

**Request for Proposal (RFP) for State Legislative Lobbyist Services
for the Snoqualmie Indian Tribe**



RFP Coordinator:
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Snoqualmie Indian Tribe

Introduction

The Snoqualmie Tribe—sduk^walbix^w in our Native language—consists of a group of Coast Salish Native American peoples from the Puget Sound region of Washington State.

We have been in the Puget Sound region and the Snoqualmie Valley since time immemorial. sq^wed (Snoqualmie Falls) is the birthplace of the sduk^walbix^w. We had more than 90 long houses along the Snoqualmie River and its tributaries. These rivers and streams were the highways used to travel from village to village and connected all the ʔaciltalbi^w (Natives). The fish, game, trees and roots provided us with everything we need to live. All of this was given to us by duk^wibel (Transformer) in the ancient times when all of the animals could talk and before things were what they are now.

We are the sduk^walbix^w, People of Moon. We are the decedents of sduk^walb tə duk^wibel. We have lived, hunted and fished this area for as long as the earth and rivers remember. We are still here today; caring for the land, water, fish and game that duk^wibel gave us.

sq^wed is our birthplace. The mists carry our thoughts and prayers to the spirits and ancestors as they cleanse our thoughts. The rushing waters give us the strength to keep our traditions alive and to continue to thrive in the modern times.

Long before the early explorers came to the Pacific Northwest, our people hunted deer and elk, fished for salmon, and gathered berries and wild plants for food and medicine. Today, many of our members live in the communities of Snoqualmie, North Bend, Fall City, Carnation, Issaquah, Mercer Island and Monroe. Our Tribe was a signatory of the Point Elliott Treaty with the Washington territory in 1855. At that time, our people were one of the largest tribes in the Puget Sound region totaling around 4,000. We lost federal recognition in 1953, but after much battle, we regained federal recognition in October of 1999 by the Bureau of Indian Affairs. Today, the Snoqualmie Tribe is made up of approximately 650 members. The Snoqualmie Tribe is governed by an elected Council and our Tribal Constitution.

The Tribe owns the Snoqualmie Casino, which opened in November 2008, and since its inception has experienced considerable success. The Tribe also owns the Snoqualmie Tobacco Company & Liquor Store, which opened in 2011. Both businesses are an important source of revenue and employment for the Tribe.

The Snoqualmie Indian Tribe is seeking proposals from qualified organizations/individuals to provide State Legislative Lobbyist services on behalf of the organization.

Scope of Services

The Snoqualmie Tribe seeks to retain the services of a legislative consultant for matters in which it may need professional assistance before the Washington State Legislature, individual State Legislators, the Washington State Governor, and Washington State Boards and Commissions.

The successful proposer will, in accordance with the highest legal, ethical and professional standards, provide at the direction of designated Tribal officials and staff, state lobbying services including but not limited to the following services:

- Identify, review, and analyze any and all state legislative bills, resolutions, ballot issues, ballot questions, votes, fiscal notes, and all relevant discourse.
- Identify those legislative issues that may affect the Snoqualmie Tribe, its members, or its businesses, and regularly inform the Tribe as to these matters.

- Review the legislative policy statements adopted by other local government lobbying groups and Native American organizations for the purpose of identifying issues that may either positively or negatively affect the Snoqualmie Tribe.
- Provide, upon request, timely written reports of Legislative matters and the progress of work to the Tribe.
- Provide advice, recommendations, support services including, but not limited to, correspondence, briefing papers, talking points, written summaries, and materials prepared by or available from the State of Washington Legislature to the Tribe.
- Develop and implement a timely and technologically-efficient process to forecast, screen, assign, review, analyze, and respond to Legislative Matters.
- Develop and evaluate strategy for the support, opposition, or amendment of pending legislation.
- Represent and advocate, as designated, the Tribe's position on state legislative matters to elected members of the State Legislature, the Governor and Executive branch officials and staff, community groups, and any other designated persons;
- Establish and maintain working relationships with local state legislative leadership, interested organizations, community groups, other legislators and staff, and other lobbyists as directed by the Tribe, and to foster such relationships between the Tribe and legislators.
- Draft and deliver legislation, resolutions, and amendments and/or coordinate with bill sponsors and relevant state agencies in the preparation of bills and amendments as directed by the Tribe.
- Provide timely assistance as requested on other matters involving the development and maintenance of successful intergovernmental relations.
- Upon request, coordinate appointments/meetings before the Snoqualmie Tribal Council or other Snoqualmie Tribal staff, and appropriate state officials and legislators.
- Upon request, testify on behalf of the Tribe, at hearings before legislative and/or regulatory committees; and
- Upon request, organize and schedule visits and testimony by Tribal Council Members, Tribal staff, or other representatives of the Snoqualmie Tribe.
- Be available at all times upon reasonable request to meet with the Snoqualmie Tribal Council, the Tribe's Governmental Affairs staff, and others as specified in order to perform all responsibilities assigned.

This list of Services is intended as a general guide, and is not intended to be a complete list of all work necessary to provide the requested Services. The successful proposer shall have a demonstrated knowledge and expertise to serve the unique needs of the Snoqualmie Tribe.

All correspondence shall be directed through the Tribe's Executive Director of Governmental Affairs, or designee.

To be eligible to respond to this RFP, the proposer(s) must demonstrate that they, or the Principals assigned to the project, have successfully performed the services in the Scope of Services section of this RFP. The Contractor shall provide the Tribe with a current written listing of all its clients. The list must be kept current at all times. The Contractor shall notify the Tribe of any new client(s) within ten days of such commitment(s).

Fees

The Snoqualmie Tribe prefers the Proposer(s) offer their fee as a firm, fixed fee schedule which includes all expenses including travel for the services outlined in this RFP.

