



Request For Proposals (RFP) for Registration and Tabulation Contracted Services For the 2024 Marvin Joe Curry Veteran's Powwow

The Marvin Joe Curry Veteran's Powwow Committee has issued an RFP for Registration and Tabulation services for the 2024 Powwow. Interested companies are invited to submit a letter of interest, statement of qualifications, **and a detailed rate and service proposal** to the Registration and Tabulation Coordinator. Registration and Tabulation proposals may be divided into the two areas for clarification of rates and services. Rates and Services need to be all inclusive. Please include any information/data involving any tabulation error(s) involving your company and what transpired as a result of the error(s). Selected contractor will be responsible for the expenses of tabulation error(s). Proposals are due Wednesday April 10th, 2024. The Powwow Committee plans to schedule interviews and select the contractor by April 26th, 2024. A copy of the RFP is available on the Seneca Nation of Indian's website at www.sni.org, and on the Powwow website at www.senecapowwow.org.

The Powwow Committee desires to enter into a contractual agreement with the selected company. Applicants should be experienced in powwow Registration, Tabulation and able to provide a demonstration of the process to be utilized, in person or via webcast. Applicants should expect to arrive in Salamanca, New York by July 18, 2024, with a departure of July 22, 2024.

Proposals should be submitted to:

Attn: Evelyn George-Shongo, Registration and Tabulation Coordinator

Marvin Joe Curry Veteran's Powwow

c/o Iroquois Post 1587

P.O. Box 342

Salamanca, New York 14779

Info@SenecaPowWow.org



Request For Proposals (RFP) for Registration and Tabulation Contracted Services

For the 2024 Marvin Joe Curry Veteran's Powwow

The Marvin Joe Curry Veteran's Powwow Committee will be a two (2) day powwow with the first Grand Entry at 12noon Saturday July 20, 2024.

Registration is currently scheduled as:

Friday, 7/19: from 6pm-8pm

Saturday, 7/20: from 10am-12noon

Last year there were approximately 300 registered dancers, including tiny tots, with a goal of 500 dancers. You will need to provide all dancers with a waterproof /rip-proof number with the rules printed on the back. To register, the dancers & singers pay for a weekend pass once onsite. Tiny tots do not have to pay to register but are requested to complete and submit a registration form to have an accurate count for the honorarium. All payments for registration will be managed by the SNI Fiscal Department.

Contestants may register for multiple categories: one powwow category, a smoke dance category, and as a singer with a drum. Only one (1) weekend pass per dancer/singer is required to register.

Contractor will have a minimum of two (2) in-person meetings prior to start of the powwow: 1. with Registration and Tabulation Coordinator prior to opening Registration and 2. attend brief meeting with Powwow Head Judges, Arena Director, etc.

Minimum Requirements:

Arrive on time for meetings and be ready to begin Registration at times scheduled.

Able to extend Registration if the powwow committee decides to permit an extension.

Registration for: powwow categories, smoke dance categories and drum contest.

Registration for committee special contests.

Registration for Head Staff special contests if requested.

Sign in for royalty or other visiting dignitaries.

Streamlined Registration Process – use of paper or electronic.

All forms, pens, QR codes, Dancer numbers, safety pins, etc., provided by contractor.

Ability to use one (1) number for up to two (2) dance categories.

Dance numbers waterproof/rip-proof with rules printed on the back.

Immediately following close of Registration:

Provide a report of the number of dancers in each category.

Provide a report of nations/tribes represented at the powwow from registration information.

Grand Entries:

Registration /Tabulation Consultant and staff ready to obtain numbers at time of Grand Entries. If scanned, must have written numbers as back up. If using scanners, must have available additional scanners in the event of low battery.

Throughout the Powwow:

Have all clipboards and ballots ready for Head Staff to begin contests.

Ensure all necessary ballots are always ready and available for head judges.

Collect all clipboards, ballots, pens, etc., at end of evening(s) for security purposes.

Maintain a neat and orderly work area.

Secure tabulation location will be exclusive to contractor, worker(s) and Registration & Tabulation Coordinator. Name(s) of workers will be needed in advance for adequate ID clearance.

Maintain confidentiality and security of ballots, scores, etc.

Work with Registration & Tabulation coordinator to address any concerns with ballots, etc.

Provide a report at the end of each session as to ties that may be in a category.

Be able to be flexible with schedule throughout the weekend.

Be prepared to give a printed preliminary list of contest winners 30 minutes after contesting on Sunday ends.

The contractor will remain in tabulation area up to 1 hour following announcement of the prizes.

This will allow time for questions, challenges or viewing of a drum or contestants respective score(s).

Interested companies are invited to submit a letter of interest, statement of qualifications, **and a detailed rate and service proposal** to the Registration and Tabulation Coordinator. Registration and Tabulation proposals may be divided into the two areas for clarification of rates and services. Rates and Services need to be all inclusive. Please include any information/data involving any tabulation error(s) involving your company and what transpired as a result of the error(s). Selected contractor will be responsible for the expenses of tabulation error(s). Contractor must supply a detailed list of number of tables and electrical outlets needed at the separate Registration and Tabulation areas. Contractor is expected to provide own wifi hotspot(s). Proposals are due Wednesday April 10th, 2024. The Powwow Committee plans to schedule interviews and select the contractor by April 26th, 2024.

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Questions and Proposals should be submitted to:

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