



LAKOTA YOUTH DEVELOPMENT

Youth Rise through Wolakota

REQUEST FOR PROPOSALS

Consulting Services for the

Honey Lodge

Feasibility Study and Business Plan

August 15, 2024

KEY DATES: (SCHEDULE IS SUBJECT TO CHANGE)

Deadline for Request for Clarification/Information	August 30, 2024, at 4:00 PM
Deadline for Submittal	September 13, 2024, at 4:00 PM
Review Proposals, Interviews if needed	By September 20, 2024
Recommendation to Lakota Youth Development Board	By September 23, 2024
Selected Consultant notified	By September 25, 2024

For all RFP questions, please contact the Point of Contact:

Marla Bull Bear, Executive Director, (605) 0654-2050, ed@lakotayouthdevelopment.org

Submit proposals electronically to the Point of Contact

Business hours for the Lakota Youth Development are 8:00 AM – 4:00 PM.

Section 1 – Introduction

The Lakota Youth Development (LYD) is a Native American nonprofit organization located on the Rosebud Sioux Tribe’s non-Reservation Trust Land in south central South Dakota State, south of the town Herrick. The project includes completion of a feasibility study and business plan to explore the expansion of the existing LYD Honey Lodge program to a commercial business. The proposals shall include a not-to-exceed fee amount and a project schedule.

Section 2 - Background

LYD was founded and is led by members of the Rosebud Sioux Tribe with the mission of supporting Lakota youth through culturally focused educational programs. It began operations more than 30 years ago on a 10-acre campus given to it by the Tribe. This land and many other Trust lands in Gregory, Tripp, and Mellette Counties, and the Rosebud Indian Reservation which occupies all of Todd County, are what are left of the original Reservation. The Tribal members on the off-Reservation Trust lands in these four counties are a very close-knit community.

The Reservation and the surrounding Tribal communities are very rural and lack adequate employment and services. LYD’s mission is to help the Lakota youth to reclaim their cultural identity and encourage them to be leaders in their Tribal communities. The organization offers experiential, evidence based cultural workshops and retreats, participation in leadership societies, and youth led social enterprises including local and international apprenticeships.

In 2015, LYD began the Honey Lodge, an educational and entrepreneurial youth program teaching Lakota youth on restorative and sustainable agricultural practices through raising bees and cultivating their honey and beeswax. Through local retail sales of its honey and related products, the youth and young adults get to experience the business supply chain from raw products to final revenue generation. The youth are involved in all aspects of cultivation, harvest, production, and business activities of the Honey Lodge, mentored by LYD staff.

The Honey Lodge program started with 3 bee hives. Currently the program manages 50 bee hives which are kept on a 40-acre farmland property on the Reservation and pollinate native wildflowers, clover, and alfalfa which are grown on the property. The program harvests between 2,100 and 3,000 pounds of honey per year depending on natural conditions. The program sells an average of 700 pounds of honey annually to the public via the LYD website, running a booth at pow-wows, and other regional Tribal events.



Section 3 – Proposal Submission Requirements and Format

Submitted proposals must be clear, concise and complete, and adhere to the following required formatting structure.

- Proposal shall be single-spaced, using a legible font such as Times New Roman or Arial in 12-point size, on 8.5x11 pages with 1” margins.
- Proposals must be in pdf and be emailed to Marla Bull Bear, LYD Executive Director, ed@lakotayouthdevelopment.org.
- Include “Proposal for Consulting Services for the Honey Lodge Feasibility Study and Business Plan” in the e-mail subject line.
- The proposal must be signed by a representative legally authorized to bind the firm and enter into a contract.

Proposals must follow the order below to be considered complete:

1. Cover Letter with the consultant’s primary point of contact
2. Firm Experience and Qualifications
Describe prior experience including similar projects
Relevant projects in last 10 years
Describe prior experience working with Tribes
3. Proposed Key Staff
Introduce key staff and their qualifications, experience, and roles and responsibilities on the project. Include resumes of key personnel as attachments.
List anticipated subconsultants (if applicable)
4. Scope of Work
5. Fee Proposal – Include a not-to-exceed fee by SOW task.
6. Proposed Schedule – Include a proposed work schedule by SOW task.
7. References
Provide three references for whom key personnel have performed similar work within the last three years and include the name and location of the projects, relevant team members, project description, and client contact person name, email, and phone number.



