Request for Proposal (RFP)

Strategic Engagement and Event Management Consultant

Issued by: Northwest Native Chamber (NWNC)

Issue Date: April 23, 2025

Proposal Deadline: May 2, 2025

I. Overview

Northwest Native Chamber (NWNC) invites proposals from qualified consultants, firms, or organizations to support our 2025 efforts in strengthening relationships and expanding our engagement across Washington State. The selected partner will lead strategic outreach and event planning initiatives designed to enhance NWNC's network among Native small businesses, peer organizations, Tribal governments, private funders, and other key partners.

II. About NWNC

NWNC is a Native-led nonprofit organization dedicated to working with all members of the community to transform the economic landscape for Native and tribal people in the Northwest. We pursue this mission through three key pillars of Education and Growth, Relationship Building and Economic Justice and Transformation.

III. Project Goals

1. **Expand Reach Across Washington State**
    - Establish relationships and/or new memberships with clients throughout **at least 75% of Washington counties**.
2. **Identify and Engage Strategic Partners**
    - Identify and establish relationships with **at least 15 Tribal foundations, private funders, and Native-led organizations** based in Washington State that align

with NWNC's mission and vision. Build meaningful partnerships to support NWNC's economic development, workforce training, and community impact programs.

3. **Host Three (3) Washington-Based Outreach Events**
    - Plan, coordinate, and execute events that embody NWNC's vision and provide valuable networking opportunities for Native small businesses, Tribal entities, funders, and allies.

IV. Scope of Work and Deliverables

A. Strategic Engagement Plan

- Develop a comprehensive plan that outlines key stakeholders, engagement strategies, and opportunities for long-term collaboration.

B. Facilitation of 15 Key Relationships

- Cultivate and maintain strong engagement with at least 15 Washington-based Tribal foundations, private funders, and Native-led organizations.

C. Identify Potential NWNC Member Businesses

- Survey and engage potential NWNC member businesses and provide monthly opportunity scan reports.

D. Event Planning and Execution

- Plan and manage **three (3) outreach events** across different Washington State regions.
- Events should reflect NWNC's unique cultural and visual identity.
- Includes logistics, promotion, partner coordination, and post-event evaluation.

V. Budget

Total project budget: **$55,000**

Proposals should include a detailed budget that aligns with the scope of work, including time allocation, travel, materials, and subcontractors (if applicable).

VI. Proposal Requirements

1. **Cover Letter**
2. **Project Approach and Methodology**
3. **Qualifications and Relevant Experience**
4. **Proposed Timeline**
5. **Detailed Budget**
6. **References (at least 2)**

VII. Evaluation Criteria

- Demonstrated understanding of Native communities and Tribal partnerships
- Experience in stakeholder engagement and event planning
- Cultural competence and alignment with NWNC's mission
- Cost-effectiveness and value
- Proven track record of similar projects

VIII. Submission Instructions

Please submit your complete proposal by **May 2, 2025** to:

Contact: Leslie Davidson, Operations Manager

Email: ldavidson@nwnc.org

Subject Line: RFP Submission – NWNC Strategic Engagement & Events

IX. Timeline

- **RFP Issued:** April 23, 2025
- **Proposal Deadline:** May 2, 2025
- **Selection and Notification:** May 7, 2023
- **Project Start Date:** Based on Submission Timeline
- **Project Completion:** December 31, 2025
- **Project Budget:** $55,000