



# **SHIVWITS BAND CORPORATION**

5861 W. Old Highway 91 • Ivins, Utah 84738 • (435) 319-6886

## **REQUEST FOR PROPOSALS**

### **Economic Development Coordinator for Shivwits Band Corporation**

**OPENING DATE:** November 1, 2018

**SUBMISSION DEADLINE:** November 30, 2018

The Shivwits Band of Paiutes is a federally-recognized Indian Tribe consisting of approximately 300 members. The Band's Reservation consists of over 28,000 acres and is located near St. George, Utah. The Shivwits Band Corporation (SBC) is a federally-chartered corporation, wholly owned by the Shivwits Band of Paiutes. SBC is seeking proposals from qualified professionals to provide consultation and executive management services related to economic development for the Shivwits Band of Paiutes.

#### **SCOPE OF WORK:**

SBC is charged with responsibility for economic development for the Shivwits Band of Paiutes. SBC will be engaging an Economic Development Coordinator (EDC) to oversee economic development for the Shivwits Band Corporation. Under the supervision of the Board of Directors for SBC, and in coordination with the Band Council, the EDC will manage the operational affairs of SBC including general oversight of the Shivwits Convenience Store (day-to-day management of the Store will not be required as part of this position), establishment of concessions and equipment rentals at Fire Lake Reservoir, establishment of SBA 8(a) contracting services, and other economic development activities as assigned by SBC. The EDC works primarily in the capacity building of economic activity for the Corporation to implement economic development initiatives. In addition, the EDC oversees the development of small businesses on the Shivwits Band Reservation, works to secure funding for economic development activities and programs, promotes the Shivwits Band in order to expand economic development activities, and performs other related duties as directed. The EDC generally works toward the advancement of economic development plans and initiatives for the Shivwits Band Corporation.

Other specific expectations include the following:

- Research, assess, develop and deliver new viable businesses/services for SBC and assist in the operation and improvement of existing businesses/services for enhanced profitability.

- Provide financial, strategic and business planning, implementation and management services, including development of 1, 5, and 10-year economic development plans for SBC.
- Exercise creative initiative with identifying opportunities for economic development and revenues for SBC.
- Review and evaluate third party business plans and investment opportunities.
- Perform feasibility studies.
- Develop and maintain relationships with potential commercial and industrial partners.
- Act as liaison between the SBC and local, state and federal agencies regarding economic development issues and activities.
- Work to develop marketing, advertising and public relations campaigns and programs to promote economic development for SBC.
- Perform economic analysis and fiscal impact analyses of commercial and industrial developments.
- Advise SBC Board regarding commercial properties' benefit/value.
- Assists in negotiating contractual agreements relating to development, while working with SBC's legal counsel.

## **PROPOSALS:**

Candidates must possess a valid Driver's License and submit and pass drug screening and criminal background check. Candidates must submit a proposal for executing the Scope of Work, and should include biographical information, relevant experience, the projected costs and/or fee structure, and three references. Shivwits Band member and Native American preference applies.

## **REVIEW:**

Proposals will be reviewed by the SBC Board of Directors. Based on this evaluation, candidates will be contacted for interviews. Final issuance of any contract will be subject to the negotiation of mutually agreeable terms.

## **CONTACT INFORMATION:**

Submissions and inquiries regarding this RFP may be directed to:

Sabrina Redfoot, SBC Board Secretary  
[mohave\\_paiute@yahoo.com](mailto:mohave_paiute@yahoo.com)