

**South Puget Intertribal Planning Agency**  
**Request for Proposal**

The South Puget Intertribal Planning Agency (SPIPA) is an intertribal consortium formed and governed by the Confederated Tribes of the Chehalis Reservation, Nisqually Tribe, Shoalwater Bay Tribe, Skokomish Nation, and Squaxin Island Tribe. SPIPA supports each of its member Tribes' vision of success and wellness for their community members.

**Request for Proposal:**

The SPIPA Entrepreneurial Program is soliciting proposals from Native Artists that have the proven experience and ability to provide a digital image for use as an entry point mural at the SPIPA Entrepreneurial Professional Center located at 6541 Sexton Dr NW Olympia, WA 98502. The digital image will cover a space with the exact dimensions set forth in "Attachment B".

**Required Format for Proposal:**

- A. All bidders shall fully complete and submit the "Proposal Form" provided with this announcement as "Attachment A".
- B. In addition, all bidders shall also submit the following:
  - 1. A completed W-9;
  - 2. A cover letter that details any and all relevant experience, education, training, and ability of the bidder to provide the services as set forth in this Request for Proposal; and
  - 3. A sample of the bidder's original art.

**Type of Procurement:**

Short-term personal services contract. All stated bids shall be for a one-time flat rate.

**RFP Schedule:**

November 22, 2024:	Request for Proposal issued
January 21, 2025:	Deadline for submission of proposals
January 22, 2025:	Proposal evaluation
January 27, 2025:	Award vendor contract
February 3, 2025:	Submission and receipt of digital image artwork

**Right to Reject:**

SPIPA reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, and/or award the contract in whole or in part as deemed in the best interest of SPIPA. SPIPA reserves the right to cancel, delay, amend, or reissue this RFP at any time.

**Award of Contract:**

A. Each bidder will be notified by electronic mail regarding whether their proposal has been accepted or rejected. A contract award shall be subject to the following conditions precedent:

1. Receipt of necessary funds from federal and/or state funders;
2. Successful negotiation of a contract between the selected bidder and SPIPA;
3. Continued availability of funding;
4. Bidder's completion of all necessary pre-contract requirements and submission of required documentation; and

B. The award of a contract will be made to the bidder that is best qualified and possesses the relevant experience and ability required to meet the stated deliverables of this RFP.

C. Indian Preference shall be given as follows:

1. Whenever financially and/or programmatically feasible, Native American vendors shall be sought and selected for provision of goods and services; and
2. SPIPA shall select Native American vendors as a preference whenever an Indian vendor(s) meets all requirements and possesses the required qualifications as published.

**Term of Contract:**

The personal services contract shall be short-term, and its stated purpose shall require a one-time submission of digital art images as set forth in Attachment B. The contract shall not be assigned to another vendor, individual, or subcontractor.

**Equal Opportunity Employer:**

SPIPA is an Equal Opportunity Employer. There shall be no discrimination on the basis of age, disability, sex, race, religion or belief, gender reassignment, marriage/civil partnership, pregnancy/maternity, or sexual orientation. Minority and women-owned businesses will be afforded a full opportunity to respond to this RFP.

**Proposal Deadline:**

All "Proposal Forms" must be received by SPIPA no later than:

Date: January 21, 2024

Time: 4:00 p.m. PST

Mail to: Shawn McElhinney  
SPIPA Entrepreneurial Program  
6541 Sexton Dr. NW, Building G  
Olympia, WA 98502

Email to: smcelhinney@spipa.org (Include "Mural Proposal Form" in subject line)

***Absolutely no proposals will be accepted after the deadline set forth above.***

**Questions**

Any questions regarding this RFP shall be submitted in writing via e-mail to [smcelhinney@spipa.org](mailto:smcelhinney@spipa.org) (include "Mural RFQ" in the subject line).

# Attachment A

## PROPOSAL FORM

- Name of Bidder/Company Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_
- E-mail Address: \_\_\_\_\_
- Name of Contact Person: \_\_\_\_\_
- Tribal Affiliation: \_\_\_\_\_
- Telephone No. of Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_
- Number of Years Experience: \_\_\_\_\_
- Bid amount for Digital images provided pursuant to this RFP: \$\_\_\_\_\_/one time flat rate.

