

Confederated Tribes of the Umatilla Indian Reservation (CTUIR)

CTUIR Strategic Toxics Reduction Plan

Request For Proposal (RFP)

Critical Dates

RFP Issued:	March 15, 2024
Clarification Request Deadline:	March 31, 2024 at 4:00 PM
Proposal Submission Deadline:	April 26, 2024 at 4:00 PM
Award Selection Notification (Tentative) :	May 1, 2024
Target Project Start:	May 15, 2024
Target Project Deadline:	April 15, 2025

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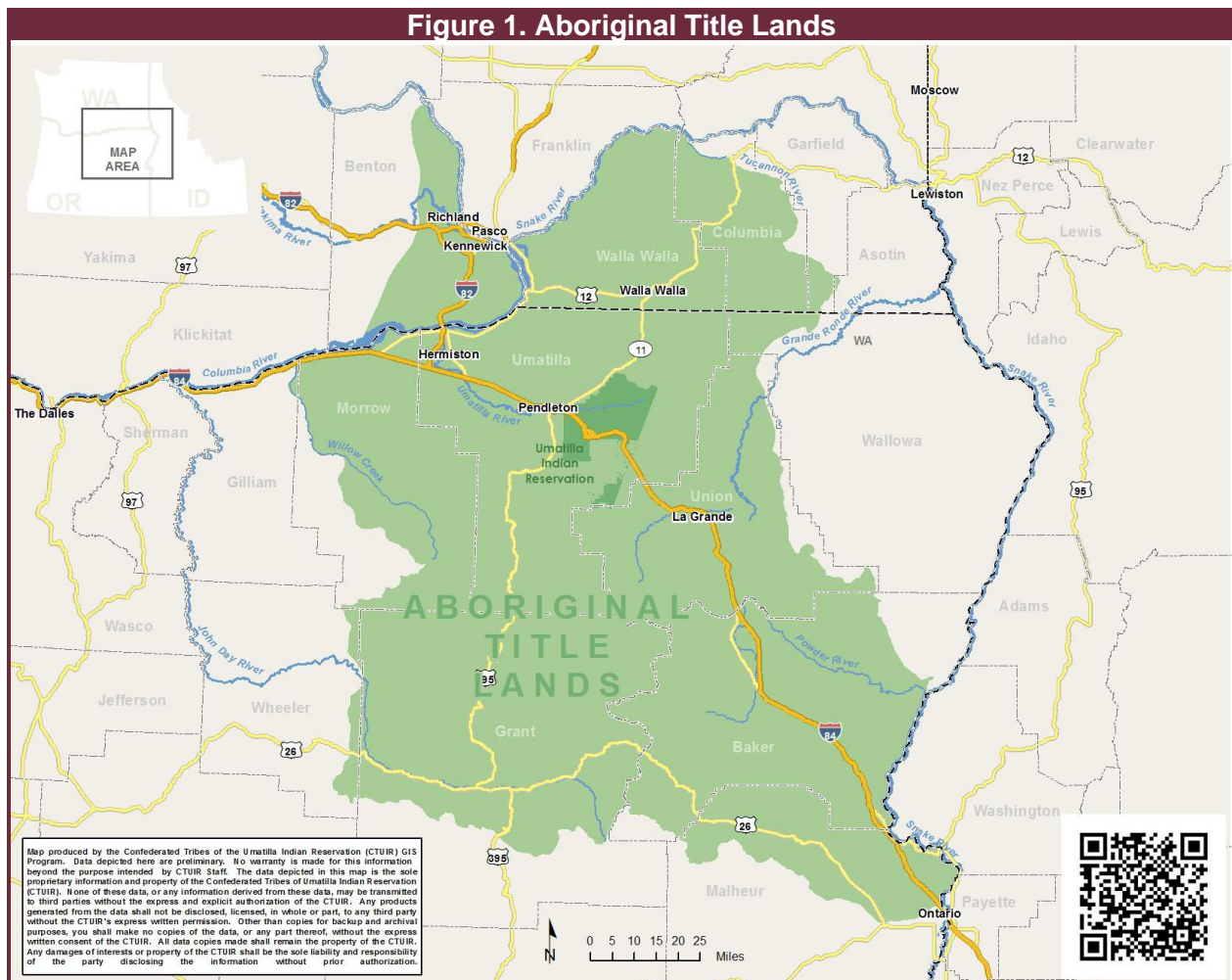
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Background and Project Purpose