Section 4 – Scope of Work

Provide an approach and descriptions of tasks to complete the following:

Feasibility Study

The feasibility study will consider beehive management and maintenance, honey harvesting, processing, manufacturing of value-added products, warehousing/shipping, and a retail operation for direct selling. The study will include analysis of the following primary topics:

- Economic feasibility and cost benefit analysis.
- Market analysis and strategy.
- Technical considerations and costs.
- Financial feasibility and revenue projection.
- Management assessment and capacity.

Business Plan

The business plan will include the following analysis and recommendations:

- Steps to begin the Honey Lodge scaled up operation process.
- Legal requirements to potentially operate the Honey Lodge program as a separate subsidiary of LYD and the documents needed.
- Organizational needs regarding management and staffing needs.
- Project phasing steps including pre-startup activities, startup, and a 5-year operating process.
- Partner coordination and partnership agreements.
- Facility upgrade requirements including space and equipment needs.
- Funding sources to support the expansion.
- Timeline and action items to accomplish the above.

Consultant to include interim draft report review by LYD to review and comment.



Section 5 – Evaluation Criteria

LYD reserves the right to reject any or all bids and waive irregularities. LYD will select the consultant based on the best value to the project. Selection will be based on the following evaluation criteria. Only complete proposals in accordance with this RFP will be considered.

1. Experience of firm in providing similar services for similar projects (20%)
2. Qualifications and experience of key personnel (20%)
3. Experience working with Tribe and/or other Native American communities (20%)
4. Scope of Work (20%)
5. Fee (20%)

Section 6 – Disclaimer

LYD will not reimburse proposal preparation or delivery costs incurred by the proposer.

Information supplied in response to this RFP becomes the property of LYD and will not be returned.

LYD reserves the right to waive irregularities and to reject proposals.

The award shall be made to the firm whose proposal is deemed the most advantageous to LYD.

Section 7 – Terms and Conditions

1. Questions Regarding RFP

Companies may submit questions pertaining to this RFP to the POC email. Questions received after the deadline may not be answered. All oral communications will be considered unofficial and nonbinding on the Tribe.

2. Selection Process/Interviews

LYD will conduct an evaluation of all proposals that are received in accordance with the provisions of this RFP and reserves the right to obtain clarification at any point in the review process on the proposal or to obtain additional information. LYD reserves the right to award the Contract solely on the written proposal.

Interviews with proposers may be held at the option of the LYD. An interview process may be used to clarify information contained in the Proposal but not to modify the proposal.

3. Insurance Requirements

Before commencing the work and as a condition of payment, the consultant shall purchase and maintain insurance as described below:

The insurance requirements are generally no less than \$1,000,000 per occurrence, \$2,000,000



general aggregate limits, and Products/Completed Operations aggregate limits of \$2,000,000 written on an occurrence form. Most RFPs also require Automobile Liability (AL), Workers Compensation (WC) and Professional Liability Insurance. The amounts for the other insurances are typically \$1,000,000.

4. Withdrawal or Modification of Proposal

Proposals may be withdrawn at any time prior to the proposal response due date and time specified. Notification of withdrawal shall be provided to the POC. Proposals cannot be changed or withdrawn after the time specified for receipt.

5. Debarment or Suspension

The attached certifications must be signed and submitted with your proposal.

Section 8 – Attachments

Disbarment or suspension certification



FEDERAL DEBARMENT AND SUSPENSION CERTIFICATION

Title 28 of the Code of Federal Regulations (CFR), Part 67, provides that executive departments and agencies shall participate in a system for debarment and suspension from programs and activities involving Federal financial and non-financial assistance and benefits. Debarment or suspension of a participant in a program by one agency has government wide effect. It is the policy of the Federal Government to conduct business only with responsible persons, and these guidelines will assist agencies in carrying out this policy.

2. Certification regarding Debarment, Suspension, Ineligibility and other responsibility matter – Primary Covered Transactions. Certifications must be completed and submitted by recipients of discretionary awards to the awarding agency's program offices during the application stage. Block/formula recipients are exempt from submission of this certification but are responsible for monitoring subrecipient submissions of the lower tier certification and for maintaining them at the State level.

3. Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions. This requirement includes persons, corporations, etc., who have critical influence on or substantive control over the award. The direct recipient will be responsible for monitoring the submission and maintaining the official subrecipient certification.

I, the above-named CONTRACTOR herein or its duly authorized representative, do hereby certify that the CONTRACTOR named above is not presently Debarred, or Suspended, or Ineligible from doing business with programs and activities involving Federal financial and non-financial assistance and benefits of \$25,000 or more.

Date:

Name:

Signature:

