REQUEST FOR PROPOSALS

Spokane Tribe of Indians Comprehensive Economic Development Strategy (CEDS) Update and Economic Opportunity Assessment

Spokane Tribe of Indians

Planning & Economic Development Department

Important Dates & Submission Information

RFP Release Date: 7/16/2026

Questions Due: 7/30/2026 by 4:00 PM PST

Proposal Due: 8/13/2026 COB

Submit Proposals To:

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Spokane Tribe of Indians

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Background

The Spokane Tribe of Indians is a federally recognized Tribal Nation located in northeastern Washington State. With over 3000 enrolled members, the Tribe is committed to enhancing the quality of life for its community through strategic investments in infrastructure, health, education, economic development, and environmental stewardship.

As part of our ongoing efforts to secure sustainable funding for critical Tribal programs and projects, we are seeking qualified consulting services to update its Comprehensive Economic Development Strategy (CEDS) in accordance with U.S. Economic Development Administration (EDA) requirements.

Over the past several years, the Tribe has completed numerous planning initiatives related to economic development, community development, housing, transportation, infrastructure, energy, broadband, natural resources, and community wealth building. The Tribe seeks to integrate these efforts into a unified economic development framework that advances economic resilience, self-determination, and long-term prosperity for Spokane Tribal citizens.

The updated CEDS will serve as the Tribe's five-year economic development roadmap, identifying strategic priorities, implementation actions, and opportunities to strengthen community wealth, reduce economic leakage, leverage Tribal competitive advantages, and maximize the economic benefits of public and private investments occurring within the Spokane Reservation and off reservation lands.

Project Objectives
The selected consultant shall prepare an updated CEDS that:

- Meets all applicable EDA CEDS requirements;
- Aligns existing Tribal, regional, state, and federal planning efforts;
- Identifies economic opportunities, constraints, and emerging trends;
- Supports community wealth building and long-term economic resilience;
- Evaluates opportunities to increase retention and recirculation of wealth within the Reservation economy;
- Identifies opportunities arising from Tribal sovereignty, federal Indian policy, Tribal enterprises, and intergovernmental partnerships; and
- Establishes measurable goals, implementation strategies, and performance metrics for the next five years.

Scope of Work
The consultant shall complete the following activities as part of a comprehensive economic opportunity assessment and CEDS update.

1. Existing Conditions and Planning Review
Review the current CEDS and other relevant Tribal, regional, state, and federal plans, including economic development, housing, transportation, infrastructure, broadband, energy, community development, and related planning documents. The review shall identify areas of alignment, implementation progress, opportunities, gaps, conflicts, and priorities for future action.

2. Economic Opportunity and Resilience Assessment
Conduct an assessment of the Spokane Reservation economy that evaluates economic conditions, workforce needs, housing and workforce retention challenges, entrepreneurship and small business opportunities, infrastructure investments, regional partnerships, and emerging economic development opportunities. The assessment should identify strategies capable of producing measurable economic impact over the five-year planning period.

3. Community Wealth Building and Industry Standard Economic Leakage Analysis
Evaluate factors influencing community wealth creation, local economic retention, and economic leakage resulting in strategies supporting place-based economic development of the Spokane Reservation and Off Reservation Tribal Lands. Areas of consideration may include workforce development, entrepreneurship, local procurement, housing and asset development, infrastructure ownership, utilities and energy systems, broadband-enabled opportunities, access to capital, Tribal enterprises, and economic uses of Tribal lands. The purpose of this analysis is to identify opportunities that strengthen local wealth retention, multiplier effects, and long-term economic resilience.

4. Tribal Competitive Advantage Assessment
Identify economic development opportunities uniquely available to federally recognized Tribal Nations. The assessment may include opportunities associated with Tribal sovereignty, self-governance authorities, federal Indian economic development programs, federal contracting and procurement programs, Tribal enterprises, Opportunity Zones, New Markets Tax Credits, Tribal carbon credits, energy incentives, infrastructure funding, land status considerations, and intergovernmental

partnerships. Findings shall inform strategies that leverage Tribal strengths and competitive advantages strengthening tribal sovereignty and self-determination.

5. Stakeholder and Community Engagement
Facilitate engagement with Tribal leadership, Tribal staff, community members, Tribal enterprises, and other key stakeholders. Engagement activities shall gather input on economic development priorities, validate assessment findings, identify opportunities and barriers, and build awareness of implementation priorities. The Tribe encourages approaches that support capacity building and meaningful participation by Tribal staff throughout the planning process.

6. Digital Economy and Broadband Opportunity Framework
Recognizing the Tribe's significant investment in broadband infrastructure, evaluate opportunities for broadband-enabled economic development. Areas of consideration may include remote work, entrepreneurship and e-commerce, workforce training and credentialing, digital service delivery, enterprise modernization, business attraction and retention, and future digital opportunity initiatives. The focus of this task is economic development opportunities rather than telecommunications operations.