The Confederated Tribes of the Umatilla Indian Reservation (CTUIR) is located in northeastern Oregon which has over 3,100 tribal members and is home to three tribes- the Umatilla, Cayuse and Walla Walla tribes (CTUIR, 2020). Figure 1 shows the Aboriginal Title Lands (light green) and current reservation boundaries (dark green). The reservation consists of 172,000 acres mainly within the Umatilla River watershed. CTUIR is located near several small communities including Pendleton, Adams, Athena, Weston, and Pilot Rock, which represent a combined population of over 20,000 people. CTUIR provides a broad range of services to its citizens and community, including management of natural resources, tribal health, First Foods, cultural resources, education, and economic development, as CTUIR is one of the largest employers in northeastern Oregon.



The basis for defining health of the eco-cultural system of CTUIR lands is known as *Tamánwit*, which is an unwritten natural law developed over 10,000 years of experience maintaining a balance between human and non-human systems, and practiced by the Umatilla, Walla Walla, and Cayuse since time immemorial (Schure et al., 2013). Protection of First Foods, principally water, is a cornerstone of *Tamánwit*. In 2007, the Confederated Tribes of the Umatilla Indian

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Reservation (CTUIR) Department of Natural Resources (DNR) adopted the following First Foods mission:

To protect, restore, and enhance the First Foods – water, salmon, deer, cous, and huckleberry – for the perpetual cultural, economic, and sovereign benefit of the CTUIR. We will accomplish this utilizing traditional ecological and cultural knowledge and science to inform: 1) population and habitat management goals and actions; and 2) natural resource policies and regulatory mechanisms.

To aid in achieving this mission, the CTUIR River Vision (Jones et. al, 2008) and Upland Vision (Endress et. al, 2019) describe the necessary touchstones for a functioning river system capable of supporting First Foods which include hydrology, geomorphology, connectivity, aquatic biota, and riparian vegetation. Reciprocity is a core value in maintaining the connectivity of these systems and is necessary to manage for a dynamic and resilient watershed while supporting the members of the CTUIR to meet their cultural, spiritual, economic and physical needs (Quaempt et al., 2018).

The Confederated Tribes of the Umatilla Indian Reservation are committed to reducing toxics in the Columbia River Basin. CTUIR completed an energy strategy that was adopted in 2022 by the Board of Trustees aimed at mitigating the effects of climate change and reducing pollution (Sanders et al., 2023). CTUIR have also been working on a Level IV air contaminant inventory and has an environmental laboratory with numerous analytical capabilities. To expand on these efforts and achieve the goal of reducing toxics to the Columbia River, the tribe is seeking to develop and implement a Strategic Toxics Reduction Plan for CTUIR. This work will support the Energy and Environmental Science Program as well as the First Foods Policy Program to inform indigenous and Western science-based policy decisions that support First Foods and tribal health.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations to consolidate available information necessary for strategic plan development. A fair and extensive evaluation of proposals will be conducted based on criteria and review processes listed in the proposal evaluation section of this RFP. The candidate that submits the highest scoring proposal and who best represents the goals and objectives of the CTUIR will be selected. The selected contractor will work closely with a CTUIR toxics project manager and support staff, as well as other CTUIR committees and commissions, including but not limited to: the CTUIR Fish and Wildlife Commission, Water Commission, Land Planning and Protection Commission, Science and Technology Committee, Yellowhawk Tribal Health Center, and the Farm Committee. An effective working relationship with these groups is essential for gathering input from the broader CTUIR community and building capacity at CTUIR to carry out toxics reduction actions.

