

REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES FOR
BUSINESS DIVERSIFICATION PLANNING & ANALYSIS



Request for Proposals Issued:
October 26, 2022

Deadline for Submittal of Proposals:
December 1, 2022

I. INSTRUCTIONS

The Migizi Economic Development Company (Migizi) is seeking proposals from qualified firms to perform the services for Business Diversification Planning and Analysis as outlined in the “Scope of Work”.

Interested firms are invited to submit three (3) original signed proposals. The proposal shall be made in the format provided and the complete proposal, together with any and all additional materials, shall be enclosed in a sealed envelope addressed and delivered no later than 5:00pm EST on December 1, 2022 to the following address:

Brian A. Smith
Migizi Economic Development Company
Business Diversification Planning and Analysis
2410 S. Leaton Rd.
Suite 1
Mount Pleasant, Michigan 48858

This Request for Proposal (RFP) does not commit Migizi to award a contract or pay any cost incurred in the preparation of a proposal responsive to this request. Migizi reserves the right to reject or accept all or part of any proposal, waive any irregularities thereof, or to cancel this RFP in part or in its entirety. Migizi further reserves the right to accept the proposal that it considers to be in the best interest of Migizi.

The services we require include:

- ✓ Interviews with Tribal Council, Migizi Board, and Migizi Executive Management
- ✓ Market analysis to identify key growth areas and market viability
- ✓ 1 day work session with Tribal Council, Migizi Board and Migizi Executive Management to go over key findings and processes to evaluate future opportunities
- ✓ Find business acquisition opportunities and provide “tiered” analysis of those opportunities

Additional detailed services to be provided in the “Scope of Work” section.

All requirements, including scope of work must be addressed in your proposal. Non-responsive proposals may not be considered. All proposals, whether selected or rejected, shall become the property of Migizi. The full RFP can be found on the website www.migiziedc.com Firms are responsible for checking the website periodically for updates or addenda to the RFP.

Requests for information related to this RFP should be submitted via email to Brian Smith at basmith@sagchip.org no later than November 15, 2022. Answers to all questions asked will be posted on the website listed above no later than November 18, 2022.

II. BACKGROUND

Migizi Economic Development Company is a wholly owned subsidiary of the Saginaw Chippewa Indian Tribe of Michigan. Created to manage the Tribe’s non-gaming businesses, the

Migizi mission is to provide for the financial security of the next seven generations of Tribal Members. With a diverse portfolio ranging across nine industries, from hospitality to health care, Migizi Economic Development Company services the Great Lakes Bay Region and provides employment opportunities for Tribal Members and non-members alike through strategic investment and sustainable growth.

III. PROJECT PURPOSE

Migizi desires to engage a qualified firm that will provide various consulting and tasking related Business Diversification Planning and Analysis. Migizi is looking for a strategic engagement to enhance and codify a 1, 3, and 5 Year Economic Diversification Plan. Deliverables to include stakeholder interviews, up to 5 feasibility snapshots and a potential scope of work for detailed analysis of targeted acquisition targets.

The selected firm's primary contact with Migizi or the Tribe, will be Brian Smith, Economic Development Director via email at basmith@sagchip.org or by phone at 989-775-4091.

IV. SCOPE OF WORK

Migizi Economic Development Company is seeking a qualified firm to perform the following services:

- ✓ Project Launch
 - Assign a project Point of Contact
 - Develop and gain approval of detailed work plan
 - Submit initial data request from Migizi
 - Develop an interview guide for Migizi Board and executive staff
 - Conduct virtual interview work session with Executive Management Staff to present interview subjects and develop agenda for Leadership work session

- ✓ Virtual Interviews
 - Conduct up to (4), 30 minute interviews with Migizi management and Board of Directors via telephone or Zoom conferencing to gain further insight on economic diversification vision and goals
 - Gain comprehensive understanding of individual goals, objectives, and vision for the EDC
 - Establish motivations, financial goals, and other success factors to determine criteria for go / no go decision

- ✓ Market Analysis
 - Gather and analyze market research in local, regional and national areas to identify industry growth rates, imports and exports, etc.
 - Identify the Tribe's competitive advantages in the market area
 - Identify and evaluate key growth sectors and the market viability of different business opportunity concepts within those sectors

- Develop 5 feasibility snapshot one-pagers for Migizi management from the top 5 opportunities indentified
- ✓ 1 Day Leadership Work Session – On Site
 - Facilitate a work session with Migizi management and Board of Directors:
 - Presentation of market analysis results
 - Determination of economic vision
 - Determination of due diligence criteria, and process to evaluate future potential investments that align with the Tribe’s economic vision
 - Alignment of key sectors for continued analysis and feasibility snap shots
- ✓ Additional Services as needed
 - Provide Migizi with additional one page snapshots of potential acquisition that fit in with Migizi’s strategy
 - Provide a tiered analysis strategy, with pricing for each level for more in depth analysis of potential acquisitions

V. CONTENTS FOR PROPOSALS

In order for a proposal to be considered, it must be clear, concise, complete, well organized and demonstrate both the respondent’s qualifications and its ability to follow instructions. The quality of answers, not length of responses or visual exhibits, is important in the proposal.

