



Request for Proposals

Fair Board Member

Proposal Due Date:

December 31, 2024

Issued by:

Comanche Nation

Lawton, Oklahoma

Introduction

The Comanche Nation invites proposals for interested parties to join the Comanche Nation Fair Board. We will select three (3) board members.

Scope of Work to be Performed

If selected you will sit on the board for a term of two (2) years. A board member may serve up to two (2) consecutive terms. You will be expected to attend at least one (1) meeting per month or more if needed and actively participate in planning and executing the Fair. You will be responsible for the overall governance and strategic direction of the Fair including but not limited to: developing and approving budgets, overseeing the planning, marketing and execution of the Fair, ensuring compliance with legal and regulatory requirements and engaging with sponsors, vendors and community partners.

Requirements

You must be an enrolled member of the Comanche Nation that is not employed by the Nation, one of the three (3) members that we choose shall be an elder, sixty-two (62) years or older. Other board members must be at least eighteen (18) years old. Abundant knowledge of the culture and history of the Comanche Nation is preferred by at least one board member.

Proposal Format and Content

1. Cover Page: including Request for Proposal title, due date, name, address, phone number and email address for the submitting candidate.

General Conditions

The Comanche Nation reserves the right to reject any or all proposals received in response to this request, to negotiate with any qualified party, or to cancel in whole or part of this RFP if it is in the best interest of the Comanche Nation. In the event none of the proposals are satisfactory to the Comanche Nation, no selection will be made.

Evaluation

The Comanche Nation will review the qualification and bids of the nominees. In making a selection, the Comanche Nation shall give preference to qualified candidates who:

1. Have adequate experience as an event planner.
2. Can provide all documents needed and pass background check

Questions

Questions regarding this RFP may be addressed to Adam K. Red Elk by email:

adam.redelk@comanchenation.com

Instructions for Submission of Proposals

Deadline: Proposals must be submitted by 5:00 p.m. on December 31, 2024

Proposals must be submitted in a sealed envelope to the Property & Procurement office located at 584 NW Bingo Road, Lawton OK 73507 or by email to

adam.redelk@comanchenation.com