



**Bois Forte Band of Chippewa**  
5344 Lakeshore  
Drive Nett Lake,  
MN 55772  
[www.boisforte.com](http://www.boisforte.com)

### **Request for Proposal (RFP) for Wigwam Building and Instruction**

**ISSUE DATE:** May 8, 2025

**DUE DATE:** May 23, 2025

**SUBMIT TO:** Bois Forte Band of Chippewa

Attn: Dani Pieratos  
Bois Forte Heritage Center  
1500 Bois Forte Road  
Tower, MN 55790

Email: [danielle.pieratos@boisforte-nsn.gov](mailto:danielle.pieratos@boisforte-nsn.gov)

cc. [jaylen.strong@boisforte-nsn.gov](mailto:jaylen.strong@boisforte-nsn.gov)

## **Overview of Need:**

The Bois Forte Reservation Tribal Council, hereinafter referred to as the “Band,” is seeking proposals from qualified vendors to provide Wigwam Building Instruction for our culture camp from July 21-July 27, 2025. The Contractor will be responsible for providing all their own materials for the wigwam building and instruction to build a wigwam near the Bois Forte Heritage Center.

## **Background:**

The Bois Forte Band of Chippewa is a federally recognized tribe situated in northern Minnesota. The Band’s governing body is comprised of a five-member Council. The Band delivers government services to over 3,600 enrolled members who are located on-reservation, across the United States, and abroad. Currently the Band has over 400 grants/ programs on its accounting software to support the operations of the Government. The Band provides government services through a variety of departments, including Bois Forte Health Clinic, Human Services, Police Department, DNR, Tribal Court System, Realty, Housing, Enrollment, Public Works, IT services, Accounting, Education and Human Resources. As the owner and operator of the Boys and Girls Club, Fortune Bay Resort Casino, the Y-Store, and the Nett Lake C-Store, the Band is one of the largest employers within its region. You can learn more about the Band by visiting our website at: <http://www.boisforte.com/>.

## **Scope of Services:**

- Provide own traditionally harvested materials to build 2 high quality wigwams over the course of seven days, from July 21-July 28, 2025.
- Wigwams must be 20 feet long by 10 feet wide. Apex height must be at least 5 feet.
- Materials must be harvested in advance of the camp start date.
- Assist Wigwam Build camp attendees with preparing the site to build the wigwam near the Heritage Center.
- Assist Wigwam Build camp attendees with constructing the wigwams.
- Provide traditional Anishinaabe teachings covering Traditional Ojibwe lifestyle of living in a wigwam.

## **Proposal Requirements:**

Interested Persons shall submit a Proposal:

1. The Proposal should address the following:
  - Contact information for the vendor: name, billing address, phone and email addresses.
  - The qualifications and documented experience of the vendor.
  - W9 from the vendor.
  - Their process for traditional harvesting techniques of the material, identification of what materials they are using, and where they are

sourcing it from.

- Their plan for each day of the wigwam build camp, July 21-July 28, 2025.
- Plans should include site prep along with wigwam construction and traditional teaching to camp attendees. Site will be on the northern walking trail from the Heritage Center.

2. Cost Proposal. The Proposal should address the following information about costs:

- Cost of harvesting materials in a traditional manner prepared for the first day of the wigwam build camp.
- Travel expenses. GSA rate for mileage is \$0.70 per mile. The Heritage Center will pay for lodging at Fortune Bay Resort Casino. Contractor is responsible for their own breakfast and dinner each day. Lunch will be provided.
- Cost of instruction and labor for construction for the wigwams with camp attendees.

3. Certifications

- The vendor shall certify in its response to the best of its knowledge and belief, that it and its principals/employees:
  - Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by and Federal, State, Local or Tribal department or agency.
  - Have not within a five-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, Local or Tribal) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
  - Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, Local or Tribal).
  - Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal State, Local or Tribal) terminated for cause or default.

