

Confederated Tribes of the Umatilla Indian Reservation

Request for Proposal (RFP) Energy Resource Funding Opportunities Assistance

**Issued by
Energy Strategy Team**

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Critical Dates

RFP Issued:	December 9, 2024
Proposal Submission Deadline:	December 18, 2024, at 4:00 p.m. (PST)
Selection Notification:	December 20, 2024, at 4:00 p.m. (PST)
Project Start:	January 8, 2025
Project Completion Date:	June 27, 2025

Table of Contents

Background and Project Purpose 3

Request for Proposal Guidelines 4

Project Scope and Tasks 5

Required Request for Proposal Components 5

Evaluation Criteria 6

Background and Project Purpose

The Confederated Tribes of the Umatilla Indian Reservation (CTUIR) has over 3,100 tribal members that is comprised of the Umatilla, Cayuse and Walla Walla tribes. The Board of Trustees (BOT) is the governing body of the federally recognized Tribal Government and is responsible and authorized to manage the jurisdictional and regulatory affairs of the CTUIR. The CTUIR Aboriginal Title Lands (light green) and the current Umatilla Indian Reservation (UIR) boundaries (dark green) as illustrated by Figure 1. The Aboriginal Title Lands (i.e., ceded territory) is approximately 6.4 million acres with the UIR consisting of 172,000 acres. The UIR is located near several small communities including Pendleton, Adams, Athena, Weston, and Pilot Rock, which represent a combined population of over 20,000 people. The CTUIR Tribal Government¹ provides a broad range of governmental services to the UIR community, both Indian and non-Indian, including but not limited to the management of natural resources, tribal health and welfare, first foods preservation, cultural resources, education, and economic development.

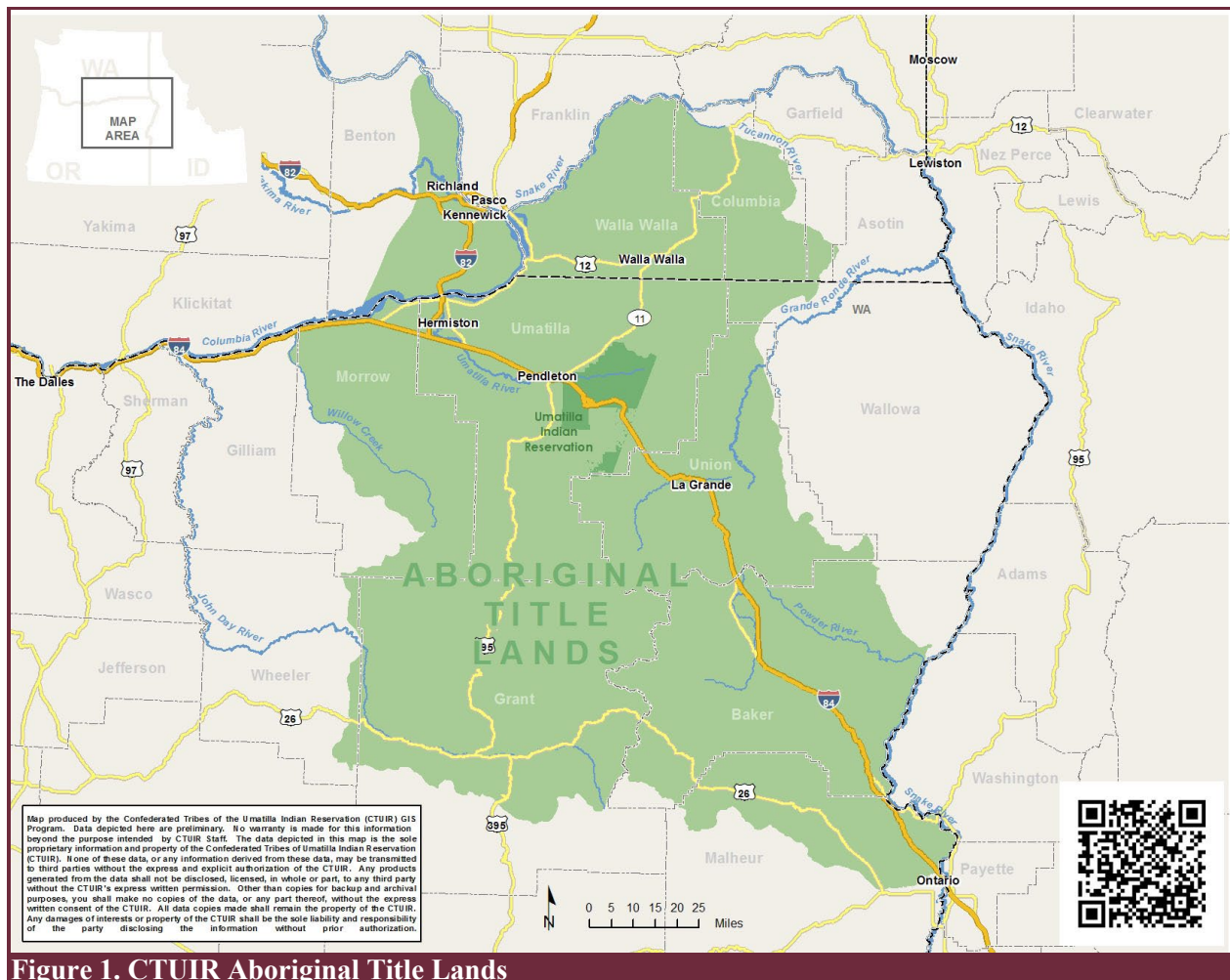


Figure 1. CTUIR Aboriginal Title Lands

¹ CTUIR Website: <https://ctuir.org>

Energy Strategy Team – Energy Resource Funding Opportunities Assistance

The BOT has adopted several Resolutions² to establish the policies and objectives and to provide Tribal Staff working under the supervision of the Office of Executive Director with the guidance to implement the planning, management, and development of energy resources. The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified entities or individuals with the relevant experience, qualifications, and capacity to provide the requested services and to complete the scope of work outlined herein. The use of subcontractors to perform any of the requested scope of work services is strictly prohibited without the express written consent of the CTUIR.

