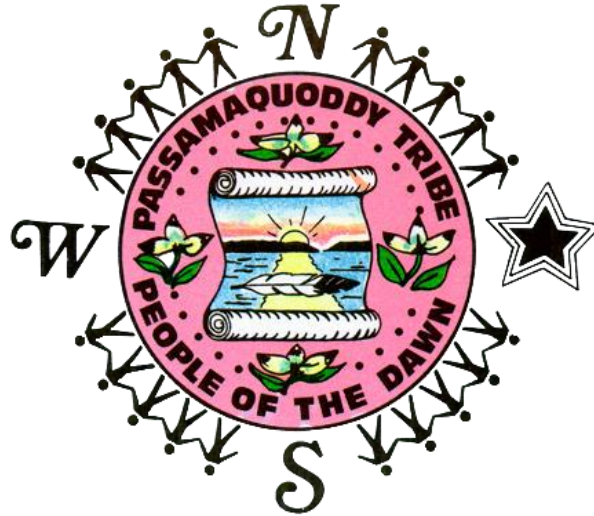


# Passamaquoddy Tribe of Pleasant Point

## Department of Finance



### RFP #002 YEAR 2025

The Passamaquoddy Tribe at Pleasant Point solicits proposals from qualified consultants and organizations to develop a Comprehensive Economic Development Strategy (CEDS). This strategy will serve as a roadmap for the Tribe to achieve long-term economic sustainability, resilience, and prosperity while aligning with cultural values and addressing community needs.

Through sound planning and collaboration, the Tribe seeks to establish a transformative strategy that leverages community assets, engages stakeholders, and promotes sustainable development. To do so, the Passamaquoddy Tribe at Pleasant Point seeks to develop a thoughtful and actionable CEDS that conforms to the requirements and intentions of the U.S. Economic Development Administration (<https://www.eda.gov/resources/comprehensive-economic-development-strategy>).

#### RFP Questions and Submissions

Please reference the RFP Number in the subject line.

*All communication regarding the RFP must be made through the procurement email [procurement@wabanaki.com](mailto:procurement@wabanaki.com). All questions must be received by: **Date:** May 9<sup>th</sup>, 2025, no later than 12:00 p.m., local (ET) time.*

<b>Proposal Submission Deadline</b>	<b><u>Submission Deadline:</u></b> May 23 <sup>th</sup> , 2025, no later than 11:59 p.m., local (ET) time.
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## 1. About our Community

The Passamaquoddy Tribe at Pleasant Point is one of two federally recognized Passamaquoddy Tribes in Maine, United Tribes, the other being the Passamaquoddy Tribe at Indian Township. Pleasant Point is located on a peninsula along the eastern coast of Maine, near the town of Perry.

The Tribe at Pleasant Point, like its counterpart at Indian Township, is part of the larger Wabanaki Nation. In 1890, the Passamaquoddy became the first indigenous people to be recorded in the world. The Pleasant Point Reservation encompasses approximately 200 acres of land, which is held in trust by the federal government for the Tribe.

The Tribe's government operates under a constitution and elected tribal council, which oversees various tribal departments and programs, including education, health services, social services, housing, and natural resource management.

Economically, the Tribe engages in a variety of industries, including fishing, forestry, and tourism. Fishing, particularly the lobster and scallop industries, is a significant source of revenue and employment for tribal members. The Tribe also operates cultural and educational programs to preserve and promote Passamaquoddy traditions, language, and arts.

The Passamaquoddy Tribe at Pleasant Point faces many of the same challenges as other Indigenous communities in the United Tribes, including economic disparities, health disparities, and cultural preservation. Despite these challenges, the Tribe continues to work toward self-sufficiency, cultural revitalization, and community empowerment.

## 2. General Provisions

Businesses must carry at a minimum of \$500,000.00 in general liability insurance as verified by a Certificate of Insurance with the Passamaquoddy Tribe Pleasant Point listed as the covered party.

Evidence of the business being a legal entity through either insurance listed as a business and/or letter from the Maine Workers' Compensation Board stating the entity is an approved self-employed business.

