



NATIONAL TRIBAL LAND ASSOCIATION

REQUEST FOR PROPOSAL FOR 11th TRIBAL LAND STAFF NATIONAL CONFERENCE TRIBAL HOST VENUE 2021

May 15, 2019

I. REQUEST FOR PROPOSAL BACKGROUND:

The National Tribal Land Association (NTLA), a public benefit corporation, is seeking a Request for Proposal (Proposal) from qualified Native American Indian tribes and/or tribal enterprises, casinos and/or partnerships to provide a venue and host site for the 11th Tribal Land Staff National Conference for 2021. The successful bidder will be expected to provide a venue and atmosphere that fully supports NTLA in creating unity, while promoting educational and networking opportunities in Indian Country for tribal land and natural resource professionals. Venues submitted proposals may also include an option for a two-year stay.

Through its annual conferences, educational trainings of various levels of expertise are offered on such topics as: land title and records, tribal realty office, environmental compliance, appraisals, leasing, probate and a host of other topics relevant to the effective and efficient operations and management of tribal resources. NTLA's main goal is to educate tribal staff to protect Indian lands and facilitate sovereignty of Native American Indian tribes.

II. SCOPE OF SERVICES:

NTLA is soliciting Proposals from Native American Indian tribes and/or tribal enterprises, casinos and/or partnerships, for a venue and host site for the 11th Tribal Land Staff National Conference in 2021. The scope of services for the Proposal shall include the following:

- Accommodations for at least three hundred and fifty (350) to four hundred (400) individuals.
- Three (3) conference/meeting rooms for three (3) days to accommodate up to one hundred and fifty (150) to two hundred (200) individuals in classroom style, plus one conference/ meeting room for group gatherings for up to three hundred and fifty (350) to four hundred (400) individuals.
- Additional room/space for exhibitors which shall include tables, electricity, internet, and audio visual needs upon request.
- Audio visual/miscellaneous equipment needs shall include: internet access for classroom speakers, onsite information technology (IT) support, projectors, screens, microphones, sound system, etc.
- Food and beverage staff and service to provide continental breakfasts, lunches, and welcome reception.
- Room block for at least two hundred and fifty (250) individuals with a potential for four hundred (400) individuals if needed.
- Successful bidder shall sponsor at least *one* component of the conference (e.g., a breakfast, a lunch, the welcome reception, attendee transportation from nearest major airport to conference, etc.).
- Other amenities such as coupons, discounts, tickets to local events, etc.

III. SUCCESSFUL BIDDER QUALIFICATIONS AND PROPOSAL REQUIREMENTS:

All completed Proposals shall contain the following information:

- Bidder shall be a Native American Indian tribe and/or tribal enterprise, casino and/or partnership.
- Bidder shall identify qualifications and experience in hosting national conferences.
- Bidder shall provide contact information of at least three organizations that held their conferences at bidder's facility for references.
- Bidder shall provide descriptions, pictures, drawings and/or diagrams of on-site facility space, with dimensions of rooms and layouts of conference/meeting accommodations and lodging.
- Bidder shall identify transportation accommodations and/or options for individuals attending the conference from the nearest major airport, including travel time estimates to/from nearest major airport.
- Bidder shall identify any and all fees and taxes associated with services noted above and for any other services of the facility which are not specified but may be applicable—all expenses for services should be disclosed in the bid.
- Bidder shall identify proposed conference sponsorship component to be provided by the successful bidder and its value.
- Bidder shall identify key personnel to be involved with the success of the conference and the areas of their responsibilities, including the tribe's point of contact for the bid.
- Bidder shall identify, if any, deviations from this Proposal.

A completed Proposal that does not contain this information shall be deemed non-responsive and subject to rejection.

Written questions concerning this Proposal shall be forwarded by U.S. Mail, electronically (email) or by fax to the National Tribal Land Association at 151 East County Road B2, Little Canada, Minnesota, 55117; (email) ntla@iltf.org; or (fax) #651-766-0012.

IV. PROPOSAL DEADLINES:

All responsive Proposals shall be received by the National Tribal Land Association office by **July 15, 2019 at 4:00 PM**, Central Time. Proposals may be submitted to: National Tribal Land Association at 151 East County Road B2, Little Canada, Minnesota, 55117; (email) ntla@iltf.org; or (fax) #651-766-0012.

Proposal must be identified on outside of envelope, in email subject line or on fax cover sheet as "RFP for Tribal Host/Venue for 11th Tribal Land Staff National Conference".

NTLA anticipates that a successful bidder will be selected by the NTLA Board of Directors by September 11, 2019.

V. ADDITIONAL INFORMATION:

This RFP does not commit NTLA to award a contract or pay any costs associated with the preparation and presentation of a Proposal. NTLA reserves the right to revise the selection process and, in its sole discretion, to accept or reject any or all responses to this RFP. NTLA may negotiate with or request additional information from any or all considered bidders. NTLA may waive informalities or irregularities in a Proposal.

The successful bidder will be required to enter into a written contract with NTLA.

The successful bidder will be required to carry all appropriate insurance, such as professional liability, errors and omissions and general liability coverages.

The successful bidder must not engage in discriminatory conduct.