

WISCONSIN INDIAN EDUCATION ASSOCIATION - (WIEA)
REQUEST FOR PROPOSAL(S) – RFP
PUBLIC RELATIONS/COMMUNICATIONS

WIEA BACKGROUND

The Wisconsin Indian Education Association (WIEA) was established in 1985 by a group of concerned Indian Educators to carry on the efforts of the former Great Lakes Inter-Tribal Council (GLITC) Education sub-committee. The GLITC Education Committee began in the early 1970's but was disbanded around 1983 because of a lack of funds.

The group was formally organized in 1985 as the Wisconsin Indian Education Association. The Association has seven regions throughout the State. Each region elects/appoints two representatives as WIEA Board members for a two-year term. Each Region's Board members are responsible for hosting a meeting in their region throughout the year to share and gather information for the Board to either act upon or disseminate to all other WIEA members.

The Board meets every month except December. Meetings are held in the various regions throughout the State, in an effort to get input from the general membership regarding their issues and concerns.

SCOPE OF WORK

Based on discussions with representatives of the Executive Committee, which includes the President, Vice-President, Secretary, and Treasurer of WIEA, the potential Contractor is expected to perform the following Public Relations/Communication activities:

- Create, distribute, and update the WIEA monthly E-Newsletter. The intent of the E-Newsletter is to inform the target audiences of activities and initiatives important to WIEA. This includes the compilation of information, creating/writing various articles, photos/pictures, and other relevant information for the target audiences, related to Indian Education and the WIEA Organization
- Maintain, manage, including regular posts and updates of the WIEA's Facebook of pertinent information
- Administer and manage the office WIEA website (www.wiea.net). Any special requests on updates, will be completed within 48 hours of said request. Any information, i.e., special announcements, pertinent information, flyers, posters, etc., will be reviewed and approved by the Executive Committee, prior to any posting on the WIEA website
- Any on-site or in-person representation by the potential Contractor will be reviewed and approved by the Executive Committee, prior to any representation. This may include reimbursement for any costs related to the event(s), i.e., travel, lodging, etc.

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RFP REQUIREMENTS

- The potential Contractor is expected to propose a work plan, based on the above-mentioned intent, including a breakdown of the costs associated with the signed agreement.
- The signed agreement is for a twelve-month period, beginning approximately September 23, 2022 to September 22, 2023.
- The deadline for submission is **September 8, 2022, at 4:30 p.m. Central Standard Time.** The response can be submitted via e-mail, to the following address, including the information requested attached. The response can be also submitted, via USPS, as indicated, in the above-mentioned deadline.

Any inquiries related to the RFP can be submitted to James E. Pete, DBA, President - Wisconsin Indian Education Association, at the below listed E-mail address:

Please submit to:

James E. Pete, DBA
President
Wisconsin Indian Education Association
88850 Church Road
Bayfield, WI 54814

E-mail address: guyaushk2002@yahoo.com