

**REQUEST FOR PROPOSALS  
CAFÉ OPERATIONS  
FOR  
LUMMI ADMINISTRATION BUILDING**

- A. **Proposal Deadline:** The Lummi Indian Business Council is accepting proposals for the food service operation at the Lummi Administration Building Café until **3:00PM, Tuesday, November 30, 2021**. Proposals shall be submitted, signed, sealed and delivered to the following:

Laura Solomon, Business Office Manager  
Office of Economic Policy | Lummi Indian Business Council  
Receptionist Desk, 2nd Floor South, Lummi Administration Building  
2665 Kwina Road, Bellingham, WA 98226  
Office: (360) 380-8591 | Email: [LauraS@lummi-nsn.gov](mailto:LauraS@lummi-nsn.gov)

Proposals will be evaluated on the thoroughness of the individual's or business' response to this request, the experience, the ability to comply with all operational requirements, and procurement of proper licensing, insurance, etc.

Proposals received after the above deadline will be returned to the respective business unopened. If there are any questions regarding any part of this Request for Proposal, the questions should be directed to: Laura Solomon, Business Office Manager, (360) 380-8591 or [lauras@lummi-nsn.gov](mailto:lauras@lummi-nsn.gov).

- B. **Background:** The café space includes a kitchen with some commercial grade equipment, seating area, and most utilities. The proposed space is located near the center of the building. It is located at 2665 Kwina Road, Bellingham WA 98226, in the main lobby. The Lummi Administration Building is open 8am to 4:30 Monday to Friday.
- C. **Objectives:** LIBC is looking for prospective occupants that want to excel in food service, food delivery, catering, and dining experience.
- Vendors will be able to take this opportunity to house their food service business and grow into an industry competitor.
  - Selection will be based on the types of services offered by the vendor, if the vendors services help will build the Tribal and Local economies while meeting the needs of the people.
  - This space is intended for incubation and that this is the vendor's opportunity to professionalize, grow, reinvent, structure or re-structure their business.
  - The LIBC wants to support good businesses, small and local, and striving to becoming better businesses in a competitive industry.
  - Vendors should fully understand the services requested to utilize the café space available when submitting proposals.
  - Vendor hours should operate on similar hours to the Lummi Administration Building.

- D. **Governance:** The Lummi Nation is requesting that applicants follow and adhere to:
- LIBC policies and procedures.
  - Must have a valid LIBC Business License.
  - Must have a valid Food Handlers permits.
  - All licensing and permitting fees paid and current with local, state, and Lummi Nation business offices.
  - Lummi preference shall apply when proposals are reviewed.
- E. **RFP:** Should include a descriptive business plan and model:
- Character of business
  - A Sample Menu
  - Scope and Goal
  - Funding, Financial planning, and a Budget
  - Strategy and Marketing
  - Products and Services
  - Reporting and Implementation

Each interested vendor's submission of proposal will be carefully reviewed, shared, selected, by the Office of Economic Policy, with input from the Lummi Indian Business Council. The proposal will be evaluated on all aspects of the completed proposal submitted.

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The Lummi Nation is a nationally recognized leader in tribal self-governance and education. We understand the challenge of respecting our traditions while making progress in a modern world - to listen to the wisdom of our ancestors, to care for our lands and waterways, to educate our children, to provide family services and to strengthen our ties with the outside community. For thousands of years, the Lummi were an independent and self-sufficient people. Our mission is to sustain that way of life. We continue to invest in our tribal economic development and training our people to use the most modern technologies available- while staying attentive to our tribal values.