



**Confederated Tribes of the Umatilla Indian Reservation**  
**Department of Natural Resources – Range, Agriculture & Forestry Program**  
**CTUIR Annual Forest Inventory Analysis 2026**

**Request for Proposal**

Technical Contacts:

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Administrative Contact: RaeAnn Oatman ([RaeAnnOatman@ctuir.org](mailto:RaeAnnOatman@ctuir.org)) (541)429-7289

**Critical Dates:**

Site Tour:	None Planned
Proposal Request Release:	March 31 <sup>st</sup> , 2026
Proposals Submission Deadline:	April 20 <sup>th</sup> , 2026
Tentative Award Selection (est.):	April 24 <sup>th</sup> , 2026
Contract Award (est.):	April 30 <sup>th</sup> , 2026
Project Initiation:	May 4 <sup>th</sup> , 2026
Project Completion:	December 1 <sup>st</sup> , 2026

## General Information and RFP Process

### CTUIR Annual Forest Inventory Analysis – 2026

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#### 1. Project Purpose and Location

The Confederated Tribes of the Umatilla Indian Reservation, Department of Natural Resources, Range, Agriculture and Forestry Program is experiencing difficulties finding suitable staff to maintain and report on forest inventory activities. The Confederated Tribes utilize Forest Biometrics Research Institute's (FBRI) Forest Planning and Projection System (FPS). Given staffing issues the Confederated Tribes is in search of a qualified firm to maintain CTUIR Forest Inventory as well as annually apply updates and additions to the data within the FPS system.

#### **PURPOSE**

The purpose of this Agreement is to provide professional forestry services required to complete annual year-end inventory updates, GIS data maintenance, growth projections, and forest planning support consistent with industry-standard biometric and planning methodologies.

Part of the contract workload is dependent on forest management activities that occur throughout the field season. Commercial and non-commercial thinning activities sometimes paired with prescribe fire are typical of the forest management activities. Treatment areas (polygons) must be updated and summarized. Contractor should expect between 100 and 500 acres of stand density management annually.

CTUIR works to cruise 5% to 15% of the forested acres on the reservation annually. Forest inventory plots are funding dependent, but the contractor should expect between 100 and 1000 cruise plots annually to upload and compile in the FPS software.

This annual inventory update and maintenance will use CTUIR's forest inventory database (**Forest Projection and Planning System (FPS) by Forest Biometrics Research Institute (FBRI)**) and CTUIR Geographical Information Systems forested stands layer. Other GIS layers may be required to determine manageable forest acres and stand delineation and will be provided when needed. (Streams, roads, buffers, special features)

The CTUIR FPS databases store forest inventory data on 1,788 stands that, over the last 16 years, have had approximately 15,876 cruise plots measured. The selected firm must be a current member of the Forest Biometrics Research Institute and therefore have a functional license to operate the FPS.

#### 1.1 Project Timeline

This annual Agreement shall commence on May 4<sup>th</sup>, 2026, and terminate on December 1<sup>st</sup>, 2026, covering all year-end reporting and planning activities for the 2026 operating cycle. The CTUIR

intends to renew the Forest Inventory and Analysis contract annually until such time as suitable staff are hired.

## **1.2 Closing Date for Submission**

The closing date for proposal submission shall be **April 20<sup>th</sup>, 2026**. Proposals received after the specified deadline will not be considered. Contractors must submit a digital copy (via email, thumb drive, CD, etc.) or hard copy of their proposal to: [RaeAnnOatman@ctuir.org](mailto:RaeAnnOatman@ctuir.org)

## **Confederated Tribes of the Umatilla Indian Reservation**

DNR Range, Ag & Forestry Program

Attn: RaeAnn Oatman

46411 Timine Way

Pendleton, OR 97801

The outer envelope or email subject line shall clearly read **“Umatilla Indian Reservation Annual Forest Inventory Analysis – SEALED BID, DO NOT OPEN”**.

## **1.3 In Writing, CD, email or Thumb-drive**

Proposals shall be prepared by computer, or by typewriter. No oral, telephone, facsimile, or handwritten proposals will be accepted.

## **1.4 Necessary Information**

*Proposals must contain detailed information concerning meeting the intent of this RFP.* The CTUIR will not consider additional information submitted after the closing date and may reject incomplete proposals.

## **1.5 Cost of Proposals**

The CTUIR shall not be liable for any expenses incurred by Contractors in either preparing or submitting Proposals, evaluation/selection, or contract negotiation process, if any.

## **1.6 Requests for Clarification**

Contractors may submit a written request for clarification via mail or email by **April 13<sup>th</sup>, 2026**. The CTUIR will not consider any request submitted after the period specified above. Questions regarding this RFP or requests for clarification must be sent to the CTUIR contacts listed on Page 1. Any substantive responses or clarifications made by CTUIR to an individual contractor will be made publicly available to all the contractors in the CTUIR Forestry contractor list via email.