Conflict of Interest

In the event the Contractor becomes aware of any conflicts or potential conflicts between the interest of the Snoqualmie Tribe and the interests of clients of the Contractor, the Contractor shall immediately notify the Tribe's Executive Director of Governmental Affairs, or designee, in writing, of such conflict. Written notice may be in the form of an email notification. In the event the Tribe becomes aware of any conflicts or potential conflicts between the interest of the Tribe and the interest of clients of the Contractor, the Tribe shall promptly notify the Contractor of such conflict. The Tribe and the Contractor shall attempt to resolve any such conflict in a manner mutually acceptable to the Tribe and the Contractor.

Proposals

Proposals shall include the following:

- A list of at least three clients for whom you have performed these services within the past five years and successes achieved with them. Include the client, contact name, address, email address, and phone number.
- A history of your organization including a current organizational chart (if applicable) and any other appropriate descriptive information that will be helpful in our evaluation of your qualifications and experience.
- Identify the principal(s) and their proposed role in providing legislative lobbyist services to the Snoqualmie Tribe, including how many years each member has been lobbying at the state level.
- Description of existing relations with State of Washington legislative delegation, Governor's office, agency heads, and with other key legislators and support staff.
- Provide a disclosure statement citing any potential or existing conflict of interest(s) with the Snoqualmie Tribe.
- Current listing of all clients.
- Proposed fee structure for lobbying services.

Proposals should be simple and straightforward and provide a concise description of the consultant's ability to meet the requirements of the RFP. Any additional information that the consultant would like to submit should be included in a separate section titled "Supplemental Information".

The selected consultant will serve as a consultant to the Tribe, and not an employ of the Tribe and shall act on behalf of the Tribe, as specifically directed by the Snoqualmie Tribal Council. The selection process will be based on the consultant's qualifications in the areas specified herein, as well as verifiable references for past similar, successful projects.

Other Information

1. Signed Proposals – all proposals must be signed by a person authorized to sign on behalf of the Respondent and to bind the Respondent to statements made in response to this RFP.
2. Irrevocability of Proposals – by submission of a clear and detailed written notice, the Respondent may amend or withdraw its proposal prior to the closing date and time. A Respondent who has withdrawn a proposal may submit a new proposal prior to the closing provided that such proposal is done in accordance with the terms and conditions of this RFP.
3. Changes to Proposal Wording – the Respondent will not change the wording of its proposal after closing, and no words or comments will be added to the proposal unless requested by the Tribe for purposes of clarification.
4. Acceptance of Terms – unless specifically excluded in writing, all the terms and conditions of this RFP are accepted by the Respondent and incorporated in its proposal.
5. Respondent's Expenses – Respondents are solely responsible for their own expenses in preparing, and submitting, a proposal and for subsequent negotiations with the Tribe, if any. The Tribe will not be liable to any Respondent for any claims, whether for costs or damages incurred by the Respondent

in preparing, and submitting, the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

6. Currency and taxes – prices quoted are to be in U.S. dollars
7. Sub-Contracting –
 - a. Using a sub-contractor (who should be clearly identified in the proposal) is acceptable. This includes a joint submission by two Respondents having no formal corporate links. However, in this case, one of those Respondents must be prepared to take overall responsibility for the successful performance of the Contract and this should be clearly defined in the proposal.
 - b. Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the Tribe's opinion, give rise to a conflict of interest in connection with the Project will not be permitted. This includes but is not limited to, any organization or individual involved in the preparation of a response to this RFP.
 - c. Where applicable, the names of approved sub-contractors listed in this proposal will be included in the Contract. No additional subcontractors will be neither added, or other changes made, to this list in the Contract without the written consent of the Tribe.
8. Acceptance of Proposals – this RFP should not be construed as an agreement to procure goods or services by the Tribe. The Tribe is not bound to enter into a Contract with the Respondent who submits the lowest priced proposal or with any Respondent. Proposals will be accessed in light of the evaluation criteria. The Tribe will be under no obligation to receive further information, whether written or oral, from any Respondent.
9. Form of Contract – by submission of a proposal, the Respondent agrees that, should it be identified as the Preferred consultant, it is willing to enter into a Contract with the Tribe, subject to successful negotiations by both parties, in writing.
10. Liability for Errors – while the Tribe has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for Respondents. The information is not guaranteed or warranted to be accurate by the Tribe, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Respondents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.
11. Modification of Terms – the Tribe reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a Contract with the Preferred Financial Advisor.
12. Ownership of Proposals – all documents, including proposals submitted by Respondents in response to this RFP become the property of the Tribe. They will be received and held in confidence to the extent allowable by law.
13. Use of Request for Proposal – this RFP, or any portion thereof, may not be used for any purpose other than the submission of proposals.
14. Confidentiality of Information – information pertaining to the Tribe obtained by the Respondent as a result of participation in this Project is confidential and must not be disclosed without written authorization from the Tribe.
15. Material Ownership – all materials submitted, included but not limited to proposals in response to this RFP and any and all information, documentation, and presentations provided by the Respondent to the Tribe on a go-forward basis, shall become the sole property of the Tribe.

Late responses will not be accepted

At the conclusion of the RFP process, all Respondents will be notified of the outcome.

Submission of Proposals

Please remit an electronic version of the consultant's proposal no later than 12pm noon Pacific Standard Time on Friday, December 16th, 2016 to:

Jaime Martin
Governmental Affairs & Special Projects
Snoqualmie Indian Tribe

Email: jaime.martin@snoqualmientribe.us

Jaime Martin will serve as the primary contact for the review process for the consultant's proposal. Any questions regarding this RFP should be addressed to Jaime through email at the above address.