



Sitka Tribe of Alaska

Tribal Government for Sitka, Alaska

October 6, 2021

Request for Proposal:

CONFERENCE PLANNING & COORDINATION

RFP Objective

Sitka Tribal Enterprises seeks the services of an experienced conference coordinator to plan, market and execute a successful educational forum and entertaining experience for the Heritage and Cultural Tourism Conference to be held in Sitka, Alaska, April 5-7, 2022.

About Us

Sitka Tribal Enterprises is the economic development arm of the Sitka Tribe of Alaska, a federally recognized tribal government with more than 4,000 citizens who are primarily of Tlingit, Haida, Aleut and Tsimpsian descent. Sitka Tribe's mission is "[T]o exercise sovereign rights and powers, to preserve the integrity of tribal society, and to improve the lives of individual tribal citizens."

Sitka Tribal Enterprises mission is "To provide economic development, grow and sustain business and employment opportunities keeping an emphasis with a cultural sensitivity for all tribal citizens."

Departments within Sitka Tribal Enterprises are Sitka Tribal Tours, the Community House, the Community House Gift Shop and Cottage Industry Development Center.

Target Audience and Objective

The audience for the conference is all sectors of the visitors/travelers industry interested in the technical assistance and training in cultural and heritage tourism, building partnerships and leveraging resources. Targeted market includes Alaska State tribal organizations and corporations, related small businesses and federal and state agencies.

Project Details and Deliverables (See Full Scope of Work)

1. Create or update all collateral and social media content;
2. Create or update all letters templates for sponsorships, thank you and evaluations to be mailed;
3. Negotiate Hotel and Transportation with vendors;
4. Coordinate with transportation for speakers and participants;
5. Create Agenda and Minutes for Committee Meetings;
6. Coordinate meeting times and dates; and
7. Maintain database of delegates, sponsors, and vendors

Budget

1. Assist with STE Director to create and finalize approved budget requiring monitoring and reporting all expenses and revenues

Proposal Requirements & Response Format

The following items must be included in your proposal:

1. Provide a resume with the designer/firm's name, address, phone number, name of principals if applicable, main contact, and website/social media links if applicable.
2. Provide experience with planning, coordinating projects and budget management and
3. Estimate total hours projected and total cost for services.

Optional: Any applicable information you feel represents your firm's vision for the project; or references.

A completed 1099 form will need to be submitted to Sitka Tribal Enterprises.

Criteria for Proposal Evaluation

1. Whether the Proposal meets the RFP's project details and demonstrates through experience ability to make deliverables.
3. Candidate's experience with similar projects.
4. Cost: whether price is commensurate with the value offered by the Proposal.
5. Proposal presentation is presented in clear, logical manner and is well organized.

Submission Deadline

To be considered, a proposal must be received by email to the address below no later than 4:30pm, Alaska time, October 22, 2021

Selection Date

Notice will be made of award will be made on **October 25, 2021**

Please send a proposal to:

Camille Ferguson, Executive Director

Sitka Tribal Enterprises

Camille.ferguson@sitkatriben-sn.gov

Mailing address: Sitka Tribe of Alaska

456 Katlian Street, Sitka, AK 99835

If you have any questions, please email or call (907) 747-7290

ATTACHMENT A
HCTC Conference Planner/Coordinator - Scope of Work

1. Organize and Coordinate Committee Planning Meetings
 - a. Set Meeting Agenda
 - b. Prepare meeting minutes
 - c. Follow up on task assignments
2. Update Forms and Send Correspondence
 - a. Sponsorship Announcement
 - b. Sponsorship Letters
 - c. Speaker Letters
 - d. Thank you letter
3. Update Media Outlet (to include but not limited)
 - a. Facebook
 - b. Twitter
 - c. Sitka Sentinel
 - d. Radio Interviews
4. Conference Logistics
 - a. Room Assignments
 - b. Signage
 - c. Food & Beverage
 - d. Speaker Travel
 - e. Ground Transportation
5. Collateral Development
 - a. Save the Date
 - b. Meeting at- a- Glance
 - c. Program Development
6. Budget Preparation Research- Work with Committee for final approval
 - a. Food & Beverage
 - b. Entertainment
 - c. Hotel