## **1.7 Response to Requests for Clarification**

Responses to questions will be provided no later than **April 17<sup>th</sup>, 2026**.

## **1.8 Proposals Constitute Firm Offers**

Submission of a Proposal constitutes Contractor’s affirmation that all terms and conditions of the Proposal constitute a binding offer that shall remain firm for a period of ninety (90) days from the Closing Date.

## **1.9 Signature Required: Proposer Affirmations**

An authorized representative of the Contractor must sign the original Proposal in ink or a digital signature. Contractor's signature and submission of a signed Proposal in response to the RFP constitute Contractor's affirmation that the Contractor agrees to be bound by the terms and conditions of the RFP and by all terms and conditions of the Contract awarded.

## **1.10 Type of Contract**

The CTUIR shall execute a definite amount Subcontract for the selected proposal.

## **1.11 Confidential Information**

Proposals are confidential until the evaluation and selection process has been completed and the CTUIR has issued a notice of tentative award. Any information a Contractor submits in response to the RFP that the Contractor considers a trade secret under ORS 192.501(2) or confidential proprietary information, and Contractor wishes to protect from public disclosure, must be clearly labeled with the following:

"This information constitutes a trade secret under ORS 192.501(2) or confidential proprietary information and is not to be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192."

## **1.12 Requests for Further Clarification of Proposals**

The CTUIR may request additional clarification from Contractors on any portion of the Proposal.

## **1.13 Cancellation of RFP**

CTUIR may cancel this RFP at any time upon finding that it is in the CTUIR's best interest to do so.

## **1.14 Rejection of Proposals**

The CTUIR may reject a particular Proposal or all Proposals upon finding that it is in the CTUIR's best interest to do so.

## **1.15 Tentative Award and Contract Negotiations**

The CTUIR will provide a written tentative award notice to the highest-ranking Contractor, selected based on the process described in Part 9. The CTUIR may enter into negotiations with the highest ranking Contractor on the following contract terms: (a) Contract tasks; (b) Staffing; (c) Performance Schedule; and (d) A maximum, not to exceed Contract price (Schedule B of Professional Services Agreement), which is consistent with the Quote and fair and reasonable to the CTUIR, taking into account the estimated value, scope, complexity, and nature of the services to be provided. The CTUIR may also negotiate the statement of work and, at its discretion, add to the scope of services based on a contractor's recommendations (but still within the scope of this RFP) or reduce the scope of services.

Final award will be contingent upon successful negotiation of a contract within 10 days after the tentative award. The CTUIR may terminate negotiations with the highest ranked Contractor if they fail to result in a contract within a reasonable time. The CTUIR will then enter into negotiations with the second ranked Contractor, and if necessary, the third-ranked Contractor. If the second or

third round of negotiations fails to result in a contract, the CTUIR may formally terminate the solicitation.

### **1.16 Protest of Tentative Award Selection**

A notification of tentative award to the highest-ranked Contractor will be emailed to all Contractors that submitted a Proposal in response to this RFP. A Contractor who claims to have been adversely affected by the selection of a competing Contractor shall have five (5) calendar days after receiving the notice of selection to submit a written protest of the selection to the RFP. The CTUIR will not consider protests submitted after the date. The protest must specify the grounds upon which the protest is based.

### **1.17 Award**

After expiration of the five (5)-calendar day selection protest period and resolution of all protests, the CTUIR will proceed with final award.

### **1.18 Investigation of References**

The CTUIR reserves the right to investigate the references and past performance of any Contractor with respect to its successful performance of similar services, compliance with RFP and contractual obligations, and its lawful payment of suppliers, sub-contractors, and employees. The CTUIR may postpone award or execution of the contract after the announcement of the apparent successful Contractor to complete its investigation. The CTUIR reserves the right to reject any proposal at any time prior to the execution of any resulting contract.

### **1.19 Amendments**

The CTUIR reserves the right to amend the resulting Contract from this RFP. Amendments could include but are not limited to, changes in the statement of work, extension of time and consideration changes for the Contractor. All amendments shall be in writing and signed by all approving parties before becoming effective. Only the CTUIR has the final authority to execute changes, notices or amendments to the Contract.

### **1.20 Applicable Documents and Digital Copies**

**Powell, D. 1999**, Suggested Stocking Levels for Forest Stands in Northeastern Oregon and Southeastern Washington: An Implementation Guide for the Umatilla National Forest, 1999.

**Powell, D. 2024**, Suggested Stocking Levels for Forest Stands in Northeastern Oregon and Southeastern Washington: An Implementation Guide for the Umatilla National Forest, 1999.

