



Marvin "Joe" Curry Veterans Powwow Committee

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Request for Proposals for Registration & Tabulation Contracted Services for the 2025 Marvin "Joe" Curry Veteran's Powwow

INTRODUCTION

The Marvin "Joe" Curry (MJC) Veterans Powwow Committee warmly invites qualified contractors to submit their proposals for Registration and Tabulation (R&T) services for the 34th annual Marvin "Joe" Curry Veterans Powwow. This event, scheduled for July 19-20, 2025, in Salamanca, New York, is a vibrant celebration of Native culture, artistry, and veterans' contributions. We are excited to partner with a contractor who shares our commitment to delivering a seamless experience for participants, staff, and attendees.

Contestants will pay their registration fee prior to receiving a dancer number. All payments are managed by the Seneca Nation Fiscal department. Tiny tots do not need to pay but are asked to register to have accurate count for honorarium.

To ensure a smooth setup and preparation, the selected contractor should plan to arrive on Thursday, July 17, 2025, and depart on Monday, July 21, 2025. This schedule allows for setup, brief meetings, and registration hours beginning Friday evening.

OVERVIEW

Building on the success of the 2024 event, which registered over 575 dancers (excluding Tiny Tots), we aim to enhance our registration and tabulation processes for the 2025 Powwow. We look forward to working closely with the selected contractor to create an exceptional experience for all involved. This includes implementing systems that are both efficient and reliable to support the growing number of contestants across multiple categories.

OBJECTIVES

We are seeking a collaborative partner to help us meet the following goals:

1. **Seamless Registration Process:** Work with us to design and implement a user-friendly system that ensures accurate registration while minimizing delays or errors.
2. **Accurate and Secure Score Tabulation:** Bring your expertise to develop a system that ensures prompt and reliable tabulation, maintaining the integrity and confidentiality of competition data.
3. **Enhanced Participant Experience:** Contribute your professional services to ensure clear communication and a positive, user-centered experience for dancers, singers, staff, and judges.
4. **Professional Execution:** Collaborate closely with the Powwow Committee and arena head staff to meet all deadlines and uphold the integrity of the competition.

RESPONSIBILITIES AND DELIVERABLES

The selected contractor will be responsible for the following:

1. Dancer Registration Management:

- Deliver a smooth and efficient registration process that captures necessary details for each contestant across all categories.
- Provide on-site registration on Friday evening (7/18) and Saturday morning (7/19).
- Provide waterproof/rip-proof dancer numbers with contest rules printed on the back.
- Provide all registration materials (e.g. forms, pens, QR codes, safety pins, etc.).

2. Contest Tabulation and Scoring:

- Design and implement a secure and accurate tabulation system to calculate scores promptly and reliably.
- Work collaboratively with event staff to ensure all tabulation processes run smoothly and securely.
- The contractor will be responsible for the expenses of tabulation error(s).
- Provide all necessary pens, paper, ballots, clipboards, etc.

3. Event Coordination Support:

- Collaborate with event staff to coordinate registration and scoring processes effectively.
- Train event personnel, if necessary, to familiarize them with the implemented systems.
- Provide hands-on assistance during the event, addressing any technical questions or concerns related to registration and scoring.

4. Deliverables:

- A fully operational registration system ready for use prior to the event.
- Prepare and distribute reports including the number of dancers in each category, the Nations/Tribes represented, and all drums registered following the close of registration.
- Prepare and distribute reports of any tied scores, immediately following each session.
- Accurate and verified contest results for all categories.
- Prepare and print a preliminary list of contest winners within 30 minutes of the contest's conclusion.
- A final report summarizing registration data and contest outcomes, along with recommendations for future improvements.

SUBMISSION REQUIREMENTS

We encourage all interested contractors to apply by submitting a proposal with the following:

- 1. Letter of Interest:** Share your enthusiasm for this project and tell us why you're the ideal partner.
- 2. Company Background:** Highlight your qualifications and experience with powwow registration and tabulation. Provide a list of some of the powwows you have done R&T in the past. Also note which of them are more recent from the past 2 years. Please disclose any past tabulation errors involving your company and explain how they were resolved.
- 3. Proposed Services:** Provide a clear description of how you plan to deliver the requested services.
- 4. Budget and Timeline:** Provide a comprehensive breakdown of the costs associated with delivering the proposed services. The breakdown should include all relevant expenses tied to your proposal, such as lodging, transportation, supplies, and service fees. A total cost for the project must also be provided to ensure clarity and transparency. In addition, outline the timeline for implementing the proposed services, including pre-event preparations, live event registration, and final tabulation deliverables.
- 5. Additional Requirements:** Let us know what you'll need in terms of tables, outlets, or equipment for the Registration area as well as the Tabulation area.

The Powwow Committee is eager to form a collaborative partnership with a contractor who brings proven expertise in powwow registration and tabulation. To ensure clarity and alignment, selected contractors should be prepared to provide a demonstration of their process, either in person or through a virtual presentation.

Proposals should be submitted by email to: **info@senecapowwow.org**

The deadline for submission is **Friday, May 9, 2025**, and interviews will be scheduled the following week. The contractor will be selected by May 23, 2025.