



GUN LAKE TRIBE – 2025 Pottawatomi Gathering

Call for Artists – Design, create and construct 2025 Pottawatomi Gathering’s Royalty - Miss Pottawatomi Crown and Wshkabéwes Turban

DATE ISSUED	December 16, 2024
PROPOSAL DATE DUE	January 17, 2025 @ 4:00pm
SUBMIT PROPOSAL TO	Lakota.Hobia@glt-nsn.gov James.Day@glt-nsn.gov
FINAL PRODUCT DELIVERY	June 20, 2025
OWNER	The Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians, aka, the Gun Lake Tribe 2872 Mission Dr. Shelbyville, MI 49344 (269) 397-1780
INTERVIEWS	To be determined

I. Introduction

The Match-E-Be-Nash-She-Wish-Band of Pottawatomi Indians, also known as the Gun Lake Tribe (the Tribe), is a federally recognized Indian Tribe located near Shelbyville, Michigan.

II. Request Description

A Call for Artists to design, create and construct the following required items that will accompany the 2025 Pottawatomi Gathering’s Royalty—Miss Pottawatomi and Wshkabéwes.

The Miss Pottawatomi will require a fully beaded crown, and the Wshkabéwes will require a turban. Specifications and information required are listed below.

Gun Lake Tribal Citizens will be given primary preference in the selection process; however, we will be collecting all bids from all interested artists during this Call to ensure ample time is given to complete these items. Please submit your bid of interest for both and/or either commission to Lakota.Hobia@glt-nsn.gov and James.Day@glt-nsn.gov. Both of us can be reached by phone at 269-397-1780.

III. Purpose of Request

The objective of this solicitation is to obtain design and construction services of an Artist with the capability to create a Miss Pottawatomí Crown and/or Wshkabéwes Turban.

Interested Artists may submit a bid of interest for both commissions of the Crown and Turban or one single commission item.

IV. Proposal Standard

Applicants are required to submit an electronic original proposal clearly marked “2025 Pottawatomí Gathering Royalty”. Proposals must be **sent to both** email addresses listed below:

Lakota.Hobia@glt-nsn.gov

James.Day@glt-nsn.gov

Proposals will be accepted beginning on December 16, 2024, and will be accepted until January 17, 2025, at 4:00 p.m.

- Proposals received after the deadline will not be accepted.

All proposal pricing must remain firm for a period of ninety (90) days following the submission deadline.

ADDENDA INTERPRETATIONS

If it becomes necessary to revise any part of this RFP said addenda will be uploaded to the Tribe’s website. The Tribe is not bound by any oral representations, clarifications, or changes made in the RFP by staff or others, unless such clarifications or change is provided in written addendum from the Tribe and uploaded on the Tribe’s website.

ADDITIONAL REQUIREMENTS

The Tribe will not be responsible for any costs or expenses incurred by any Artist in submitting a response. All work will normally be performed by the Artist at an off-site location (not in the Tribe’s offices). The Artist will be required to provide their own supplies and equipment.

Request for Proposal Documents

Applicants should carefully examine the Request for Proposal to familiarize themselves with applicable requirements prior to submitting a proposal.

Submittal Content

All proposals must include the following information:

PART 1 | COVER LETTER/EXECUTIVE SUMMARY

In no more than two (2) pages, provide a short, clear summary that can be shared with Tribal leadership. The Cover Letter/Executive Summary must include:

1. Artist Name;
2. Tribal Affiliation;
3. Contact information, including mailing address, telephone number, email address;
4. Prior experience with Tribes, if applicable; and
5. Indicate if proposal is for both commissions of the Crown and Turban, or one single commission item, indicating which singular item: Crown / Turban

PART 2 | EXPERIENCE AND QUALIFICATIONS OF CONSULTANT/TEAM MEMBERS

Provide details relating to the experience and qualifications of the Artist including the information regarding the following:

1. Three (3) example references of previous work for each type of item (crown and/or turban) you are including in your bid.
2. Budget:
 - a. Artists are responsible for furnishing supplies and should include all supply costs within their total budget.
3. Any other information that would assist the review team in understanding the Artist's capacity to complete the scope of work efficiently and effectively.

PART 3 | SCOPE OF DESIGN – MISS POTTAWATOMI CROWN

- Design specifications:
 - Must include "Miss Pottawatomi 2025."
 - Must utilize Pottawatomi-specific designs (i.e. applique, geometric floral, woodland floral).
 - Preferred that the design incorporates the 2025 Pottawatomi Gathering logo.
- Construction specifications
 - Fully beaded crown with beads no larger than size 9 (cut bead) and size 11 (seed bead)
 - No plastic rhinestone banding or sew-on crystals/gemstones larger than ½-inch.
 - Must be backed, edged, and finished completely.
 - Must be adjustable to fit with either ties or secured elastic.

PART 4 | SCOPE OF DESIGN – WSHKABEWES TURBAN

- Design specifications:
 - Must utilize Pottawatomi-specific designs (i.e. applique, geometric floral, woodland floral)
 - Preferred to include “Wshkabéwes 2025”
 - Preferred that the design integrates the 2025 Pottawatomi Gathering logo or components of the logo.
- Construction specifications:
 - Turban must be constructed with animal pelt.
 - Otter is preferred but not required.
 - Beads must be no larger than size 9 (cut bead) and size 11 (seed bead)
 - Beadwork for the turban should include one of the following options (at minimum)
 - Option 1: Two large medallions (3-inch) and two small medallions (2 ½-inch)
 - Option 2: One large medallion (3-inch) and a beaded tail
 - Fully beaded medallions must be secured on the turban.
 - Medallions must be backed, edged, and finished completely.
 - Turban will be sized to fit after crowning.

Evaluation Process

Submittals made in response to this RFP will be reviewed by an evaluation team and ranked. A weighted analysis of the evaluation criteria will be utilized to determine the Artist that represents the best value solution for the Tribe.

The Tribe will be evaluating consultants on several criteria:

1. Artist’s expertise and ability to independently provide the specified services discussed above;
2. Artist’s plan review turn-around times;
3. Artist’s demonstrated experience providing the described services with referred clients; and
4. Competitive pricing.