

**REQUEST FOR PROPOSALS FOR CONSULTANT SERVICES
COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS) PLAN UPDATE**

The Ute Mountain Ute Tribe Planning Department is soliciting proposals to provide consultant services to lead a major update of the Comprehensive Economic Development Strategy (CEDS) Plan and develop a broad regional strategy focusing on a strategic situational assessment of the region, identification of a limited set of “game changer” initiatives and of the organizational and partnership capacities that will be necessary to implement them.

Funding for this project is provided by the U.S. Economic Development Administration (EDA), so the final product must meet the requirements of an EDA funded CEDS and includes:

1. Review and evaluate the existing CEDS Plan and reports to identify trends and actions taken.
2. Assist with updating demographic, economic, and industry analysis.
3. Understand the issues of unique concern and build upon prior planning efforts.
4. Develop and initiate, with staff, Tribal-wide conversations about future development specifically related to the Ute Mountain Ute Tribe.
5. Establish and execute, with staff, a communication and information strategy so there is appropriate community/stakeholder/business involvement throughout the planning process for the CEDS Plan update and visioning.
6. Define the role of the CEDS Planning Team for engaging the community and receiving public input.
7. Coordinate with staff to develop in-house community-wide surveys, an interactive project website, and a social media presence.
8. Facilitate a creative and innovative public outreach and participatory process in coordination with staff to gather community input.
9. As an EDA-funded CEDS, the final product must meet basic CEDS requirements. That includes the following: Summary of background information; SWOT analysis, Strategic Direction/Action Plan; Evaluation Framework; A discussion of resilience. The core of the report should be an attractive, engaging, and accessible document that makes the case for change and outlines a clear approach to moving the needle for the region. Supplemental reports providing more detailed analysis of demographic and economic trends, historical reports, meeting summaries, and development projects will be developed as appendices.

Written proposals should include, at a minimum, the following information in the order requested:

1. **Cover Letter.** A letter signed by an officer of the firm or individual, binding the respondent to all of the commitments made in the proposal.

2. **Statement of Qualifications and Experience.** Additional information can be in narrative form. Give the respondent's professional history, background, and relevant experience with economic development planning, collaborative workshops, public outreach, stakeholder outreach (including both public and private sector engagement), focus groups, and meeting moderation. Provide a minimum of three references for similar work, giving the name of the project, description of project, project period, and project cost and links to plan documents. (Include the names of clients, primary contact person and phone number).
3. **Scope of Work.** Proposed approach to the scope of work with an emphasis on the respondent's approach to outreach (public and stakeholder), the situational assessment, and capacity building exercises. The statement of approach should show that the consultant has experience with Tribal clients.
4. **Project Schedule.** Proposed project schedule in accordance with the basic requirements described above.
5. **Fee Proposal.** The fee proposal shall include costs associated with the delivery and provision of finished product(s), and costs associated with carrying out all tasks specified in this RFP.
6. **Proposed Subcontractors.** The successful respondent will assume sole responsibility for the complete project as required in this RFP. The Planning Department will consider only one individual/firm/company as the sole point of contact with regard to contract matters, whether or not subcontractors are used for one or more parts of this project. Respondents who intend to subcontract one or more elements of this project to other firms/individuals shall identify those work elements to be subcontracted and the firm/individual subcontractor. All subcontractors shall be included in the respondent's statement of qualifications. (The successful respondent may utilize the services of specialty subcontractors on those portions of the work that under normal contracting practices are performed by specialty subcontractors).
7. **Example of prior CEDS report, or related work product.** Documentation of final work product should demonstrate familiarity with the EDA funded CEDS and should include a SWOT (situational analysis) or any related comprehensive planning reports.

Interested parties must submit one (1) digital copy and five (5) written copies in the format described above by Friday, February 3, 2023 to:

Bernadette Cuthair
Ute Mountain Ute Tribe
125 Mike Wash Road
Towaoc, CO
Email: bcuthair@utemountain.org