



AFFILIATED TRIBES OF NORTHWEST INDIANS

Dedicated to Promoting Tribal Self Determination & Sovereignty

REQUEST FOR PROPOSAL (RFP): 2023 TRIBAL ENERGY SUMMIT EVENT PLANNING FACILITATION

2023 Tribal Energy Summit

The Affiliated Tribes of Northwest Indians (ATNI) is a nonprofit organization representing 57 tribal governments from Oregon, Idaho, Washington, Alaska, California and Montana. ATNI seeks to host a Tribal Energy Summit to provide a forum for the exchange of information about the opportunities and concerns of ATNI Tribes regarding Energy Sovereignty.

Through this solicitation, ATNI is seeking cost proposals from consultants to facilitate the planning process for our 2023 Tribal Energy Summit. The consultant will assist ATNI staff in forming and leading the planning team, conducting background research, producing written materials, developing and tracking a project work schedule, and participating in the event. Additional details are described below.

Submission:

To submit a proposal, please send a single pdf that includes the following components to Chas Jones (cjones@atnitribes.org) by the due date:

1. a detailed summary of the proposed work;
2. resumes and/or curriculum vitae for each member of their team involved in the project;
3. summaries of and evidence of success from prior experience providing similar services;
4. contact information for references or partners involved in previous event planning efforts;
5. detailed proposed budget (see table format in above budget section) and budget narrative for the planning effort; and
6. certificate of liability insurance that includes \$1,000,000 in general liability insurance or a statement indicating that a policy would be acquired prior to initiating work on the project.

Submission deadline: November 17, 2022

For questions contact:

Chas Jones, Acting Climate Resilience Program Director

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EVENT DESCRIPTION

The 2023 Pacific Northwest Tribal Energy Summit will convene Tribal Leaders and staff from Tribal Nations from throughout the Pacific Northwest and include representatives from First Nations and Indigenous communities. Our goal is to build on the knowledge and experiences related to Tribal Energy Sovereignty, possibly including best practices for engaging with Tribes, energy siting issues, energy storage grid electrification, coastal and marine energy systems, hydrogen, tribal utility formation, utility scale solar, or merging technologies and issues. The Summit will include nationally renowned plenary speakers, tribal leaders, tribal energy experts, tribal energy collaborators, invited corporate guests, and more. Educating, training, and engaging tribal leaders, staff, and communities on topics around energy sovereignty will ensure that Tribal Nations are leaders in moving towards energy independence in the United States.

The goals of the 2023 Pacific Northwest Tribal Energy Summit will be defined through the planning process, but may include:

- A. Ensuring that Tribes have the information, support, capacity and resources necessary to plan for and implement Tribal Energy Projects;
- B. Increasing Tribal awareness of opportunities and challenges faced by other Tribes in developing energy projects and when partnering with outside partners for planning, policy development and project implementation;
- C. Improving project success by appropriately engaging and consulting with Tribes;
- D. Assessing Tribal needs, interests, and priorities related to Energy sovereignty, while providing listening opportunities for intertribal collaboration to move those priorities forward.

Through this process, ATNI and our partners will design and host a 2 ½ day in-person Summit. The Summit will be live-streamed, but will not include remote presentations. Tribal leaders and subject matter experts will be recruited from across the U.S. to deliver high impact presentations, speeches, panel discussions, break out discussions, stories, songs, and prayers in a culturally appropriate way. The Tribal Energy Summit is organized by Tribes with an intended audience of Tribal leaders, staff, their partners, and allies. The Summit will be designed to encourage partnership building and collaboration amongst Tribal leaders and staff so that the participants will be better informed and prepared to work with ATNI and our many partners to affect change for their Tribes.

Project Objectives, Tasks, Budget, Deliverables, and Timeline

An award from this RFP will support the consultant to achieve the following objectives and deliverables.

Objective 1 – Supporting Planning Efforts

- Facilitate planning calls (meeting prep, agenda development, track decisions, and core team assignments);
- Develop a work-back schedule and track progress and future tasks during the planning phase;
- Develop draft and update event agenda and detailed run of show;
- Work between meetings to assist with securing speakers identified by the planning team; craft planning document on session goals, objectives, target audiences, and discussion topics; assist with meeting announcement and outreach; and
- Final preparation of speakers, providing briefings, talking points, etc.

Objective 2 – Participation in the Summit and follow-up

- Attend 2 ½ day Summit and provide event support such as speaker coordination, leading breakout sessions, and fulfilling any assigned speaking roles; and
- Facilitate one post-event team meeting to debrief, discuss lessons learned, set broad goals for future events, and review of meeting summary.

Objectives, Budget, and Deliverables

Objectives / Tasks	Budget	Deliverables
Objective 1: Supporting Planning Efforts 1A. Facilitate planning calls (meeting prep, agenda development, track decisions, and core team assignments)	XX hr x \$XX/ hr = \$XX	<ul style="list-style-type: none"> • XX meetings (two meetings/mo Dec – Jan); (4 meetings / mo Feb-Apr) • XX Preparation hours per planning call
1B. Develop a work-back schedule and track progress and future tasks during the planning phase	XX hr x \$XX /hr = \$XX	
1C. Develop draft and update event agenda and detailed run of show	XX hr x \$XX /hr = \$XX	<ul style="list-style-type: none"> • Draft meeting agendas • Detailed Summit run of show
1D. Work between meetings to assist with securing speakers identified by planning team; craft planning document on session goals, objectives, target audiences, and discussion topics; assist with meeting announcement and outreach	XX hr x \$XX /hr = \$XX	
1E. Final preparation of speakers, providing briefings, talking points, etc.	XX hr x \$XX /hr = \$XX	
2. Objective 2: Participation in the Summit and follow-up 2A. Attend 2½ day Summit and provide event support such as speaker coordination, leading breakout sessions, and fulfilling any assigned speaking roles	XX hr x \$XX /hr= \$XXX	
2B. Facilitate one post-event team meeting to debrief, discuss lessons learned, set broad goals for future events, and collaboratively produce (with ATNI and planning team) and review meeting summary document.	2 hr x \$XX/hr = \$XX	<ul style="list-style-type: none"> • Host one post-event meeting • Finalize review of meeting summary document (within 30 days of event)
Grand Total	\$XX,XXX	

*Associated travel and hotel costs will be paid for by ATNI or reimbursed (with prior authorization of estimated travel expenses) and do not need to be included in the budget.

Payment Terms

The CONSULTANT will be authorized to proceed with the scope of work and budget upon execution of this agreement. All payments will be paid within 30 days upon receipt of invoice.

Compensation

The CONSULTANT shall be compensated by the ATNI as follows:

- A. Payment for Scope of Work. CONSULTANT will be compensated at a monthly prorated rate over the performance period at a rate not to exceed the total contracted cost for services rendered, as described in the table above. Along with the monthly invoice, the CONSULTANT will submit 1) copies of all files and deliverables created on behalf of ATNI and 2) a brief description of monthly tasks completed per the scope of work for services rendered during the invoice period. Payment will not be paid for work that has yet to be completed without prior written authorization.

- B. The agreed upon fees will not be exceeded unless the scope of our work is changed, or significant difficulties occur which were not foreseen at the start of the project. Should such circumstances arise, CONSULTANT will discuss the matter with the ATNI, and acquire written approval for an altered scope of work and compensation.

Period of Performance

This Agreement shall be in effect for services rendered between the agreement date and June 30, 2023 unless renewed, extended, or amended in writing by both parties.