



# REQUEST FOR PROPOSAL

Kraff's Clothing Feasibility

## ABSTRACT

The Yakama Nation seeks a consultant to conduct a feasibility study on the purchase of the Kraff's store.

## Owner

Confederated Tribes and Bands of the Yakama Nation

# Request for Proposals

## 1 INVITATION TO SUBMIT PROPOSALS:

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The Confederated Tribes and Bands of the Yakama Nation is seeking proposals from a suitably qualified consultant to submit a proposal to provide a feasibility study into the purchase of the Kraff's store in downtown Toppenish, Washington.

Submission of Proposals:

- Digital copies must be received by 4:00 pm Pacific Standard Time (PST) on Friday, June 30, 2017 at [kc@yakama.com](mailto:kc@yakama.com). Proposals received after that time will not be accepted.

## 2 BACKGROUND & DESCRIPTION

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The Confederated Tribes and Bands of the Yakama Nation is a sovereign Tribal Nation whose reservation covers approximately 1.2 million acres. Approximately 12 million acres of territory in Central Washington State was ceded by the original 14 Tribes and Bands of the Yakama Nation established by the Treaty of 1855 with the United States of America.

The owner of Kraff's Clothing in Toppenish, Washington has expressed an interest in the sale of his business. The store has been under current ownership since 1970. The store has been popular among Tribal members and the local community in general. The owner indicates a strong online market for Pendleton blankets as well as Pendleton coats/jackets made by employees of the store as well as piece rate from Arizona. They are currently selling from their website [Kraffs.com](http://Kraffs.com). The owner reports strong international sales. The current owner also owns the buildings the store is operating out of; they might consider sale of the buildings but prefer to rent.

The Yakama Nation Cultural Heritage Gift Shop is also a Pendleton authorized seller. The Gift Shop does not conduct online sales and clientele is limited to visitors of the Cultural Heritage Center. We need to understand the value, if any; the purchase of Kraff's Clothing would contribute to the Yakama Nation's portfolio.

### 3 PROJECT COORDINATION AND ADMINISTRATION

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The Yakama Nation Economic Development Department will respond to all questions in writing. Correspondence will be shared as an addendum on [www.yakamanation-nsn.gov](http://www.yakamanation-nsn.gov). Questions may be submitted by e-mail, fax, or postal mail. Questions must be received no later than 4:00 pm (PDT) on June 5, 2017. All questions must be submitted in writing and should be addressed to:

The Confederated Tribes and Bands of the Yakama Nation  
Economic Development Director  
P.O. Box 151  
Toppenish, WA 98948  
Fax: (509)865-5121 x6050  
[kc@yakama.com](mailto:kc@yakama.com)

### 4 SCOPE OF WORK

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- Competitive Market Analysis
  - Assess local demographic and economic data to identify the characteristics of the local and online markets to identify potential demand
  - Identify competing businesses in the local area and online to include their location, product offerings, share of market
  - Conduct a physical inspection and evaluation of the Kraff's location to include present use levels, community needs, and the potential for expanded or alternative new uses, for example beading materials.
  - How are the operational areas structured
  - Does the structure lend itself to maximizing revenues and controlling expenditures
  - Determine the effectiveness of existing programs; efficiency and economy of the operations
- Operational Analysis
  - Evaluate existing practices and examine key business elements of the Kraff's business.
  - Include: Identify and evaluate the various sales methods (internet, in-person, pow-wow travel sales, etc.) as well as the percent contribution to overall operations
  - Identify whether it will be important to maintain a presence in the downtown area or whether operations can be relocated with minimal disruption
  - Evaluate online sales methods and fulfillment, and list requirements necessary to optimize online sales
- Financial Performance Analysis and Business Plan
  - Evaluate the financial condition of the business
  - Include: Assess valuation of inventory (i.e. Valuation method is correct and the probable true value of inventory)

- Prepare a business plan for the Kraff's's operation as a Yakama Nation enterprise and a strategy for implementation of the business plan. Analysis shall be conducted of all necessary revenue and expense categories to estimate potential performance of the Kraff's facility based on current activities and proposed recommendations. This phase of the study process will involve integrating market findings and expected use levels into a five-year cash flow pro-forma for business. In consideration of market conditions and proposed quality of services attainable sales will be estimated and detailed revenue and expense estimates developed for each facet of the sales operation.
- Deliverables will include:
  - A five (5) year financial pro-forma statement that will result in a warranted investment estimate that can be used to aid in determining an appropriate level of investment in a variety of design layouts and/or altered uses.
  - Review and analysis of all existing and potential revenue centers of the business.

## 5 PROPOSAL REQUIREMENTS

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Please submit general statements about your organizations qualifications and other information deemed necessary. These items will serve as the basis for evaluating proposals. Include at least the following:

- Firm name, business address, telephone, e-mail address, website address and fax numbers
- Contact person(s) with title(s)
- Professional history and affiliations
- A brief discussion of general knowledge and qualifications and a description of any special knowledge or capabilities material to the services requested in the RFP
- Previous experience with sovereign Tribal Nations
- A fee proposal for the project which shall include all required work as outlined in the Scope of Work
- Describe the proposed approach and methodology to performing the work. Information should demonstrate the consultant's:
  - Knowledge of the subject area;
  - Knowledge of the technical and functional needs;
  - Proposed strategy to accomplish the work
- Identify project milestones and projected staff hours for each major task and the estimated date/time of completion of each task. (Include a Gantt chart that outlines major events and tasks)
- Please submit resumes for personnel proposed to complete the project. State their proposed project responsibilities
- If sub-consultant(s) are proposed, provide the name, address and telephone number of the sub-consultant, the type of work to be performed, and the percentage of the total work proposal

- Submit the name(s) of specific staff to be assigned to this project. Provide a work history resume for each of the key personnel
- Submit a minimum of three references to contact of recent demonstrated experience in providing consulting services similar in nature and size to the scope of work, and include any recent Tribal Government references. Provide a short description of the work performed, dates of services, names, addresses, telephone numbers, and locations. If sub-consultant(s) are proposed, a minimum of three references that meet the standards above are also required

## 6 SELECTION PROCESS

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A panel designated by the Yakama Nation Tribal Council Overall Economic Development Committee will perform an evaluation and assign a score to each responsive proposal

Interviews may be conducted by the panel and/or Committee at its discretion. Upon conclusion of the interviews, the panel will evaluate the participating Consultants and assign an interview score to each

A contract for professional services shall be negotiated with the highest ranked Consultant proposal

## 7 LEGAL PROCEEDINGS

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Identify any on-going legal proceeding or pending legal proceeding (arbitration, complaint, or court action) filed by an Owner or contractor against your firm for any project in the past five years.

## 8 TIMELINE

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- May 22, 2017 - RFP Issued
- June 5, 2017 - (4:00pm)-Deadline for submitting questions
- June 12, 2017 (4:00pm)-Addendum and answers to questions posted on [www.yakamanation-nsn.gov](http://www.yakamanation-nsn.gov)
- June 30, 2017 (4:00pm)-Responses Due
- July 14, 2017(tentative)-Firm selection

## 9 TERM OF CONTRACT

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The Yakama Nation and the evaluation team reserve the right to reject any and all proposals and to waive informality, technical defect, or clerical error in any proposal, as the interest of the Yakama Nation may require