



Smith River Rancheria
Tribal Artist and Indian Art Retail Procurement Policy

POLICY NUMBER: 15-001
NEW POLICY DATED: April 28, 2015
SUBJECT: Establishment of Indian Artist and Retail Procurement Policy for the Howonquet Lodge Gift Shop and Smith River Rancheria Tribal Office.
EFFECTIVE DATE: May 5, 2015

OBJECTIVE: To establish a consistent method of selecting and purchasing merchandise from Tolowa Dee-ni' Tribal Member Artists for resell at the Howonquet Lodge Gift Shop and Tribal Administrative Office.

SCOPE: All Tribal and Lucky 7 Employees.

DEFINITIONS: Tribal Member Artist owned business: A Tolowa Dee-ni' Tribal Member owned business is a business whose ownership and control is at least 51%, and is certified as thus by the Tribal Employment Rights Office.

TERO: Tribal Employment Rights Ordinance or Office, depending on context.

POLICY:

In order to provide greater economic opportunities for Tolowa Dee-ni' Tribal Members, the Howonquet Lodge and Smith River Rancheria Tribal Office will purchase merchandise from Tribal Member Artists, at wholesale prices, for resell at their respective locations.

In accordance with the Title 6 Chapter 1 (TERO Ordinance) the Tribal Employment Rights Office shall certify all for Tolowa Dee-ni' Tribal Member vendors before any of their merchandise can be purchased.

PROCEDURE:

The following provides an overview of the procedures needed in order to acquire merchandise from Tolowa Dee-ni' Tribal Member Artists for resell.

PART I. CERTIFICATION FOR TOLOWA DEE-NI' TRIBAL MEMBER OWNED BUSINESSES

In order to begin the process of purchasing merchandise from a Tolowa Dee-ni' Tribal Member vendor, they first must be certified and registered with Tribal Employment Rights Office.

PART II. PRICE NEGOTIATION

Procurement of goods will be done at wholesale prices so that, as with any business venture, a profit can be made.

Final purchasing authority shall reside with the Artist Purchasing Committee as established by the Tribal Council or its designees.

PART III. MARKUP

There will be a standard percentage markup from the initial purchase price on all items purchased from Tolowa Dee-ni' Tribal Member Artists for resell. This must be taken into account when negotiating an initial purchase price from the Indian vendor.

PART IV. QUALITY/CONSISTENCY

No merchandise will be purchased that has not been inspected by the Artist Purchasing Committee. Each piece or bulk purchase will be inspected to determine that the quality and craftsmanship of the respective items meet the appropriate standards.

The decision to purchase or not from for Tolowa Dee-ni' Tribal Member Artist shall remain with the Artist Purchasing Committee or its designees in charge of buying for each location and shall not be subject to any form of appeal.

PART V. BUDGET

An operating budget to purchase an initial inventory of items shall be established for the Howoquet Lodge Gift Shop and Tribal Offices.

ADMINISTRATIVE

RESPONSIBILITY:

The Howoquet Lodge Director of Hospitality and the Smith River Rancheria Operation Manager will be responsible for the day to day execution and adherence to this policy in their respective locations.

Executed on May 5, 2015



Kara Brundin Miller, Chair
Tribal Council
Smith River Rancheria

ATTEST:


Loren Bommelyn, Secretary