

Wshkabéwes Turban

DATE ISSUED	February 2025
PROPOSAL DATE DUE	March 19th, 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 Pottawatomini Indians, aka, the Gun Lake Tribe 2872 Mission Dr. Shelbyville, MI 49344 (269) 397-1780
INTERVIEWS	As may be determined

I. **Introduction**

The Match-E-Be-Nash-She-Wish-Band of Pottawatomini 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 item that will accompany the 2025 Pottawatomini Gathering’s Wshkabéwes.

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 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 Pottawatomini Gathering Wshkabéwes”. Proposals must be **emailed to both** email addresses listed below:

Lakota.Hobia@glt-nsn.gov

James.Day@glt-nsn.gov

Proposals will be accepted until March 19th, 2025 at 4:00 p.m.

Note:

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; and
4. Prior experience with Tribes, if applicable.

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
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 efficiently and effectively complete the scope of work.

PART 3 | SCOPE OF DESIGN – WSHKABEWES TURBAN

- Design specifications:
 - Must utilize Potawatomi-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 an 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.