

REQUEST FOR PROPOSALS (RFP)

SHISHDA HAWS CAFE

*KO-KWEL WELLNESS CENTER
HEALTH AND WELLNESS DIVISION
COQUILLE INDIAN TRIBE
10-25-24*

Section I: Request for Proposals

Purpose

The Tribe invites qualified contractors to submit proposals based on the scope of work and conditions contained in this RFP. The purpose of this request for proposals (RFP) is to obtain a vendor to lease the Ko-Kwel Wellness Center's Shishda Haws Café for operation.

About

The Coquille Indian Tribe is comprised of bands that historically spoke Athabaskan, Miluk, and later, Chinuk Wawa. Since time immemorial, they flourished among the forests, rivers, meadows, and beaches of a homeland encompassing well over 750,000 acres. In the mid 1850's the United States negotiated treaties with the Coquille people. The U. S. Senate never ratified these treaties. The Coquille tribal homeland was subsequently taken without their consent.

The Coquille were included in the now repudiated Western Oregon Indian Termination Act of 1954. On June 28, 1989, they were restored, and tribal sovereignty was federally recognized. The Coquille Restoration Act authorized the Secretary of the Interior to take land into trust to the Tribe. The Tribe's land base is now approximately 10,200 acres, of which 9,800 acres are proudly managed using sustainable forestry practices. The Tribe's service area includes Coos, Curry, Douglas, Jackson, and Lane Counties in Oregon. The Tribe provides government services in and pursues economic development projects in these counties. They are members of the Affiliated Tribes of Northwest Indians (ATNI), the National Congress of American Indians (NCAI) and Northwest Portland Area Indian Health Board (NPAIHB).

The Coquille Tribal Council consists of seven members, who are elected by the General Council. The General Council consists of all enrolled members over the age of 18. Tribal Council members serve alternating three-year terms. The Health and Wellness Division's Executive Board of Directors is composed of five directors that are appointed by the Coquille Tribal Council.

The objectives of Shishda Haws are:

- To provide Rehabilitation and Fitness programming to the Coquille Tribal community to improve function of health and quality of life.
- To increase the overall health of Coquille Tribal Families, Employees of the Coquille Indian Tribe and enterprises, Ko-Kwel Wellness Center patients and Kilkich residents.
- To promote fitness as an essential element of holistic wellness.
- To provide an option for healthy foods.

The Tribal government employs about 200 people both at the government headquarters in North Bend and at its Ko-Kwel Wellness Centers in Coos Bay and Eugene, Oregon. In addition to administering the Tribal government, the Tribe provides services to its members, including health and human services, education, member enrollment, natural and cultural resource management, Tribal court, public works and facilities maintenance, Tribal police, gaming commission, and management of a self-insured group health plan. Through its economic development corporations, the Coquille Economic Development Corporation (CEDCO) and the Mith-ih-kwuh Economic Development Corporation (MEDC), the Tribe

operates several business enterprises, including the Mill Casino-Hotel. More information about the Coquille Indian Tribe is available at our website: www.coquilletribe.org.

Section II: Content Requirements:

The objectives of Shishda Haws Café Operation are:

- To operate a healthy, sustainable, small-scale foodservice at Shishda Haws
- Design, implement, and maintain an independent business within the Ko-Kwel Wellness Center's Shishda Haws.
- The Ko-Kwel Wellness Center will provide guidance to create an operation that meets the community and organizational needs and provide reasonable assistance in the startup and in the development of the cafe.

To meet the purpose statements of this RFP, the following essential deliverables must be included or addressed in the scope of work:

1. Provide a brief description of the plan to:
 - Design, implement and maintain a healthy, convenient, and economically sustainable cafe concept that will serve the users of Shishda Haws and the greater Coquille Community.
 - Operate the food service as an autonomous business and maintain creative control over operations.
 - Provide nutritious, grab_and go lunch, snacks and drinks 5-days per week.

Submission III: Proposal Requirements:

Proposals submitted will be accepted until the award is decided.

The vendor must include in their scope the following:

- The vendor will staff, supply, and operate the cafe space independently, providing personnel, food, takeout materials, small kitchenware's and other disposable supplies.

Proposals: Proposals must include the scope of work, a bidder's work schedule and timeframe along with previous work samples, if available.

Fees: Within the proposal, fees, plus reimbursable expenses should be clearly discernible, and include any anticipated subcontract performance.

References: Provide the names, addresses and email addresses of at least three professional references the Tribe may contact regarding bidders' performance on a similar contract.

Section IV: Submission Instructions:

Due Date: Proposals must be received by 11-30-24 at the address below.

Submission Address:

Ko-Kwel Wellness Center
630 Miluk Drive
Coos Bay OR 97420
ATTN: Caryn Mickelson

Or

Email Address: carynmickelson@coquilletribe.org

**If there are any questions about this RFP, please contact: wellness@coquilletribe.org

Section V: Evaluation Criteria:

The proposals will be evaluated based on the following four criteria:

- Responsiveness of the proposal is clearly stating an understanding of the work to be performed.
- Qualifications and experience of contractor.
- References for the vendor.

Section VI: RFP Qualifications:

- Minimum 3 years of experience operating a restaurant.
- Experience creating menus that are both nutritious and broadly appealing to a variety of food preferences.
- Experience maintaining a sustainable, successful foodservice operation.

Section VII: Period of Performance:

Any executive lease agreement shall be in effect upon the date of the award and shall continue to be in effect for a minimum of one year.