From the time the RFP is issued until award notification is made, all contact with the Tribe regarding the RFP must be made through the RFP Coordinator. No other person/ Tribe

employee is empowered to make binding statements regarding the RFP. Violation of this provision may lead to disqualification from the bidding process, at the Tribe's discretion.

Issuance of the RFP does not commit the Tribe to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to the RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.

All proposals must adhere to the instructions and format requirements outlined in the RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued By the Tribe. Proposals are to follow the format and respond to all questions and instructions specified below in the "Proposal Submission Requirements" section of the RFP.

Bidders will take careful note that in evaluating a proposal submitted in response to the RFP, we will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal information of previous contract history with the Bidder (if any).

The proposal must be signed by a person authorized to legally bind the Bidder and must contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.

The RFP and the awarded Bidder's proposal, including all appendices or attachments, will be the basis for the final contract, as determined by the Tribe.

The Tribe, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to the RFP.

All applicable laws, whether or not herein contained, are included by this reference. It is the Bidder's responsibility to determine the applicability and requirements of any such laws and to abide by them.

PPTG in awarding the bid will give preference to a Native American owned business. The Native American business must provide evidence that the ownership of the enterprise is owned 51 percent by a tribal member to be considered a Tribal owned entity.

(1) The Indian Self-Determination and Education Assistance Act [ 25 U.S.C. 450b] defines "Indian" to mean a person who is a member of an Indian Tribe and defines "Indian Tribe" to mean any Indian Tribe, band, nation, or other organized group or community including any Alaska native village or regional or village corporation as defined or established pursuant to the Alaska Native Claims Settlement Act, which is recognized as eligible for the special programs and services provided by the United Tribes to Indians because of their status as Indians.

(2) In section 3 of the Indian Financing Act of 1974 ( 25 U.S.C. 1452) *economic enterprise* is defined as any Indian - owned commercial, industrial, or business activity established or organized for the purpose of profit, except that Indian ownership must constitute not less than 51 percent of the enterprise. This act defines *Indian organization* to mean the

governing body of any Indian Tribe or entity established or recognized by such governing body.

The Bidders will be required to submit the necessary paperwork to show that the business is 51 percent owned by a Tribal member to be considered a Native Owned Business.

**(3)** Contractor must use Davis Bacon Wages and fill out form WH-347 before payments are made.

PPTG reserves the right to reject any or all Proposals with or without cause, to waive any and all irregularities with regard to the specifications and to make awards in the best interest of PPTG.

Please be advised that solicitations issued are subject to the Code of Ethics and Procurement Policies of Pleasant Point Passamaquoddy Reservation Tribal Government.

### **3. Scope of Work**

The selected consultant will work closely with the PPTG's Department of Planning and Resilience, Tribal leadership, and community members to deliver the following phases and associated tasks:

#### **Phase I: Project Planning, Community Assessment, and Stakeholder Engagement**

##### **1. Project Structure and Planning**

- Establish a CEDS committee.
- Develop a detailed project plan and timeline to ensure compliance with EDA requirements.
- Outline goals and objectives for the CEDS planning process.

##### **2. Community and Economic Assessment**

- Conduct a review of existing plans and documents relevant to economic development.
- Assess Tribal structures, systems, and capacity to identify gaps impacting development.
- Perform an environmental scan of the regional economy and community ecosystem.
- Develop a comprehensive asset-based development analysis to identify key economic opportunities.

##### **3. Community Outreach and Input**

- Facilitate large-scale community forums and town meetings to engage Tribal citizens.
- Conduct interviews with Tribal Council members, program directors, elders, youth, entrepreneurs, and other stakeholders.
- Host group discussions with key social, cultural, and interest groups.
- Administer surveys, as appropriate, to gather broad community input

#### **4. SWOT Analysis**

- Develop a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis informed by assessments and community conversations.

### **Phase II: Visioning, Strategy Development, and Action Planning**

#### **1. Visioning and Goal Setting**

- Facilitate a visioning process to define key goals and objectives for community economic development.
- Develop multiple development scenarios that align with community values and priorities.

#### **2. Stakeholder and Economic Analysis**

- Conduct a stakeholder analysis to identify strategic partners and collaborations.
- Create a detailed economic profile of the Passamaquoddy Tribe within the broader regional economy.