**Native Preference (if applicable) –**

Preference will be given to Native and Alaska Native consultant/ contractors (“Native Consultant/Contractor”) that submit responses that are substantially equal to responses submitted by a non-Native consultant/contractor. Native Consultant/ Contractor or “Indian-Owned Economic Enterprise” means any Indian-owned commercial, industrial, or business concern established or organized for the purpose of profit, provided that such Indian ownership shall constitute not less than 51 percent of the enterprise, and that ownership shall encompass active operation and control of the enterprise on a continuing basis for the duration of the project. A consultant/contractor claiming Native Preference may be required to submit evidence

demonstrating qualification for that preference.

### **Selection Criteria:**

The evaluation of each proposal will be based on the content of the proposals. The proposal with the highest number of points awarded will be the selected proposal for the services (subject to meeting all other qualifications/requirements). Each proposal can receive a maximum of 100 points. The proposals will be ranked based on the following areas with the maximum number of points for each area designated below:

- Assessment of documented wigwam building and traditional Anishinaabe lifestyle instruction experience (70 points);
- Ability to source own materials (20 points);
- Competitiveness of cost proposal (10 points).

### **Submission Details:**

Proposals may be submitted by mail, by facsimile, or by email. The Band may deem a proposal that fails to address content that is applicable to the company as non-responsive and ineligible for consideration.

- Due date: May 23, 2025, 9:00AM Central Time.

- Submit to: Bois Forte Band of Chippewa  
Attn: Dani Pieratos  
Visitor Services Manager  
Bois Forte Heritage Center  
1500 Bois Forte Road  
Tower, MN 55790

Email: [danielle.pieratos@boisforte-nsn.gov](mailto:danielle.pieratos@boisforte-nsn.gov)  
cc. [jaylen.strong@boisforte-nsn.gov](mailto:jaylen.strong@boisforte-nsn.gov)

### **Inquiries:**

Questions about this RFP may be directed via email to Dani Pieratos, Visitor Services Manager, Bois Forte Heritage Center, [danielle.pieratos@boisforte-nsn](mailto:danielle.pieratos@boisforte-nsn). In the subject line for the inquiry, please reference “WIGWAM BUILD RFP”.

### **General Terms, Limitations, Reservation of Rights**

The following terms, limitations, and reservation of rights apply to this RFP:

- The Band reserves the right to review any proposal in full or in part and to accept or reject any or all proposals.
- If necessary, contract negotiations related to the timeline may proceed following selection of the successful proposal.

- The Band reserves the right to select the successful vendor on the basis of proposals received, without seeking further information.
- Any award granted pursuant to this RFP shall be subject to the terms and conditions of a written contract between the Band and the contractor/consultant selected.
- The Band reserves the right to:
  - Modify or otherwise alter any or all requirements herein. If the Band modifies, consultant/contractor's will be given an equal opportunity to modify their proposals as identified in writing by the Band.
  - Reject any proposals received for whatever reason.
  - Terminate this RFP at any time, without cause or reason.
- The Band shall not be responsible for any expenses incurred by the applicant to prepare or deliver a response to this RFP, or to attend a virtual pre-award conference with the Band.
- The Band's determination on whether to make this award will be based solely on the Band's best interests as understood by the Band.
- Prior to any award and upon the Band's request, the apparent successful proposer must provide the information required of any consultant/contractor who does business with the Band, including the consultant/contractor's legal name, address, federal tax identification number, and evidence of insurance policies that meet minimum insurance specifications for the award.
- The consultant/contractor must disclose to the Band the use and identity of all subcontractors it uses in carrying out the requirements herein. The Band reserves the right to approve all subcontractors chosen (in its sole discretion). The consultant/contractor shall be solely responsible for the satisfactory performance of and compensation to all subcontractors.
- The laws and procedures of the Band shall govern all rights and duties under any contract that may result from the RFP.
- In the event of bankruptcy or receivership of any consultant/contractor, the applicable contract is null and void, and is terminated without further notice.
- This RFP shall not be construed as a waiver of the Band's sovereign immunity.