



Confederated Tribes of the Umatilla Indian Reservation (CTUIR)

Request for Proposals (RFP) Office of Executive Director and Department of Economic and Community Development Director

46411 Timíne Way
Pendleton, Oregon 97801
(541) 429-7811

Issued: November 21, 2025

Due: December 12, 2025, by 4:00 pm
(Pacific Time) Via email to: BillTovey@ctuir.org

Review by: December 19, 2025
Bidder notified by: December 24, 2025
Success RFP Professional Service Agreement by: January 20, 2026
Product Due Date: July 2, 2026

The Confederated Tribes of the Umatilla Indian Reservation (CTUIR) Office of Executive Director (OED) and the Director of the Department of Economic and Community Development (DECD) are soliciting proposals for a review of the current CTUIR Land Acquisition Strategy (LAS) and Gap Analysis. It is anticipated that the delivery of services under the contract will begin on January 20, 2026.

1. INTRODUCTION

The CTUIR is a federally recognized Indian tribe, with a reservation in Northeast Oregon pursuant to the CTUIR Treaty of 1855, 12 Stat. 945. In the Treaty the CTUIR ceded some 6.4 million acres in Northeast Oregon and South-Central Washington, the Umatilla Indian Reservation was established as the Tribal homeland, and the CTUIR reserved off-Reservation rights to fish at usual and accustomed fishing stations and the right to hunt, gather traditional foods and medicines and graze cattle on “unclaimed” lands. The Treaty is a contract between sovereigns and is “the supreme Law of the Land” under the United States Constitution. In the 1880s Congress approved laws that allotted the Reservation to Tribal members and opened portions of the Reservation to non-Indian settlement. Many of the allotments issued to Tribal members were lost to non-Indian ownership resulting in a “checkerboarded” land ownership pattern within the Reservation where non-Indians have fee ownership of some 35% of the Reservation. The CTUIR has a policy of restoring the Reservation land base.

2. PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified contractors to perform a Gap Analysis of the current LAS to evaluate the effectiveness of current land acquisition and property management processes, identify deficiencies and recommend areas of improvement to maximize efficiency. This Analysis will inform the future development of an updated CTUIR LAS. The selected contractor shall review suggested improvements to land acquisition and processes with respect to their financial impact.

3. PROPOSAL GUIDELINES

This RFP represents the requirements for an open and competitive process. Proposals will be accepted until 4:00 p.m. (Pacific Time) on December 12, 2025. Any proposals received after this date and time will not be considered. All proposals must be signed by an official, agent or representative of the Contractor submitting the proposal.

If the Contractor submitting a proposal must contract out any of the work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, costs included in the proposals must be all-inclusive and include any third party subcontracted work. Any proposals which call for contracting work to a third-party subcontractor must include the name and description of the person or third-party subcontractor.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be included in the Professional Service Agreement.

4. SCOPE OF SERVICES

Contractors can bid on the services listed as Key Tasks listed below. The selected contractor shall

assess the current LAS and, using a Gap Analysis, perform the following services:

- 1) Review the current LAS process being used to facilitate land acquisition.
- 2) Review the funding available to the CTUIR for the acquisition of land and the requirements for and limitations of such funding sources.
- 3) Make recommendations on land management and the uses of income being generated from the property being acquired.
- 4) Evaluate the land acquisition goals of the CTUIR and the extent to which the LAS will achieve CTUIR land acquisition objectives.
- 5) The Gap Analysis report will demonstrate what is working and steps to improve land acquisition decision-making, due diligence and post-acquisition management of purchased property.
- 6) Conduct interviews with CTUIR staff about land acquisition and review current processes and procedures.

5. SUBMITTALS

In addition to responding to the scope of services please include:

- 1) Your resume which includes your work history and why you are best suited to meet the requirements of this RFP.
- 2) A written statement verifying potential conflicts of interest with CTUIR or a list of current clients certifying that no such conflicts exist, and that if a conflict of interest should arise, you would immediately inform the CTUIR.
- 3) Your experience and qualifications as they pertain to the key tasks stated in number 4 of this RFP.
- 4) Certify whether you are a member of an Indian Tribe or that the Contractor is owned by an enrolled member of a Federally recognized Indian tribe.
- 5) An hourly cost proposal for the scope of services.
- 6) Three references.

6. TIMELINES AND TERM OF CONTRACT

All proposals in response to this RFP are due no later than 4:00 p.m. Pacific Time December 12, 2025.

Evaluation of proposals will be completed by December 19, 2025. If additional information or discussions are needed with any bidders during this period, the bidder(s) will be notified.

Upon notification, the contract negotiation with the winning bidder will begin immediately. The Professional Service Agreement will be completed by January 20, 2026. Notifications to bidders who were not selected will be completed by December 24, 2025.

The Project Scope of Services (product) will be completed by July 1, 2026; however, the contract may be extended at the option of the parties by written modification.

7. BIDDER QUALIFICATIONS

Bidders should also provide the following items as part of their proposal for consideration:

- 1) Knowledge of the CTUIR.
- 2) Knowledge of tribal land acquisition plans.
- 3) Familiarity with the CTUIR efforts to restore its Reservation land base and off-Reservation land purchases.
- 4) Experience in Tribal land purchase funding sources, and management of acquired lands.

8. PROPOSAL EVALUATION CRITERIA

CTUIR will evaluate all proposals based on the following criteria. Your proposal should follow the format below and should be less than 10 pages, single sided, minimum 12-point font. Writing samples and divider sheets (if needed) will not be included in the page count. All submissions must be submitted electronically via email to BillTovey@ctuir.org as a PDF file attachment.

To ensure consideration for this Request for Proposal, your proposal should be complete and include all the following criteria:

- 1) Professional History
- 2) Conflicts of Interest
- 3) Resume
- 4) Relevant Experience
- 5) Writing Samples
- 6) References
- 7) Scope of Services and Cost Proposal
- 8) Indian preference applies.

9. RFP QUESTIONS

If you have any questions or need additional information regarding the requirements in this RFP, contact Koko Hufford, Land Manager, at KokoHufford@ctuir.org.

Each bidder must submit an electronic copy of their proposal by 4:00 p.m. Pacific Time on or before December 12, 2025, to the following email address:

BillTovey@ctuir.org