

2025-2026 Request For Qualifications in Tribal Business Development Consulting

Solicitation

Northern California Indian Development Council, Inc. (NCIDC) a 501c3 Native American non-profit invites eligible organizations to submit proposals in response to this competitive Request for Qualifications (RFQ) for the following Redwood Region Resilient Inclusive Sustainable Economy (RISE) Tribal Planning Table Initiative: *Tribal Business Development for the period of May 1, 2025 through September 30, 2026.*

An overview of the NCIDC can be found at www.ncidc.org.

Eligibility: All not for profit corporations, incorporated organizations, neighborhood organizations, and for-profit organizations are encouraged to submit.

NCIDC is seeking high quality consulting for Native American Tribes and Native Organizations from California's Redwood Region (Humboldt, Mendocino, Del Norte, and Lake Counties) to support Tribal business development. This should include best practices to support the Tribal organizations' goals to: invest in the professional development of staff and Tribal Members, develop business and marketing plans, bylaws and policies, create websites and online marketing programs, develop training curriculum, and help Tribal organizations connect with outside resources that can be beneficial to their business development efforts for the long term.

Year-round programming that continuously offers the full array of services is preferable.

Your proposal should include the following:

Section 1: Introduction and Background

- **Organization Overview:**

Name, address, and phone number of the independent consultant or consulting firm and a brief summary of mission, vision, and relevant experience working with Tribal organizations.

Whether respondent is a partnership, corporation, or sole proprietorship, or etc., where it is organized, and the names of principals, officers, and directors of the firm if organized. Please notate if organization is a Tribal organization along with a roster of organization leadership and their respective Tribal backgrounds.

Resume

Please attach a current resume for the identified consultant(s) proposed in the RFQ proposal

References

Names and telephone numbers of three persons whom the agency can call for references regarding the consultant's involvement and performance, preferably on similar projects.

- **Project Background:**

Explain your ability to help Tribal Organizations develop business ventures.

- **Program Goals and Objectives:**

Clearly state your measurable goals for helping Tribal Organizations with business development and aligning with Redwood Region RISE's overall mission to achieve a Resilient, Inclusive, and Sustainable Economy.

Section 2: Program Scope and Services

- **Target Audience:**

Programming should be targeted towards Tribes and Tribal Organizations who will be responsible for communicating and executing the goals of their organization as they relate to business development.

Program Activities:

Program activities should include both in-person and virtual consulting components, mentoring, training, support for community engagement initiatives, plan, bylaw, and policy development. Connecting Tribal organizations with resources and programming helpful to long term business goals will also be essential. Those consultants who can demonstrate the ability connect Tribal Organizations to grant and other capital resources will be given stronger consideration. All documents and work products developed during the course of the project shall belong to NCIDC, Redwood Region RISE, and Tribal Table Member Organizations at the end of the project.

- **Delivery Model:**

Program delivery should be both virtual and in-person. Attendance to quarterly in-person RISE Meetings will be required. It is anticipated that two such meetings will be held in 2025 and four meetings in 2026 for a total of 6 meetings. Consultant should be available for 10 hours per in-person Quarterly RISE meeting (5 hours per day), spanning two days per quarterly meeting for a total of 60 hours of in-person consulting over the course of 6 quarterly meetings.

10 hours per month of virtual consulting for 17 months (May 2025-September 2026) for a total of 170 hours of remote consulting work will also be required.

There should be a grand total of 230 hours of consulting work completed for the project period plus incidental costs including travel, lodging and per diem for the 6 in-person, two-day meetings to be held in the various 4 counties of Humboldt, Mendocino, Del Norte, and Lake.

A more detailed schedule will be developed during negotiations with selected

consultant(s). It is assumed that all proposals will be able to meet the specified schedule unless stated otherwise.

NCIDC reserves the right to award multiple contracts to multiple consultants spanning our 4-county service area. This could mean dividing the 230 total hours among responsive bidders. Detailed budget breakdowns will be key.

Section 3: Key Performance Indicators (KPIs)

- **Measurable Outcomes:**

The overall goal of the project will be to partner with the Tribes and Tribal Organizations of the Redwood Region RISE Tribal Planning Table to advance their business development goals.

- **Data Collection and Reporting:**

Consultant will record all Tribal Organizations served, documents created, hours, and outcomes. This will be provided to NCIDC on a monthly basis.

Section 4: Provider Qualifications

- **Experience:**

Consultant should have at least three years of demonstrated experience working with Tribal business development programs. Bidders are encouraged to show tangible accomplishments and results from that work.

- **Staff Qualifications:**

Share all the qualifications and certifications of organizational staff including expertise in business development strategies and relevant certifications.

- **Capacity and Track Record:**

Demonstrated ability to manage program logistics and deliver high-quality services.

Section 5: Budget and Financial Information

- **Budget Breakdown:**

Please state your consulting rate per hour for this project, and your anticipated total consulting fees required to accomplish the scope of work listed in this RFQ. Travel, lodging, per diem, and other related expenses should also be included with a detailed breakdown of proposed program costs, including personnel, materials, administrative fees, and other relevant expenses.

Section 6: Proposal Submission Requirements

- **Proposal Format:** Required components of the proposal submission shall include a narrative description, program plan, budget details, staff qualifications, and relevant supporting documents.
- **Submission Deadline:** All bids should be received by mail or hand delivered to North Edge: Business Financing and Community Development at 707 K Street, Eureka, CA 95501 by 5 PM on Wednesday April 2, 2025.

- **Evaluation Criteria:** Proposals will be evaluated based on program design, impact potential, provider experience, qualifications, and budget feasibility. Tribal Table Members will make recommendations to NCIDC during their April 4, 2025 regular meeting with NCIDC retaining final decision-making authority on awards.

Important Considerations

- **Community Input:**
Engage with Tribal stakeholders to gather insights about needs and priorities for business development programming.
- **Flexibility:**
Allow for flexibility in program designs to accommodate potential variations in Tribal business development needs and community dynamics.
- **Sustainability Plan:**
Ensure the Tribal organizations being served develop strategies to ensure the long-term sustainability of their programs beyond the initial funding period.
- **NCIDC Procurement Policy:** All bids and subsequent awards shall be awarded in compliance with the attached Procurement Standards of the Northern California Indian Development Council.

ADDITIONAL INFORMATION^[1]_{SEP}:

All questions regarding the Request for Qualifications (RFQ) should be directed to Joe Davis, Rapid Response Coordinator at 707-445-8451 or by e-mail at joe@ncidc.org

Indian Preference in contracting will be applied to this RFQ selection process as per the Indian Self-Determination and Education Assistance Act of 1975 (“Indian Self-Determination Act”), P.L. 93-638, as amended, Act of Jan. 4, 1975, 88 Stat. 2203, codified at 25 U.S.C. § 450 et seq.

PROPOSAL SUBMITTAL SUMMARY:

Submittal Deadline:	Close of Business (COB) April 2, 2025 — Proposals can be hand delivered or sent through the mail but must arrive before deadline. Postmarks will not be accepted.
Minimum Submittal Contents:	Narrative description, program plan, budget details, staff qualifications, and relevant supporting documents
Right of Rejection:	The NCIDC reserves the right to reject any and all proposals which are not considered responsive to this RFQ.

Project Contact:	Joe Davis, Rapid Response Coordinator Northern California Indian Development Council, Inc 707-445-8451 joe@ncidc.org
Submittal Address:	NCIDC 241 F Street, Eureka, CA 95501