



REQUEST FOR PROPOSAL FOR

Please indicate what type of service this is being generated for.

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Section I: General Specifications

1.1 Introduction and Background

Catawba Two Kings Casino, located in Kings Mountain, NC, is owned by the Catawba Nation, a federally recognized tribe and operated under the Catawba Nation Gaming Authority. With a rich cultural heritage and a commitment to providing exceptional entertainment experiences, the Catawba Nation aims to elevate Catawba Two Kings Casino into a premier destination for entertainment for gaming enthusiasts and leisure seekers alike.

The vision of Catawba Two Kings Casino aims to epitomize luxury and sophistication, featuring a comprehensive array of state-of-the-art gaming with approximately 4,000 slot machines, 122 table games, 6 food and beverage outlets, a four-diamond rated hotel with approximately 400 rooms, and a parking structure. The construction of this project is under way on 16.7 acres of Trust Land owned by the Catawba Nation. While construction occurs, the existing temporary casino adjacent to the construction site will continue operating with minimal interruptions from construction.

1.2 Additional information

If additional information is necessary to clarify the intent of the RFP, contact:

(Insert name, title, address, time, and date)

1.5 Response to RFP

The *Consultant/Vendor* response to the RFP shall include:

- ☐ A brief history and description of the firm/Company, including a statement of the firm's/Company's qualifications to perform the requested services.
- ☐ A list of the specific responsibilities and a resume for each individual who will be Assigned to this project.
- ☐ A minimum of three (3) client references; and
- ☐ A statement of the scope of services to be provided with a proposed work plan and a schedule for

1.6 Selection Criteria

Selection of the *Consultant/Vendor* will be based on the following criteria:

- ☐ Responsiveness to the purpose and scope of the project.
- ☐ Adherence to the conditions, rules, regulations and requirements of the RFP.
- ☐ Experience and reputation of the *Consultant/Vendor*
- ☐ Professional qualifications of the specific individuals assigned to complete the project.
- ☐ The work plan and schedule for completion of the project; and
- ☐ Cost of the services.

1.7 Cost of Services

The *Consultant/Vendor* shall describe its fee basis, indicating how charges are made and when billings are issued and due. State hourly rates/fees/cost for items, professional time and time of others, including any minimum, maximum or flat fees. And which types of expenses are charged (long distance telephone calls, postage, printing, travel, lodging, meals, etc.). Indicate if there is a charge for travel time, and the basis for such

1.8 Fixed Price Period

All prices, cost and charges outlined in the proposal shall remain fixed and valid for acceptance for a sixty (60) day period commencing on the due date of proposals.

1.9 Expenses

The Consultant shall bear all expenses incurred in responding to this RFP.

1.10 Insurance

The Consultant shall be responsible for maintaining during the life of the contract the insurance with minimum acceptable limits. RFP Requester shall be included as an Additional insured under the required Commercial General Liability policy. The Consultant shall supply a certificate of insurance evidencing such required insurance coverage prior to commencement of the contract.

1.11 Confidentiality

As part of its proposal, the *Consultant/Vendor* should certify that all information it may receive in the course of conducting its work shall be treated as confidential and proprietary. Such information and data may not be disseminated to others without the written approval of:

1.12 Records Retention

The *Consultant/Vendor* shall maintain records applicable to the contract. All such records are to be Retained for three (3) years after final payment is made.

1.13 Executed Contract to Include RFP

The contents of this RFP (including all attachments, revisions, addendums, and Additions) shall become part of the Consultant/Vendor services contract.

The *Consultant/Vendor* standard services contract shall be included in the proposal.

1.14 Subcontractors

The Consultant/Vendor will be responsible for contract performance whether subcontractors are utilized. Subcontractors are required to conform to Section 1.10, Insurance.

All subcontractors to be used by the Consultant/Vendor in providing the contracted services must be disclosed in the proposal. All subcontractors must comply with Section 1.5, Response to RFP.

Section Removeable if not applicable

Section II:

2.1 Scope of Work and Objectives

This section is used to explain the Scope of work, or service to be provided.

The objects of the work include the following:

Equipment Needed:

Secure Key Cabinet with support for expandability (buy what you need, expand later if needed).

Secure Key Ring Solution Biometrics Verification Multi-person authorizations for sensitive keys (2- and 3-person authorization protocols)

Prevention method for stopping employees from leaving property with sensitive keys (Door sensors, HRIS integrations to timeclocks, etc.)

Flexibility to restrict keys to be taken out and returned to same cabinet as well as allow keys to be taken from one cabinet and returned to another

Digital audit log of key accounting Hardware requirement

Cabinet 1 - 75 Keys needed, capacity for 125 keys for future growth

Cabinet 2 - 40 Keys needed, capacity for 80 keys for future growth

Cabinet 3 - 40 Keys needed, capacity for 80 keys for future growth

2.2 Specific Tasks

The Consultant/Vendor shall identify, review, evaluate and report upon the following:

2.3 Work Plan

A description of the work plan to be used by the *Consultant/Vendor* to complete the outlined Objectives and tasks shall be incorporated into the written proposal. Such a plan shall include the following.

- A A listing of the functional areas or persons to be interviewed, along with the estimated time involvement by such areas or persons.
- B A listing of the specific locations which will be visited or surveyed
- C A listing of documents which will be required to perform the task,
- D The work schedule and completion date of the project

2.4 Report

The final written report shall include, but not necessarily be limited to, the following features:

- A An executive summary section
- B A listing of recommendations for changes including where practical, an estimate of additional expenses or savings (if any) and an action plan for implementation.

Section III

3.3 Work Plan

The description of the work plan to be used by the Consultant/Vendor to complete the outlined objectives and tasks shall be incorporated into the written proposal. Such plans shall include the following:

- A A listing of the functional areas or persons to be interviewed, along with the estimated time involvement by such areas or persons.
- B A listing of the specific locations which will be visited or surveyed.
- C A listing of the documents and underwriting data which will be required to perform the tasks.
- D The work schedule and completion data of the project.

Section IV: Technical Specifications Competitive TPA or Other Services Proposal Process

4.1 Scope of Work Objectives *(this may be removed if not required)*

The Intent of this RFP is to identify and engage an Independent and qualified Consultant to prepare an RFP for Third Party Administration (TPA) services, supervise and manage the competitive quotation process, review proposals received, assist decision makers in evaluating proposals received, and answer questions and offer recommendations for the award.

The objective of the work includes the following:

- A Obtain and analyze information for proposers.
- B Preparation of an RFP
- C Supervision of the competitive quotation procedure
- D Evaluation of proposals received and recommendations regarding award of the engagement.

4.2 Work Plan

A description of the work plan to be used by the *Consultant/Vendor* to complete the outlined objectives and tasks shall be incorporated into the written proposal. Such a plan shall include the following.

- A A listing of the functional area or persons to be interviewed, along with the estimated time Involvement by such areas or persons.
- B A listing of the documents and data which will be required to perform the tasks.
- C An outline of key areas to be reviewed as part of the RFP process.
- D The work schedule and completion date of the project