



Walker River Paiute Tribe

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Request for Proposals (RFP)

Walker River Paiute Tribe

Establishment of an Economic Development Structure (Part 1) and

Investment Management Services (Part 2)

Open: November 3, 2023 – Deadline: December 15, 2023

OPENING STATEMENT:

The Walker River Paiute Tribe of Schurz, Nevada is seeking a consultant/contractor/company ("Consultant") to assist with a number of Economic Development tasks that are necessary to establish an arm of the Tribe that will be independent in making business and investment decisions. This is necessary to make sound business and investment decisions for the financial future of the Walker River Paiute people. The Tribe currently does not have separation between the Tribal Government and Business ventures or opportunities. Neither does it have an Investment Plan. Through the newly establishment and restructure of our Economic Development Team, we will move forward without political influence.

Applicants can submit for Part 1, Part 2 or both parts as noted below.

BACKGROUND AND REQUIREMENTS:

Part 1 - The Tribe is looking for an assessment of different business structures, ie. tribally chartered, IRA Section 17 corporation or other successful structures that would benefit the Tribe. Such Consultant would need to meet with the Tribal Council, staff, tribal members, interested business minded people and the Temporary Economic Development Team to discuss and develop such structure. The Consultant will be responsible for developing policies and procedures for the implementation of such. Key tasks/issues include: educating the Tribe on the importance of economic development, the need for separation of business and politics, developing a strategy for making sound business decisions and setting a long-term plan for economic sustainability.

PERIOD OF PERFORMANCE AND FUNDS AVAILABILITY:

Part 1 - Work must be completed within an 18-month time period; the starting date will be from when the Tribal Council approves the contract for services with Consultant that has been selected.

SCOPE OF WORK AND MILESTONES

For Part 1 of the RFP, the selected Consultant will work with existing Temporary Economic Development Team and Finance Director in developing and setting priorities. It's important for the Scope of Work to identify priority issues to stay on task and work within the set timeframe.

Part 1 - Consultant will:

1. Evaluate and prioritize the potential Economic Development structure and work with Tribal officials to make a decision on a specific structure.
2. Develop policies and procedures for such structure and work to get approved and finalized according to tribal process and requirements, ie. tribal resolutions, etc.
3. Establish a suitable staffing plan; including a budget.
4. Develop a plan for establishing a Board of Directors, including requirements, terms and conditions and By-Laws.
5. Set up payment system to the Tribal membership; set terms on when payments can be made according to profits.
6. Identify on-going grants that will support the sustainability and on-going efforts of the Economic Development ventures of the Walker River Paiute Tribe.
7. Complete other work tasks that are deemed to be necessary as process develops.

RFP Requirements: Information included in proposal, must include:

- A. Statement of similar work done within the past 10 years; provide examples, projects and companies/tribes that you have worked for.
- B. Resumes of core team members of consulting firm who will work on this project and rates of pay; resumes must note education and experience of work on similar projects. Note any additional fees and expenses.
- C. Calendar of proposed work phases.
- D. Tribal or other minority preference must be requested; information must be provided to prove such preference, ie. Tribal, women owned, Veterans, etc.
- E. Please provide contact information for three current clients, preferably with tribal institutions/clients, as references.
- F. *Insurance requirements may be requested and required upon selection of consultant.*

Deadline for Questions: All questions on this RFP must be submitted in writing via email to Elveda Martinez, emartinez@wrpt.org , by November 27, 2023 at 5:00 pm PST. Answers will be made via email no later than December 4, 2023.

Deadline and Submittal Requirements: Proposal must be submitted via of email by Friday, December 15, 2023 at 5:00 pm PST. Must be emailed to: Elveda Martinez at emartinez@wrpt.org.

Evaluation Factors: Proposals will be evaluated on work experience, reasonable budget, minority preference, past experience working with tribes and knowledge of economic development, business management systems and or/investments (for Part 2), etc. The consultant company(s) selected will enter into a contract with the Tribe, noting the agreed upon contract amount, scope of work and any other specific requirements.

A decision will be made by December 22, 2023.

Tribal Statement:

The Walker River Paiute Tribe reserves the right to reject any and all proposals.

Investment Management Services (Part 2)

Part 2 - The security of funds is of the foremost concern of the Tribe. The second part of this RFP is to hire a consultant that would work with the Tribe in providing Investment Management Services. The objective of this part is to identify qualified candidates that can present the highest quality and greatest diversity of services, provide the highest return, and offer the absolute lowest true cost of services by minimizing fees. The following work is expected:

- Develop and maintain an investment strategy; will work with tribal representatives to develop an Investment Policy Statement (IPS) and guidelines that will maximize earnings while balancing the constraints of cash flow needs. This plan should match the vision and mission culturally set by the Walker River Paiute Tribe.
 - Administer the Portfolio by analyzing asset allocations and structures, making recommendations for adjustments, and facilitating sales, purchases, exchanges, and other transactions that conform to the Tribe's IPS.
 - *Work with the Tribe to set up an Investment Committee.
 - Work collaboratively with the Tribe's Investment Committee in the review and analysis of the Tribe's Investment Policy as it relates to portfolio performance, making recommendations for improvement or adjustments.
 - Issue monthly statements to the Investment Committee and other Tribal officials, to be available electronically within 10 days following month-end.
 - Provide Finance staff with electronic access to portfolio account information.
 - Provide Tribal Council members, Investment Committee and Finance staff annual training on investment management and other appropriate, related training.
 - Report in person on a bi-annual basis during the first year to the Investment Committee and to the Tribal Council.
 - The principal investment goal is to support the long-term spending objectives of the various funds while maintaining or increasing the inflation adjusted principal value of the Portfolio
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- Work will be initiated as soon as the contract for services with Consultant has been approved by the Tribal Council. The initial term of services and fees will be determined in the contract that will be agreed upon by both parties.
 - The selected Consultant will work with existing Temporary Economic Development Team, Tribal Council and Finance Director in developing and setting priorities. It's important for the Scope of Work to identify priority issues to stay on task and work within any set timeframes.

Posted By: Elveda Martinez – November 3, 2023