**Bureau of Indian Affairs, 2020**, 53 IAM, Chapter 8. Forest Inventory and Monitoring

**FPS Manual 2015**, The Forester's Guidebook, by Forest Biometrics Research Institute. (Other helpful documents may be found on the FBRI website)

## **Part 2 – Scope of Services**

The Contractor shall provide professional forestry, biometric, and geospatial services necessary to maintain an accurate, defensible, and fully integrated forest inventory and planning dataset. All work shall conform to accepted regional forestry standards and be suitable for management decision-making, regulatory review, and long-term planning applications.

### **2.1 Year-End Inventory Updates**

The Contractor shall update the forest inventory database annually to reflect all management activities and changes occurring within the reporting period. This includes:

- Incorporation of all harvest depletions with accurate volume removal and treatment attribution
- Documentation and updating of silvicultural treatments (e.g., thinning, regeneration harvests, planting, site preparation)
- Adjustment of land base to reflect acquisitions, disposals, or boundary corrections
- Maintenance of stand-level (polygon-based) inventory records with complete and current attribute data

All stand attributes, including species composition, diameter distributions, height, age, stocking levels, and site productivity, shall be reviewed and updated to reflect current conditions using best available data.

### **2.2 GIS Data Maintenance and Updates**

The Contractor shall maintain and update all spatial datasets to ensure alignment with inventory and operational records. Services include:

- Updating vegetation polygons to reflect current stand boundaries and treatment units
- Incorporation of new or modified transportation features, including roads and landings
- Updating regulatory and environmental constraint layers, including riparian buffers and protected areas
- Calculation of net operable acreage through removal of non-productive areas such as roads, buffers, and exclusions

All GIS data shall maintain spatial integrity, topology, and alignment with the inventory database, ensuring consistency across systems.

### **2.3 Forest Projection System (FPS) Database Management**

The Contractor shall maintain a fully functional and current Forest Projection System (FPS) database, including:

- Compilation and integration of cruise data and inventory updates into stand tables
- Validation of data compatibility between inventory inputs, growth models, and spatial datasets
- Reprocessing or recompilation of inventory datasets under updated merchantability specifications, as directed

The FPS database shall be maintained in a condition suitable for immediate use in growth projection and planning analyses.

## **2.4 Growth Projection**

The Contractor shall apply appropriate growth and yield models to project stand development and inventory conditions. This includes:

- Selection and application of regionally appropriate growth models
- Calibration of projections based on stand density, species composition, and site productivity
- Consideration of stocking variability, clumpiness, and non-uniform stand conditions where applicable

All projections shall be internally consistent and suitable for use in both short-term operational planning and long-term strategic analysis.

## **2.5 Year-End Reporting**

The Contractor shall prepare an annual year-end inventory report that clearly summarizes forest conditions and changes over the reporting period. The report shall include:

- Total standing inventory by volume, species, and age class
- Annual growth, mortality, and net change
- Harvest depletions and treatment summaries
- Net operable acreage and land base classification

Reports shall include supporting tables, maps, and summaries formatted for management review and decision-making.

## **2.6 Habitat and Site Classification**

The Contractor shall maintain and refine habitat type and site productivity classifications, including:

- Updating habitat type designations where new information or field data warrant changes
- Maintaining site index or SiteGrid values consistent with regional classification systems
- Ensuring consistency of habitat and site data across inventory, GIS, and modeling systems

All classifications shall be suitable for use in silvicultural prescriptions and growth modeling.

## **2.7 Forest Planning Support**

The Contractor shall provide technical recommendations for forest planning activities using the updated inventory dataset. This includes:

- Preparation of inventory inputs for harvest scheduling and planning models
- Identification and documentation of operational constraints (e.g., wildlife, watershed, access limitations)
- Evaluation of silvicultural regimes and management scenarios

## **Part 3 – Deliverables**

The Contractor shall provide the following deliverables in a complete, organized, and professionally documented format suitable for immediate operational and planning use:

### **3.1 Forest Inventory Database**

An updated, fully compiled forest inventory database reflecting all current-year activities and conditions, including but not limited to:

- Stand-level attributes (species composition, age, size class, density, stocking, site index)
- Adjustments for harvest, mortality, and silvicultural treatments
- Documentation of data sources, assumptions, and update methodologies
- Data validation checks to ensure internal consistency and accuracy

### **3.2 GIS Data and Spatial Products**

Updated GIS datasets that are spatially accurate, topologically clean, and aligned with the inventory database, including:

- Vegetation polygons and stand boundaries
- Road systems, landings, and infrastructure impacts
- Riparian buffers, regulatory exclusions, and other constraints
- Net operable acreage calculations

- Metadata describing projection, datum, and processing steps

### **3.3 Forest Projection System (FPS) Database**

A fully updated and functional FPS database, including:

- Compiled stand tables and growth projections
- Updated merchantability specifications
- Documentation of growth model assumptions and calibration inputs
- Verification of compatibility with inventory and GIS datasets

### **3.4 Annual Year-End Inventory Report**

Technical recommendations report summarizing forest conditions and changes, including:

- Total standing volume by species and product class
- Growth, mortality, and removals
- Area summaries by age class and management category
- Net operable acreage
- Key trends and notable changes from prior year

### **3.5 Planning Support Outputs**

Supporting datasets and summaries for forest planning, including:

- Harvest scheduling inputs
- Constraint layers and descriptions
- Silvicultural regime considerations

## **Part 4 – Deliverable Standards and Format**

All deliverables shall:

- Be provided in mutually agreed digital formats (e.g., ESRI-compatible GIS files, Microsoft Access/Excel, FPS format)
- Include sufficient documentation to allow independent interpretation and use by qualified forestry professionals
- Be delivered according to an agreed schedule and organized in a logical file structure

## **Part 5 – Payment Structure**

Compensation shall be based on completion and acceptance of defined deliverables or milestones, which may include:

- Initial data integration and setup – 15%
- Mid-cycle updates (if applicable) – 20%
- Final year-end deliverables and reporting – 65%

A detailed payment schedule may be attached as an exhibit.

## **Part 6 – Invoicing Requirements**

Invoices shall:

- Clearly identify the work performed and associated deliverables
- Reference the applicable milestone or reporting period
- Include supporting documentation upon request

### **6.1 Payment Terms**

The CTUIR shall remit payment within **35 days** of receipt of an accurate and complete invoice, contingent upon acceptance of the associated deliverables.

### **6.2 Withholding and Disputed Amounts**

The CTUIR reserves the right to withhold payment for:

- Incomplete or deficient work
- Deliverables not meeting agreed standards

Any disputed amounts shall be addressed in good faith by both parties in a timely manner.

## **Part 7 – Responsibilities**

### **7.1 Contractor Responsibilities**

The Contractor shall:

- Perform all services in accordance with **accepted forestry, biometric, and geospatial standards**
- Ensure **accuracy, consistency, and traceability** of all data and analyses
- Maintain clear and complete **documentation of methodologies, assumptions, and data sources**
- Implement **quality control procedures**, including error checking and validation

- Meet agreed-upon **schedules and deadlines**
- Promptly notify the CTUIR of any issues that may affect scope, schedule, or data integrity
- Maintain appropriate **technical expertise and staffing** to complete the work

## **7.2 CTUIR Responsibilities**

The CTUIR shall:

- Provide timely access to all relevant **inventory, GIS, and planning data**
- Identify a **primary point of contact** for coordination and decision-making
- Review deliverables within a reasonable timeframe and provide **clear feedback or approval**
- Notify the Contractor of any known data limitations or constraints that may affect analysis

## **7.3 Confidentiality**

### **7.31 Confidential Information**

Confidential Information includes, but is not limited to:

- Forest inventory data
- GIS datasets and spatial information
- Management plans and projections
- Financial or operational data
- Any proprietary methodologies or analyses

## **Part 8 – Obligations of Contractor**

The Contractor shall:

- Use Confidential Information solely for purposes of performing services under this Agreement
- Not disclose such information to any third party without prior written consent of the CTUIR
- Take reasonable measures to protect the confidentiality and security of all data

### **8.1 Exceptions**

Confidentiality obligations shall not apply to information that:

- Is publicly available through no fault of the Contractor
- Was lawfully obtained from another source
- Is required to be disclosed by law or court order (with prior notice to the CTUIR, where possible)

## 8.2 Data Security

The Contractor shall implement reasonable administrative, technical, and physical safeguards to protect data from unauthorized access, loss, or corruption.

### **Part 9 – Selection Criteria and Scoring Method**

Proposals should include descriptions of items outlined in the selection criteria. Proposals should clearly demonstrate experience, dedicated resources, quoted price for the term of year, references for the work to be performed and be complete and professional. The content of selected proposal shall be used to complete a CTUIR Professional Services Agreement.

Proposal selection will be completed through a quality-based selection process by a review team. A score of 0-10 will be given to each of the following selection criteria to evaluate the content of the written proposals:

1. Experience using FBRI FPS software and pertinent enhancements to reports and summaries.	(25% weight given to this criterion)
2. Project dedicated resources and technical support members.	(15% weight given to this criterion)
3. Quoted price for completing FIA (please provide this information on Schedule B of this Document)	(30% weight given to this criterion)
4. References / qualifications, including record of previous experience and employer references from similar projects	(25% weight given to this criterion)
5. Completeness and professionalism of proposal	(5% weight given to this criterion)