



**COLVILLE GAMING LLC  
RFP  
TALENT BUYER**

**Issued by:**

**Colville Gaming LLC  
729 Jackson St  
Omak, WA 98841**

**Bid Submission Deadline  
4PM  
Friday, June 30, 2023**

## COMPANY OVERVIEW

12 Tribes Colville Casinos are home to three distinct gaming properties located in Lake Chelan, Omak and Coulee Dam. Entertainment venues consist of; the Pacific Northwest's only outdoor covered Amphitheater, and the Heat Nightclub, at 12 Tribes Lake Chelan Casino overlooking picturesque Lake Chelan, Loggers Pub located inside our beautiful 12 Tribes Omak Casino Hotel and a less traditional setting at Spillway Lounge and deck overlooking the Grand Coulee Dam at 12 Tribes Coulee Dam Casino. Colville Gaming LLC is looking to hire a talent agency to bring live entertainment to our properties.

## GOAL

It is the goal of 12 Tribes Colville Casinos to provide a memorable experience with entertainment for our guests to increase revenue for gaming win, ticket sales, F&B sales, hotel and RV occupancy depending on property location.

## SCOPE OF WORK OVERVIEW

- Identify Colville Gaming LCC target demographic for entertainment
- Maintain the annual budget and provide monthly updates with ROI percentages
- Network and build relationships between artist management, agents, and venue
- Identify available talent based on results including pricing and routing information
- Plan a monthly schedule and calendar for approval
- Coordinate with the Events Coordinator for Hotel and F&B needs
- Act as a liaison between venue and talent agencies including submitting offers on behalf of Colville Gaming LLC
- Negotiate and fully execute contracts and riders between talent and Colville Gaming LLC
- Provide Colville Gaming LLC with bios, photos, song samples, and admats

- Design and create lanyards, wristbands, and event credentials as needed for Amphitheater
- Manage ticketing platform
- Build events in ticket platform
- Maintain ticket scaling, ticket holds and pricing strategy
- Manage Amphitheater minimal requirements for technical riders in conjunction with production company
- Identify suggestions for advertising plan based on data analysis
- Provide an on-site representative to assist with event management on show days for Amphitheater
- Coordinate a photographer for Amphitheater events for talent promotion and meet & greet for VIP guests
- Invoice on an as needed basis for venue bookings
- Coordinate and attend virtual bi-weekly meetings
- Provide recommendations for continuous improvement and growth of entertainment program

## BUDGET

Proposals shall provide a proposed fee structure for providing services necessary to complete the proposed scope items. Proposals shall include a total, maximum price to accomplish the scope items incorporated in the proposal.

Contract length is one fiscal year, beginning October 1, 2023 through September 30, 2024 and will continue on a monthly basis until a written 30-day notice of discontinuance of services.

TRAVEL EXPENSES - the Proposer should provide any travel costs expected to incur during the contract period, for both artists and the Proposer.

EVALUATION CRITERIA

	<b>POINTS</b>
<p><b>OVERALL EXPERIENCE OF COMPANY &amp; DEMONSTRATED RESULTS</b></p> <p>Our evaluation will include an assessment of the history of your company, your experience as it relates to the requirements within this RFP, evidence of past performance, quality and relevance of past work, references, and related items.</p>	40
<p><b>QUALIFICATIONS OF PERSONNEL</b></p> <p>Our evaluation will include an assessment of the qualifications and experience of your managerial team, staff, and related items.</p>	30
<p><b>TRIBAL PREFERENCE</b></p> <p>In accordance with Colville Tribal Employment and Contracting Code 10-1 preference shall be given to any Tribal owned and TERO certified business</p>	15
<p><b>STRATEGIC THINKING AND APPROACH</b></p> <p>Overall approach and strategy and firm capacity inclusive of cost to perform the engagement within the specified timeframe (prior experience of the firm in meeting timelines will be factored in here)</p>	15
Total	100

**12 TRIBES LAKE CHELAN CASINO**

455 Wapato Lake Road | Manson, WA 98831  
800.648.2946 | 509.687.6911

**12 TRIBES OMAK CASINO HOTEL**

28968 Highway 97 | Omak, WA 98841  
800.559.4643 | 509.422.4646 | Hotel: 844.526.8600

**12 TRIBES COULEE DAM CASINO**

515 Birch Street | Coulee Dam, WA 99116  
800.556.7492 | 509.633.0766

## **DELIVERY REQUIREMENTS**

Colville Gaming adheres to Colville Tribal Employment and Contracting code 10-1, which requires us to apply Indian preference. Future agreements are governed by the laws of the Colville Confederated Tribes jurisdiction. "If the RFP invites responses from technically qualified non-certified firms, an agency shall set aside a minimum of 15% of the total number of available rating points for the provision of Indian preference to qualified certified firms in the award of contracts and subcontracts. The percentage or number of points set aside for preference and the method for allocating these points shall be specified in the RFP."

Colville Gaming reserves the right to accept or reject any bids based on the best interests of our properties. The contact person for this project is Purchasing Agent, Angela Bourgeau (509) 422-7796, [purchasing@colvillecasinos.com](mailto:purchasing@colvillecasinos.com).

One (1) electronic copy of the Proposal shall be submitted no later than 4PM on Friday, June 30, 2023, at the following addresses:

Electronic: [purchasing@colvillecasinos.com](mailto:purchasing@colvillecasinos.com)

All correspondence should be marked "Talent Buyer" in the subject line or on the envelope, as applicable, and should include the attached contact sheet as the first page of the Proposal.



## CONTACT SHEET

Company Name \_\_\_\_\_

Indian Preference                      Yes                      No

Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_