



**Santo Domingo Pueblo
Tribal Programs Administration**

REQUEST FOR PROPOSALS

Comprehensive Economic Development Strategy (CEDS)

Issued on February 6, 2025

Request for Proposals
Proposal Deadline: Friday, February 21, 2025 by 11:59 PM MST

Santo Domingo Pueblo invites proposals from qualified firms for the following Scope of Work: Develop a Comprehensive Economic Development Strategy (CEDS) for the Santo Domingo Pueblo including the historic Trading Post.

Funding for this project is provided by the U.S. Economic Development Administration (EDA).

Scope of Work

In compliance with EDA's requirements for CEDS documents as outlined under 13 C.F.R. Part 303.7 the deliverable must include the following components:

1. Establishing a CEDS Committee;
2. Summary Background of the economic conditions of the region;
3. Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis;
4. Strategic Direction/Action Plan;
5. Evaluation Framework;
6. Integrated Economic Resilience.

The final approval and adoption of the CEDS will be the sole responsibility of the Santo Domingo Pueblo Tribal Council.

Proposal Submission Requirements and Evaluation

A maximum of 100 points are possible in evaluating each proposal. The Selection Committee may conduct interviews. Proposals are limited to 20 pages.

Required contents to be deemed responsive and included in the evaluation phase, all bidders must submit proposals containing the following elements:

- A. Qualifications and Experience of Consultant (Max. 25 points)
 - Provide a general description of the firm proposed to lead the effort
 - Describe the firm's history, qualifications and relevant experience, including past work with Tribal governments, to conduct the services described in the scope of work.
 - Describe key personnel including their experience and role in the project
 - Provide three (3) professional references: Including Name of Organization, Name of Primary Contact, Title of Primary Contact, Phone Number(s) and Email address. References must be related to the professional scope of work contained within this RFP.
 - Describe any potential conflicts of interest

- B. Responsiveness to the proposal in clearly stating an understanding of the work to be performed (Max. 25 points)
- Comprehensive of work plan for the project
 - Degree to which the proposal demonstrates experience working with Tribal governments
- C. Project Schedule (Max. 20 points)
- Provide a detailed project schedule outlining the scope of work completion by task description and projected duration including data collection, research as well as on-site interviews and/or focus groups.
 - Reasonableness of overall time estimates as for each major section of the work to be performed as related to the work product required and the deadlines and milestones involved
- D. Project Budget (Max. 22 points)
- Description of ability to perform the work on a deliverable milestone basis
 - Detailed budget narrative included estimated hours and rate per task
 - All work proposals should include applicable Gross Receipts Tax (GRT) for Santo Domingo Pueblo within Sandoval County
 - The consultant shall furnish all personnel, equipment, services, materials and transportation necessary to perform the work required to deliver the items or services in accordance with the Scope of Work and terms and conditions of the contract.
- E. Indian Preference (Max. 5 points). If qualifying for preference in contracting as a Native American owned enterprise or tribal organization, please submit qualification and documents substantiating 51% ownership. See attachment.
- F. Employment of Native Americans (Max. 3 points)
- G. Certifications:
- a. Business licenses and insurance
 - b. Certification statement for non-debarment, suspension, or prohibition from professional practice by any Federal, State, or Local Agency.

Questions and/or Proposals may be submitted in PDF to:

Mr. Herman Sanchez

Tribal Programs Administrator

Herman.Sanchez@kewa-nsn.us

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Selection Process

Santo Domingo Pueblo, at its sole discretion, shall determine whether a particular Contractor has the qualification to conduct the desired service for the Tribe.

1. Proposals will first be examined to eliminate those that are not responsive to the stated requirements.
2. Award shall be made to the most responsible Contractor whose qualifications, price, and other factors considered, are determined to be the most advantageous to the Tribe.
3. Santo Domingo Pueblo reserves the right to:
 - a. Obtain clarification in writing on any point in a proposal or obtain additional information necessary to properly evaluate a particular response.
 - b. Cancel the Request for Proposal in part or in its entirety. The reason for cancellation shall be documented in the procurement file and the reason for cancellation and/or rejection shall be provided upon request to any offeror solicited.
 - c. Issue subsequent Requests for Proposal.
 - d. Solicit best and final offers from all or only selected offerors.
 - e. Reject any and all bids when it is in the Pueblo's best interest.

The project will commence upon selection of a consultant and issuance of a notice to proceed.