The proposal shall be organized in the format listed below. Respondents shall read each item carefully and answer each of the following items accurately to ensure compliance with Migizi requirements. Failure to provide all requested information or deviation from the required format may result in disqualification.

Instructions to Bidders

A. Submittal

Include the RFP’s title and submittal due date, the name, address, and telephone number of the responding firm. Include a contact person and corresponding email address. The letter shall state that the proposal shall be valid for 120 days from the submission of proposals due date and that the staff proposed for these contracted service(s) is available immediately. The person authorized by the firm to negotiate a contract with Migizi shall sign the cover letter.

B. Description of Firm

- ✓ Name of firm, address, telephone number, and website.
- ✓ Name, title, phone number email address of the firm’s contact person.
- ✓ Provide an organizational description of your firm.

- ✓ Demonstrated experience in providing services for business planning, acquisition strategies and business analysis.
- ✓ Describe the firms experience working with Native American communities.

C. Organizational Structure

Describe your firm's organizational structure. Supply the names of the professionals who will be responsible in providing services as outlined in this RFP. Please provide resumes for these individuals.

D. References and Description of Experience

This section should identify similar projects that the firm has completed as outlined in this RFP. Use this section to indicate the areas of expertise of your firm and the firm's expertise will enable Migizi to benefit from that expertise. Include the size of other projects related to this RFP, along with the names of individuals familiar with your work that can be contacted by Migizi staff. Identify any legal proceeding (arbitration, complaint or court action) filed by an owner against your firm for any project for which you provided contractual services to during the last five years

E. Project Overview

This section should clearly convey the firm's understanding of the nature of the scope of work and the general approach the firm will use to perform the services requested.

F. Cost Proposal

This section must provide a monthly fee to perform the services outlined in the "Scope of Work" with **the exception of "Additional Services as needed"**. The additional services as needed should have a separate, tiered cost structure. The proposed fee must be inclusive of all anticipated costs associated with that performance.

An additional hourly fee rate for other related services not included in the Scope of Work.

VI. SELECTION CRITERIA

Migizi staff will select and rank in the order of their qualifications those companies deemed to be the most highly qualified to perform the required work.

- ✓ Demonstrated understanding and responsiveness to RFP.
- ✓ Experience of firm and personnel named in the proposal.
- ✓ Project understanding and approach including and understanding of the Tribe and Migizi.
- ✓ Oral interview (if requested by Migizi).
- ✓ Completeness and quality of the proposal.
- ✓ Cost proposal.

VII. PROCESS FOR SELECTING FIRM

Migizi may choose to interview any, all or none of the respondents as may be in the best interest of Migizi. If interviews are held, Migizi will notify those firm(s) selected as to the place, date and time. Migizi will make investigations as necessary regarding the financial stability of any or all the respondents and may require review by the Saginaw Chippewa Indian Tribe's legal counsel. The names of all firms submitting proposals and the names, if any, selected for interview shall be not become public information. Firms that have not been selected shall be so notified in writing after the conclusion of the selection process. Late bids will not be opened and not returned to bidder.

Process for RFP

RFP distributed to known firms and posting to www.migiziedc.com

Deadline for RFP response to questions

Proposals due

Migizi staff review

Recommendation to Migizi Board of Directors

Negotiate contract/provider signed contract

Contract fully executed

VIII. AWARD

Evaluation of Bid Proposals

Proposals will be evaluated based on the degree to which the proposed solution meets or exceeds the stated requirements, and the perceived maintainability and supportability of the proposed service proposal. The order of the criteria listed is of no consequence. The weight to which each criterion is considered is at the sole discretion of Migizi and is based on the following: Cost, qualifications of primary and secondary service provider(s), qualifications of firm, references. Evaluation sheets and any internal discussions concerning these evaluations are not public information and will not be shared with any bidder or any other person outside of Migizi.

Award of Contract

The award of the contract will be made to the responsive bidder whose bid conforms, as specified in this document, and that is most advantageous to Migizi, with price and other factors being considered. Migizi reserves the right to reject any and all bids or part thereof and waive any irregularities. Final terms of all contracts and agreements will be negotiated by the Saginaw Chippewa Indian Tribe's legal counsel and approved by the Migizi Board of Directors.

Contract Commencement

Contract commencement to be determined by mutual agreement.