7. CEDS Development and Finalization
Prepare a draft and final Comprehensive Economic Development Strategy that incorporates stakeholder input, updated demographic and economic data, assessment findings, implementation actions, performance measures, and all elements required by EDA. The consultant shall prepare an Executive Summary, incorporate Tribal review comments, provide editable and PDF versions of all final documents, and present recommendations to Tribal Council and/or designated leadership.

Deliverables
The consultant shall provide:
1. Existing Conditions and Planning Alignment Memorandum
2. Economic Opportunity and Resilience Assessment
3. Community Wealth Building and Economic Leakage Analysis
4. Tribal Competitive Advantage Assessment
5. Digital Economy and Broadband Opportunity Framework
6. Draft Comprehensive Economic Development Strategy (CEDS)
7. Final Comprehensive Economic Development Strategy (CEDS)
8. Executive Summary and Presentation Materials

Contractor Qualifications

Minimum Qualifications

Interested writers are asked to provide the following as part of their response:
- Resume/CV and summary of qualifications
- Experience preparing EDA-compliant CEDS documents
- Excellent written communication skills and attention to detail
- Ability to meet strict deadlines and manage multiple projects simultaneously
- Knowledge of Tribal economic development practices and federal Indian policy
- Familiarity with community wealth building, economic resilience, and asset-based development strategies

- Strong facilitation, stakeholder engagement, and strategic planning capabilities.

Preferred Qualifications

- Experience working with Tribal Nations and/or Native communities
- Knowledge of Tribal sovereignty, government-to-government relationships, and cultural protocols
- Knowledge of federal, state, and private opportunities relevant to Tribal programs

Submission Requirements

Interested writers must submit the following materials:

1. **Cover Letter/Statement of Interest** - Describe your interest in working with the Spokane Tribe and your understanding of Tribal priorities
2. **Firm Qualification and Experience** - Provide a brief overview of your firm, including years in business and areas of expertise. Describe experience preparing Comprehensive Economic Development Strategies (CEDS), strategic plans, comprehensive plans, or similar economic development initiatives.
3. **Project Team** - Identify the Project Manager and all key personnel assigned to the project:
   - Include resumes
   - Identify any subconsultants and describe their roles
4. **Tribal & Relevant Experience** - Describe any experience working with Tribal governments, Native communities, or Indigenous organizations. Provide descriptions of at least three (3) similar projects completed within the past five years that demonstrate experience with the following- Comprehensive Economic Development Strategies (CEDS), Strategic planning, Economic development planning, Tribal or public sector planning or Community and stakeholder engagement
5. **Project Approach and Methodology** - Describe your proposed approach for completing the Scope of Work, including-
   - Project management methodology
   - Data collection and analysis
   - Stakeholder and community engagement
   - Facilitation process
   - Development of strategic goals, objectives, and implementation strategies
   - Schedule for completing major milestones and deliverables
6. **Professional References** - Minimum of 3 references with contact information
7. **Rate Structure** - Detailed fee schedule (see requirements below)
8. **Availability Statement** - Current capacity and availability to take on projects

9. **Conflict of Interest Disclosure** - Identify any potential conflicts with other clients or funding sources

Rate Structure Requirements

Contractors must provide a clear and detailed rate structure that includes:

- Hourly rates for research, writing, and post-award administration (may be different rates for each)
- Flat fee options (if applicable)
- Reimbursable expenses (travel, materials, etc.)
- Payment terms and invoice schedule

Evaluation Criteria

Proposals will be evaluated based on the following weighted criteria:

Relevant Writing Experience	**30%**
Experience with Tribal Nations/Native Communities	**25%**
Project Approach & Methodology	**20%**
Cost & Structure Rate	**15%**
References & Professional Reputation	**5%**
Tribal Preference	**5%**

The Spokane Tribe reserves the right to conduct interviews with top-ranked candidates.

Insurance & Compliance Requirements

Selected contractors must provide proof of the following prior to contract execution:

- Professional liability insurance
- General liability insurance
- Business license or authorization to conduct business in Washington State
- Signed confidentiality/non-disclosure agreement
- W-9 or appropriate tax documentation

Indian Preference: In accordance with applicable federal law and Tribal policy, preference in contracting will be given to qualified Indian-owned businesses and Tribal member contractors.

Terms & Conditions

- The Spokane Tribe reserves the right to reject any or all proposals
- The Tribe is not obligated to select the lowest cost proposal
- This RFP does not commit the Tribe to award a contract or pay any costs incurred in preparation of proposals
- All materials produced under contract become the property of the Spokane Tribe
- Contractors must comply with all applicable federal, state, and Tribal laws

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- *The Spokane Tribe of Indians is an equal opportunity employer and encourages proposals from all*

qualified individuals and businesses, including minority-owned, women-owned, and veteran-owned enterprises.