sound for powwow singing, drumming, and dancing;
3. Provide for and supervise portable microphone handlers (mic runners) during the event;
4. Make state-of-the-art, digital audio recordings of the powwow in its entirety on the contractors equipment; and
5. Supply UTTC with the digitized recordings at or before the end of the event. All recordings will be the sole property of United Tribes Technical College.

Anticipated Selection Schedule:

- Request for RFP: January 16, 2024
- Deadline for Bids: **February 9, 2024 5:00 PM (Central time)**
- Selection of Bidder: February 15, 2024
- Contract Award: February 16, 2024

Time and Place of Submission of Proposals

The electronic RFP will be posted on our website (www.unitedtribespowwow.com), or the United Tribes Technical College International Powwow Facebook Page, and can be downloaded directly as of 5 p.m. on January 16, 2024. A paper RFP is available by request from the contact person listed above.

Respondents to this RFP must submit one original and five copies of their proposal. Responses must be received no later than 5 PM on February 9, 2024. Responses should be clearly marked "2024 RFP-Powwow Sound" and mailed or delivered to the contact person listed above.

Timeline

The successful respondent will have all public address equipment setup to provide services for the following dates and times:

Friday, September 6, 2024: 7:30 am-11:00 am (Flag Raising & Youth Day Event)
5 pm - 12 midnight (Powwow)

Saturday, September 7, 2024: 7:30-9 am (Flag Raising)
11 am-12 midnight (Powwow)

Sunday, September 8, 2024: 7:30-9 am – Flag Raising
9:30 am-12 noon - Worship Services
12 noon-Powwow End (approx. 9 pm)

Elements of the Proposal

A submission must, at a minimum, include the following elements:

- A general overview of the firm, and the names and credentials of the Powwow Sound team who will be providing services.
- A one-page narrative that details a description of work proposed and any other relevant information that would be beneficial in evaluating the proposal.
- Outlining the firm's strengths and distinguishing skills or capabilities as they might relate to fulfillment of the Powwow Sound contract is appropriate.
- Proposers are encouraged to provide a list of references and/or past work where public address services have been provided as other events such as other powwows or American Indian cultural events.

Evaluation Criteria

The successful respondent will:

- Have been operating as a provider of public address services related to powwow or American Indian cultural events for a minimum of 24 months;
- Possess all public address equipment to fulfill the Powwow Sound scope of work such as: amplifiers, mixers, microphones, and speakers;
- Provide all team members to fulfill the contract as detailed in the Project Goal and Scope of Services and the Timeline sections of this RFP;
- Offer a competitive cost for services; and
- Will provide a history of services for expertise in working with similar events and customers.

UTTC reserves the right to contact any Proposer for clarification of information submitted, to contact current and past customers of the Proposer and to use other sources of obtaining information regarding the Proposer that may be deemed appropriate and that would assist in the evaluation.

Disclaimer

UTTC reserves the right to reject any and all proposals. Owner will not be held liable for any mailing, shipping or other costs assumed by proposer. The proposer is responsible to ensure delivery of proposal by time and date identified.

UTTC reserves the right to hold legitimate bids for seven (7) days, to reject bids and to waive any irregularities when in the best interest of UTTC and UTTC shall incur no legal liability for the payment of any monies until the contract is awarded and approved by the proper authorities.

American Indian Preference

UTTC does not discriminate on the basis of race, color, national origin, sex, religious preference, age, handicap, marital status, political preference, or membership or non-membership in an employee organization, except as allowed by the Indian preference provision of the civil rights act of 1964, as amended and UTTC Purchasing Policies and Procedures: Applying Indian preference - Indian preference shall be applied in accordance with Section 7(b) of the Indian Self-Determination and Education Assistance Act, as amended. (Title 25, United States Code, Section 450e (b)) Section 7(b) provides in that preference may be given in the award of subcontracts and subgrants to "Indian organizations and to Indian-owned economic enterprises", as defined in Section 1452 of Title 25, United States code.

Notes:

UTTC will provide the following:

1. The agreed upon fees for services rendered;
2. Three (3) nights lodging and four (4) powwow passes; and
3. Credit by name in powwow publications and on subsequent recordings.

THANK YOU FOR SUBMITTING A PROPOSAL TO PROVIDE POWWOW SOUND FOR THE 53rd ANNIVERSARY OF THE UNITED TRIBES TECHNICAL COLLEGE INTERNATIONAL POWWOW!

SIGNATURE CERTIFICATION PAGE
(PLEASE PLACE THIS FORM AS A COVER PAGE FOR YOUR PROPOSAL)

Request for proposals will be accepted until February 9, 2024, at 5 PM Central time. The request for proposals package must be sealed and properly marked with **2024 RFP-Powwow Sound**.

Company Name: _____

Name (Type or Print) _____

Title: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

The undersigned affirms that they are duly authorized to execute this RFP, that this bid has not been prepared in collusion with any other Offeror, and that the contents of this bid have not been communicated to any other Offeror or any United Tribes Technical College employee prior to the official review of this RFP. **THE SUBMISSIONS MUST BE SIGNED IN INK. UNSIGNED RFP WILL NOT BE CONSIDERED.**

Signature _____

Date _____