Request for Proposal Guidelines

This RFP is intended and designed to provide for an open and competitive process. **All proposals shall be submitted as a Portable Document Format (PDF) file or files via an email attachment to the contacts indicated on the cover of this RFP no later than the Proposal Submission Deadline indicated on the cover of this RFP.** No extension of time will be granted. Proposals received after this date and time will not be reviewed or considered. All proposals, including any terms and conditions, need to remain effective until January 15, 2025, at 4:00 p.m. (PST). All proposals must be signed and submitted by an authorized individual. Proposals delivered by conventional mail (hardcopy) or facsimile will not be accepted.

Any questions regarding this RFP and/or requests for clarification shall be emailed to brucezimmerman@ctuir.org and patrickmills@ctuir.org no later than 4:00 p.m. on December 16, 2024. The CTUIR will make every effort to provide a response to any questions or request for clarifications submitted by the date above but are under no obligation to respond.

The CTUIR may request additional information or clarification regarding any portion of a proposal. Failure to provide the requested information or clarification timely may result in the proposal being classified as incomplete and not eligible for consideration. The CTUIR shall not be held liable for any expenses incurred by any RFP respondents prior to and during the selection process. This includes, but is not limited to, preparing and submitting proposals and participating in negotiations.

Proposals must contain all information requested in this RFP. The CTUIR will not consider additional information submitted after the Proposal Submission Deadline and may reject incomplete proposals. Contract terms and conditions will be negotiated upon selection of the winning respondent to this RFP. All contractual terms and conditions will be included in a Professional Services Agreement and is subject to approval and review by the Office of the Executive Director and Office of Legal Counsel.

². The following is a list of some of key BOT adopted Resolutions regarding the CTUIR Energy Policies:

- Resolution No. 09-042 (December 7, 2009) – CTUYIR Energy Policy
- Resolution No. 18-090 (October 29, 2018) – 2018 Update to the 2010 Comprehensive Plan
- Resolution No. 22-031 (April 11, 2022) – Strategic Energy 2022-2023 Plan
- Resolution No. 22-086 (October 17, 2022) – Strategic Energy Plan – OED to Implement
- Resolution No. 23-091 (November 13, 2023) – Strategic Energy Plan Update 2023-22024
- Resolution No. 24-090 (November 25, 2024) – DOE Grant Application and Grant Assistance Funding

Project Scope & Tasks

Task 1. The selected entity or individual will be required to participate, through virtual attendance, in six (6) monthly Tribal Staff Energy Strategy Team meetings beginning in January of 2025 and ending in June of 2025. The Tribal Staff Energy Strategy Team meetings are scheduled for approximately one (1) hour on the 2nd Wednesday of each month starting at 8:00 a.m. and ending at 9:00 a.m. (PST).

Task 2. The selected entity or individual will be required to provide a monthly report (i.e., memo) summarizing potential funding opportunities related to CTUIR's Energy policies and objectives to the Tribal Staff Energy Strategy Team members at the regularly scheduled monthly meeting. This monthly report will need to contain the following or similar information.

- The Funding Agency and/or Entity.
- Description of the Funding Opportunity:
 - Funding Opportunity Title
 - ID Number
 - Funding Opportunity Release Date
 - Eligible Entities
 - Description of the Funding Program
 - Description of the Eligible Activities
 - Potential Funding Award
 - Cost Sharing or Matching Requirements
 - Due Date for Filing the Funding Application
 - Performance Period
 - List of Required Application Component Files
 - If a Tribal resolution is required, indicate specific language or requirements

Required Request for Proposal Components

Potential entities and individuals shall provide the following components in their proposals submitted in response to this RFP.

- Statement of Qualifications:
 - Provide a summary description of relevant experience involving energy resource development, management, and regulatory compliance (i.e., Oregon Public Utility Commission).
 - Experience working with the CTUIR on federal grant applications or similar funding opportunities.
 - Experience working with Alaska Native, federally recognized Tribes, cities or municipalities regarding energy resource development, management, and regulatory compliance.
- RFP respondents shall provide resumes including relevant work experience for all key individuals that will be assigned to work on this Scope of Work and Tasks.

Energy Strategy Team – Energy Resource Funding Opportunities Assistance

- RFP respondents shall provide an overall budget and hourly billing rates for all key individuals assigned to work on this Scope of Work and Tasks.
- RFP respondents shall briefly describe that key individuals can fully participate and complete both Task No. 1 and Task No. 2 on a timely basis.

Evaluation Criteria

Proposals will be evaluated based on the following criteria (100 total points available). Key factors influencing proposal scores include quality of relevant experience, comprehension, feasibility (i.e., budget and hourly billing rates, and identification of key individuals assigned to work on this Scope of Work, including Task No. 1 and Task No.2.)

- Statement of Qualifications – 30 points
- Resumes of key individuals with relevant experience - 30 points
- Overall budget and hourly billing rates – 15 points
- Description of time available to perform Task No. 1 and Task No. 2 (Approach) – 20 points
- Tribal Preference – 5 points