



REQUEST FOR PROPOSALS

EVENT PLANNING SERVICES - SPIPA 50th Anniversary

The South Puget Intertribal Planning Agency (SPIPA) is a nonprofit organization under IRS Code 501(c)(3). SPIPA was chartered in June 1976 through a Tribal intergovernmental compact. The SPIPA organization currently provides services to the Chehalis, Nisqually, Shoalwater Bay, Skokomish and Squaxin Island Tribes. SPIPA looks to support each of its member Tribes' vision of success and wellness for their community members.

This Request for Proposals (RFP) seeks proposals from qualified firms or individuals to develop and manage a culturally grounded SPIPA 50th Anniversary celebration plan (Summer 2026).

A. SCOPE OF WORK

The selected contractor will work in close collaboration with SPIPA's Board of Directors, Executive Director, and other staff. Activities include:

- (a) Coordinate pre-event planning meetings to recommend what the celebration includes, where and when it occurs, and which partners are involved.
- (b) Develop a detailed budget for planned activities, including contingencies.
- (c) Present a 50th Anniversary Celebration Plan to the Board of Directors for consideration and approval.
- (d) Provide registration support, including systems, on-site check-in, and accessibility accommodations.
- (e) Coordinate the event, including food, vendors, venue and site logistics, transportation and parking, staffing and volunteers, equipment, signage, and cultural protocols.
- (f) Prepare and maintain an emergency and safety plan, including first aid, weather contingencies, evacuation procedures, and incident reporting.
- (g) Conduct a post-event debrief with the Executive Director and deliver an After-Action Report with lessons learned and a final cost summary.

B. BIDDING SCHEDULE

October 30, 2025	Request for Proposals issued
November 14, 2025	Proposal screening begins
November 26, 2025	Deadline for submission of proposals
December 5, 2025	Notice of intent to award
December 12, 2025	Contract begins

South Puget Intertribal Planning Agency

3104 SE Old Olympic HWY, Shelton, WA 98584 360.426.3990 spipa.org

C. PROPOSED FEES AND COMPENSATION PROCESS

The proposal should include:

- (a) The cost for all expenses, including labor, communications, and other miscellaneous expenses.
- (b) The hourly rates for all labor and the estimated number of hours for each task in the Scope of Work.
- (c) An estimate of travel expenses for meetings and the event (use 3104 SE Old Olympic Highway, Shelton, WA 98584 for estimating mileage).
- (d) Details about the proposed payment arrangement (e.g., monthly invoices).

D. RIGHT TO REJECT

This RFP does not commit SPIPA to accept any proposal submitted, nor is SPIPA responsible for any costs incurred in the preparation of responses to this RFP. SPIPA reserves the right to reject any or all proposals, to accept or reject any or all items in a proposal, and to award the contract in whole or in part as deemed in the best interest of SPIPA. SPIPA reserves the right to cancel, delay, amend, or reissue the RFP at any time.

E. AWARD OF CONTRACT

Each respondent submitting a proposal will be notified in writing or via email of SPIPA's decision. Formal notification to award a contract and the actual execution of a contract are subject to:

- Receipt of funds from federal and state administering agencies.
- Results of negotiations between the selected vendor and SPIPA administrative/fiscal staff.
- Continued availability of SPIPA funds.
- Approval by the SPIPA Board of Directors.

The final award of contract will be made to the individual/entity that, in the opinion of SPIPA, is best qualified based on the content of the proposal, including previous experience working with Tribal organizations and/or communities. **SPIPA may give Indian Preference to Native American individuals/entities.** Whenever financially and/or programmatically feasible, Native American vendors shall be sought for provision of goods and services through the publication of notices.

F. TERM OF SERVICES

The term of the awarded contract shall be 10 months (December 12, 2025 to September 30, 2026). Any contract extension shall be based on the contractor's prior performance. Work to be performed under the contract shall not be assigned to another individual or entity without the prior written consent of SPIPA.

G. TERMINATION OF SERVICES

Either party may terminate the service contract with thirty (30) days' written notice.

H. EQUAL OPPORTUNITY

Minority- and women-owned businesses will be afforded full opportunity to submit proposals in response to this RFP and will not be discriminated against in the awarding of any contract resulting from this solicitation.

I. PROPOSAL CRITERIA

Proposals will be evaluated based on:

- The proposer's relevant experience with similar projects.
- The proposer's experience working with Tribal entities and communities.
- The quality and feasibility of the work plan, timeline, and risk, safety, and accessibility approach.
- Cost effectiveness based on hours and rates for each area of scope.
- The quality and relevance of references.

J. Submission Instructions

For inquiries, please contact: **Kyle Rogers, Executive Director, 360-426-3990, krogers@spipa.org.**

Please submit your complete proposal as a single PDF to:

**Kyle Rogers, SPIPA Executive Director
3104 SE Old Olympic Highway
Shelton, WA 98584**

or email: krogers@spipa.org

K. Deadline

November 26, 2025, by 5:00 PM PT