#### **3. Action Planning and Prioritization**

- Define key initiatives and projects with cost estimates, timelines, and implementation strategies.
- Prioritize projects based on community needs, feasibility, and potential impact.

#### **4. Evaluation and Resiliency Integration**

- Design an evaluation system with key performance indicators (KPIs) to track progress and outcomes.
- Develop a resiliency strategy to address economic disruptions and ensure sustainability.

### **Phase III: CEDS Documentation and Adoption**

#### **1. Document Preparation and Review**

- Draft the CEDS document in accessible formats (PDF and digital) and in accordance with EDA guidelines.
- Conduct community meetings to solicit feedback and incorporate input into the final document.

#### **2. Tribal Council Adoption**

- Present the final CEDS document for adoption by the Tribal Council.

#### **3. EDA Cultivation**

- Assist the Tribe in cultivating relationships with EDA to secure funding for initiatives and annual planning grants.

### **Phase IV: Implementation Support and Monitoring**

## 1. Implementation Support

- Provide technical assistance to initiate priority projects.
- Facilitate partnerships and collaborations to support implementation.

## 2. Monitoring and Evaluation

- Establish a monitoring framework to ensure ongoing evaluation and continuous improvement of the CEDS.

## 4. Proposal Requirements

- **Company Information:** History, size, and experience of the firm.
- **Team Composition:** Key team members, their roles, and relevant experience.
- **Relevant Projects:** Examples a maximum of three (3) similar projects completed by the firm.
- **Project Schedule:** Proposed timeline for the project.
- **Fee Proposal:** Detailed fee structure, including any additional costs.
- **References:** Contact information for past clients.

## 5. Evaluation Criteria

- Experience and Qualifications: **Experience with similar projects and qualifications of key team members (30%).**
- Cost: **Reasonableness and transparency of the fee proposal (50%).**
- References: **Feedback from previous clients (20%).**

## 6. Contract Terms

The Tribe is seeking a cost-efficient proposal to provide services, as defined in this RFP. The actual contract term (start, end dates) will be established by a completed and approved contract. The Tribe is seeking the Respondent's position and point of view on their recommended approach and timeline that will be most beneficial to the Tribe and lead to a successful and cost-effective implementation.

PPTG anticipates making one (1) award as a result of the RFP process.

## 7. Safety Requirements

The contractor must comply with all Federal, Tribe and local safety laws and regulations applicable to work performed under this contract

## 8. Changes in Contract

All changes in the work, including any increase, decrease, or other equitable adjustment in the Contract price or in the time for performing the Contract, shall be authorized in writing by the Board and or Executive Director.

## **9. Payment Terms**

Invoices will be made out the Passamaquoddy Tribe and paid net 30 from the time the Tribe receives the invoice.

## **10. Conflict of Interest**

The Contractor covenants, that:

1. Presently, there is no financial interest and shall not acquire any interest in the Tribal Government.
2. In the performance of this contract, no person having any such interest shall be employed by the contractor
3. No partner or employee of the firm is closely related to any Board member or employee of the Tribal Government. PPTG defines an "Identity of Interest" as any relationship where the Contractor and PPTG are related, and/or affiliated through a business relationship. This could, for example, be contractor works for PPTG or closely related to someone who works for PPTG and/or Board of Commissioner. Closely related defined as follows; Father, mother, father-in-law, mother-in-law, Grand parent, brother sister, brother-in-law, sister-in-law, Aunt, Uncle, step father, step mother, step sister, step brother and any significant other of any of the mentioned closely related family member.

Any identity of interest must be notified to the Tribal Government with submittal of bid. This does not preclude you from bidding but all identity of interest must not be involved with the bid process. Any identity of interest must also be submitted along with the bid.

## **11. Termination**

The Passamaquoddy Tribal Government may terminate this contract for cause if it determines that any of the following circumstances have occurred:

1. Work has been abandoned
2. Contractor has sublet or assigned the work without written consent
3. The Contractor no longer has the necessary insurance required
4. The Contractor has substantially violated any provisions of the Contract.