



ISO:  
**Colville Tribal**  
**BEADERS**

*"Higher Education wants to provide a special gift to those graduating & going into respective STEM career fields, but we NEED your help to do it! We need beaders who can create peyote stitched lanyards and/or flat stitched badge clips. If that is you, please check the link for more detailed information.*

[Learn More](#)

[colvilletribes.com/RFP](http://colvilletribes.com/RFP)





The Confederated Tribes of the Colville Reservation  
P.O. Box 150, Nespelem, WA 99155

(509) 634-2200  
FAX: (509) 634-4116



---

**Request for Quotes-**  
**Beaded Gift for College Graduates**  
Colville Tribes Higher Education Program

**General Information**

Posted Date: March 23rd, 2023  
Closing Date: April 14th, 2023 at 4:00 PM  
Bid Opening Date: April 14<sup>th</sup>, 2023 at 4:30 PM  
Project Completion Preferred By: May 3<sup>rd</sup>, 2023  
Project Completed No Later Than: June 13<sup>th</sup>, 2023

**Description**

The Colville Confederated Tribes is announcing a request for quotes (RFQ) for the Higher Education students that are completing STEM career focused programs. We are seeking multiple Colville artists to fulfill a need of thirty (30) beaded neck lanyards and/or I.D. badge clips to gift to our new graduates as they embark into their career fields.

The quote proposed shall consider the artists' time, materials, and the timeframe to complete the project. It is acceptable to submit a bid for a specific quantity that is less than the total 30 needed. Bids will be awarded based on quality of work samples provided, best price per piece, and finally the quantity able to be fulfilled within the time frames as posted above. Bids will be awarded to multiple artists until we reach the needed quantity OR if one artist meets the needs for quality, quantity, cost, and time then the appropriate bid shall be awarded based on the evaluation criteria.

**Proposal Requirements:**

1. The proposal shall be formatted as an invoice which includes the quantity proposed to complete and a grand total cost reflecting the total amount of the bid. The included sample is encouraged to be used for submission.
2. The proposal shall include a guaranteed delivery date of finished projects.
3. The proposal shall include example(s): pictures or physically present (will be returned) showcasing one's ability to either peyote stitch a lanyard, or securely bead a flat surfaced badge clip.
4. The proposal shall include means to identify bidder as a Colville Tribal member.
5. The artist must plan to use beads no larger than size 11 with designs in coordinating colors.

**Evaluation Criteria:**

All responsive proposals will be opened, reviewed and rated based upon the following evaluation factors:

- X Quality of Work Displayed in Samples
- X Price Per Piece
- X Quantity of Lanyards/Badge Clips Capable of Completing
- X Colville Tribal Member

Late proposals will not be opened and will not be considered.

**Award Information:**

Contract will be awarded to the submission or submissions with the best proposal meeting the evaluation criteria. The selected will be directly contacted to initiate the contracting process; all others will receive a written response by mail.

**Point of Contact and Submission**

Bids are accepted by mail or in-person delivery.

Dorthey Zacherle, Contract Officer  
Colville Confederated Tribes  
P.O. Box 150  
Nespelem, WA 99155

Office: Lucy Covington Government Center  
Colville Agency Campus, 1<sup>st</sup> floor SW Wing  
Phone 509-634-2277  
Fax 509-634-2751