### ***Submitted by Bidder or Authorized Representative:***

\_\_\_\_\_

**Print name**

\_\_\_\_\_

**Signature**

### **Affirmation and Acknowledgement**

I affirm and acknowledge that all the information provided in this proposal is true and accurate to the best of my knowledge. Further, I am duly authorized to submit this proposal on behalf of this business. I also understand that my business will be responsible for meeting all service deliverables as set forth in this RFP. I fully affirm and acknowledge that failure to meet such deliverables may result in my proposal being rejected.

Name (print) \_\_\_\_\_ Title: \_\_\_\_\_

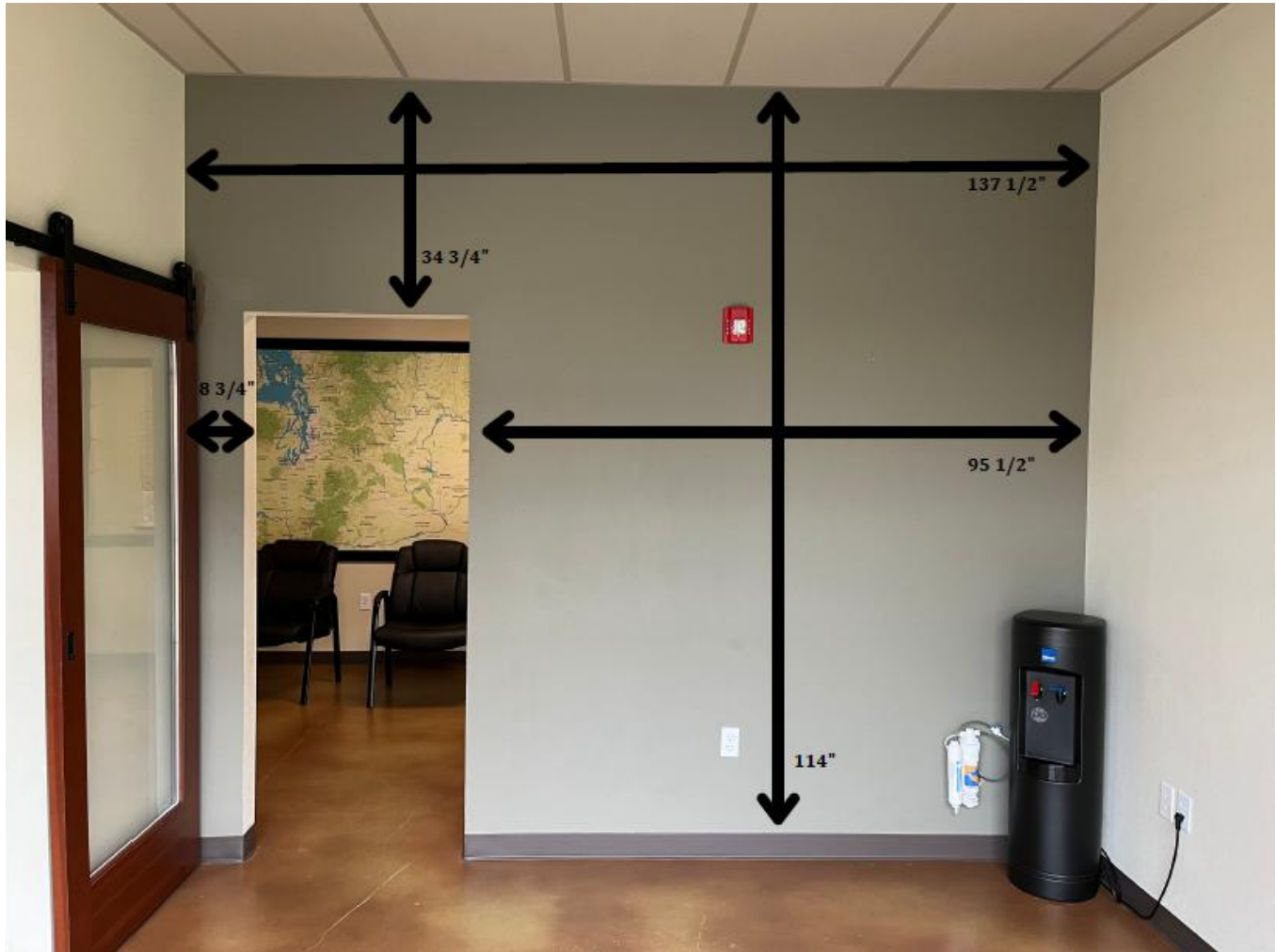
Organization: \_\_\_\_\_

Bidder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Attachment B

### Scope of Work

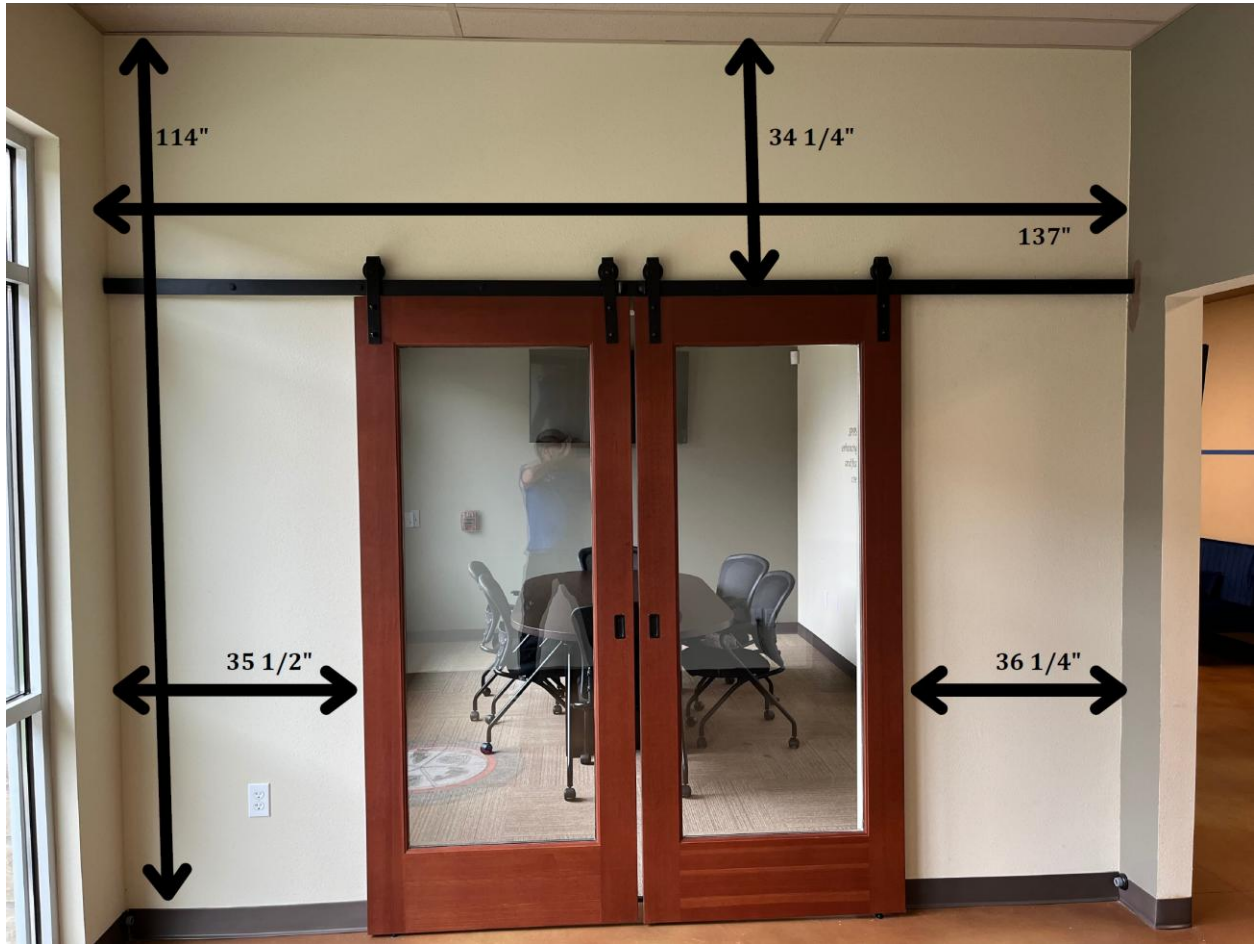
Minimum services to be provided each include, but are not limited to, the following:	
Digital image to cover EPC Front facing wall	
Digital image to cover EPC Right Wall	
Digital image to cover EPC Left wall	
Digital image to cover EPC Rear facing wall	



**EPC Front Facing Wall**



**EPC Right Wall**



**EPC Left Wall**



**EPC Rear Facing Wall**