



STTARS Indigenous Safe Housing Center Request for Proposals – FY2025

National Indigenous Housing Justice Summit

OVERVIEW:

RE: RFP for Event Planner for Housing Justice Summit

Tentative Date: June 25-27, 2025

Tentative Location: Albuquerque NM

This Request for Proposals (RFP) is issued by STTARS, the Indigenous Safe Housing Center, a project of the National Indigenous Women's Resource Center. The purpose of this RFP is to establish a contract with a qualified event planner to organize, promote, coordinate, and manage STTARS first National Indigenous Housing Justice Summit, including concept development, planning, coordination of travel and hotel logistics, overall event management logistics including the day-of event coordination, registration, budget management, evaluation, reconciliation, and reporting.

For more detailed information, see the *Scope of Work* below.

ORGANIZATION INFORMATION:

STTARS, the Indigenous Safe Housing Center, a project of the National Indigenous Women's Resource Center (NIWRC) with funding from the US Department of Health and Human Services. STTARS stands for Safety, Training, Technical Assistance and Support. STTARS was established in 2021 to address the tremendous needs of Indigenous survivors of gender-based violence in finding safe, affordable, accessible, acceptable, and sustainable housing. STTARS works to ensure safety and belonging through the promotion of Indigenous lifeways, and the dismantling of systemic and endemic barriers that impact housing access for survivors. We accomplish this by elevating culturally-rooted resources, identifying promising practices and policies, and uplifting the voices of survivors and those with lived experience. STTARS works across the housing spectrum, prioritizing the needs of all our relatives, including children, youth, elders, those with disabilities, LGBTQAI2S and other intersectional identities.

Mission

STTARS advocates for safe housing for all our relatives. We do this work through centering our Indigeneity, acknowledging our relationship to Earth Mother, building on each other's gifts, resisting oppression and erasure, and acting upon the prayers of our ancestors to honor diversity and create belonging for us all.

Vision

Safe Housing for All Our Relatives

Framework

STTARS works at the intersection of housing insecurity/homelessness and gender-based violence from a human rights perspective. We understand the complexity and the enormity of the nexus between housing instability and gender-based violence across Tribal Nations, Alaska Native Villages, Native Hawaiian, and off reservation tribal communities. We know that housing is prevention and actively promote a public health approach to the work.

EVENT DESCRIPTION:

STTARS/NIWRC is seeking an experienced event planner to successfully plan, organize and implement a National Indigenous Housing Justice Summit, in Albuquerque NM in June 2025. The attendance goal is 200-250. STTARS/NIWRC will be working with a local planning committee to develop the agenda, identify the speakers and presentation topics and any special events.

This is a first-time undertaking to bring together tribal domestic violence programs and shelters and tribal housing experts. Our goal is to strengthen and, in some cases, build the bridge between these two critical entities. To accomplish our goal, we are seeking the assistance of a professional event planner, who is organized, energetic, flexible, and adaptable, with skills including problem solving, and strong written and verbal communication, that can work with the STTARS/NIWRC staff & board, and local planning committee.

Our Vision for the Summit is to create synergy and build a powerful connection between Indigenous gender-based violence and housing programs. The Summit will create a unique peer to peer sharing and networking opportunity for tribal advocates and programs. The Summit will also be instrumental in identifying and advocating for safe housing options for all our relatives. The event will be for 2 ½ days.

SCOPE OF WORK

To realize the above, STTARS seeks an innovative event planner to provide the following services:

General Management

- Coordinate and run bi-weekly Planning Committee Meetings
- Support Planning Committee activities, including assistance in developing a timeline and work plan, presenter/speaker and sub awardees travel and hotel accommodations and honorarium
- Work within the parameters of the final event budget
- Coordinate project management and file software system
- Reconciliation of finances with NIWRC finance team

Summit/Event Management

- Manage and coordinate general Summit logistics, such as catering, venue coordination, contracts, staging, special events, floor plans, seating plans, décor, technical equipment, presentation, and any other relevant tasks as required
- Coordinate available vendor spaces

- Coordinating with the STTARS and their personnel on any promotion/PR activities that they may consider or provide
- Submit a post-Summit evaluation report with recommendations to STTARS/NIWRC
- Other duties as assigned, agreed by both parties

Event Marketing

- Assist with Implementation of marketing and communication plan
- Ensure timely execution of all creative materials associated with the event. This includes: invitation, letters, press kits, press materials, table signs, sponsor signage, advertising materials, etc.

Registration Management

- Coordinate with IT team to develop Registration process
- Work with committee to finalize ticket pricing: Which includes printing, name tags, and day of set-up
- Management of event software for registration

Day-of Summit

- In coordination with the STTARS Director, supervise all aspects of the Summit and implementation of logistics
- Work with staff to set up event, run walkthrough, and establish points of contact with people for emergent needs of the gala

Post Summit

- Coordinate evaluation and lessons learned meeting with staff and then staff and board.
- Reconcile financial report

Other

- Meet regularly as required with the STTARS and planning committee members to provide updates on progress, issues, resources and budget matters.
- Other tasks as defined

Schedule of Key Dates:

RFP Circulated: Monday, December 16, 2024

Proposal Due Date: Friday, January 17, 2025

Anticipated Decision Date: Monday, February 3, 2025

Anticipated Start Date of Project Work: Monday, February 10, 2025

Project Performance End Date: July 31, 2025

Request for Proposal Process

This RFP represents the opportunity to be involved in the delivery of STTARS/NIWRC National Indigenous Housing Justice Summit.

This is a one-time event contract. The duration of the contract is approximately 8 months. STTARS/NIWRC will negotiate a contractual agreement with the preferred consultant. By responding to the RFP, the applicant understands that they will be fully responsible for meeting the requirements of the RFP and will ask and execute the necessary tasks to make sure that the event is successfully completed. The RFP Committee has the right to accept or reject any and all submissions/responses to this RFP in whole or in part.

Questions

Participants may ask questions about the RFP by sending them in writing via email to gpackard@niwrc.org. Participants are asked NOT to contact any committee or board members involved with STTARS/NIWRC.

Confidentiality: All submissions will be treated as confidential between the RFP Committee and each participant. The RFP Committee will not disclose RFP contents to other participants or the general public. STTARS/NIWRC reserves the right to discuss submissions with consultants and related parties.

Contractual status: The RFP Committee and STTARS/NIWRC are not bound to accept any RFP. Participants should be aware that no contractual relationship with STTARS/NIWRC will arise upon submission to the RFP. All submissions become the property of STTARS/NIWRC.

All applicants must submit the following information:

- Name and # of employee.
- Address
- Short description of work history in planning fundraising events/galas
- Description of event planning services offered
- Two (2) event references (including a description) for events of similar size/type that the event planner has coordinated
- Explanation and listing of all costs and fees applicant propose to charge for event planning services
- The proposal shall not exceed 25 pages, single-spaced, 11-point font, and 1-inch margins (excluding the cover page and the appendices).
- The subcontractor must clearly state their ability to complete the project within the stated time frame.

RFP Schedule

Respondents must submit the proposal electronically to: STTARS/NIWRC, ATTN: National Indigenous Housing Justice Summit RFP Committee at gpackard@niwrc.org.

Please send back by End of Day, January 17, 2025 or earlier.