The Columbia basin is one of the largest watersheds in the United States, covering more than 260,000 square miles. Due to its size, location and extent, protecting water quality in the Columbia River basin requires an extraordinary effort to cooperate among various jurisdictions, landowners and users that cross state, tribal and international borders. The geographical scope and scale of this project shall describe toxics reduction actions within the ceded lands, with a focus on the following water basins: John Day, Umatilla, Walla Walla, and Snake River. Since the political geography of these watersheds is varied, the development of a strategic plan also requires an inventory of relevant tribal, private, state and federal partners and their current strategies to address contaminant concerns. Since at least 2016, the EPA has been coordinating efforts within the US to address toxics issues across tribal, federal, and state agencies, local governments and non-profits (EPA, 2010). Cooperation across jurisdictions and between various stakeholders have shown several examples of successful pollution prevent

strategies, such as the Pesticide Stewardship Partnerships and improved stormwater management in the Lower Columbia. CTUIR plays a key role in management of water quality and other natural resources in the Columbia Basin. Therefore, coordination and cooperation for the development of CTUIR toxics reduction strategies is essential.

Proposal Guidelines

This RFP represents the requirements for an open and competitive process. Proposals will be accepted until the Proposal Submission Deadline shown on the cover page of this RFP. Any proposals received after this date and time will not be reviewed; the sender will be notified as such. Submission of a proposal constitutes the contractor's affirmation that all terms and conditions contained in the proposal constitute a binding offer that shall remain firm for a period of ninety (90) days from the Proposal Submission Deadline. All proposals must be signed by an official agent or authorized representative of the contractor submitting the proposal.

The CTUIR shall not be held liable for any expenses incurred by RFP respondents prior to and during the selection process. This includes, and is not limited to, preparing and submitting proposals and participating in contract negotiations.

Deadline on the cover of this RFP. The CTUIR will not consider any requests submitted after the time period specified. Questions regarding this RFP and/or requests for clarification shall be sent to the administrative contact listed on the cover page. All respondents will be given access to CTUIR responses to questions. CTUIR may request clarification from RFP respondents on any portion of their proposal during the evaluation period.

If the organization submitting a proposal must subcontract any work to meet the requirements contained herein, it must be clearly stated in the proposal. Additionally, all costs included in the proposal must be all-inclusive for any work that will be subcontracted. Any proposals that call for subcontracting work must include the name and description of the organization(s) being subcontracted, or clearly describe the approach that will be implemented for hiring subcontractor(s) following project initiation.

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 bidder for this RFP. All contractual terms and conditions will be included in a Professional Services Agreement (template attached) subject to review by the CTUIR Office of Legal Counsel.

Required Proposal Components:

1. Cover Letter
2. Executive Summary
3. Respondent Background and Qualifications - Individuals (e.g., consultants), organizations, and teams shall describe, at a minimum:
 - a) ownership structure
 - b) quantity of staff (parttime and fulltime)
 - c) contractor/project partner network
 - d) area(s) of expertise and experience with similar projects

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- e) length of time in the industry
 - f) financial stability.
4. **Scope Statement and Approach:** Discuss the work to be performed for each scope task, respective deliverables, assumptions, and constraints. The level of detail should be sufficient for reviewers to assess the feasibility of the proposed approach and gauge the bidder's level of project understanding.
 5. **Schedule:** Provide a Gantt Chart or similar figure indicating the relative order of execution and duration of each project activity. Refer to RFP Section 4 (RFP and Project Timeline) for additional information.
 6. **Budget:** The project budget must include all individual costs with a clear description summarized on a per task basis. Refer to RFP Section 5 (Budget) for additional information.
 7. **Project Team - Specifically for staff that make up the project team, respondents shall provide, at a minimum:**
 - a) biosketch and/or resume
 - b) respective project roles
 - c) full-time equivalents (FTEs) respective staff will dedicate to the project.
Communications protocol that will be employed by project staff (internally, with project stakeholders, etc.) should also be addressed.
 8. **Quality Assurance Statement:** Provide a description of the protocols, measures, and processes that will be implemented to assure all final deliverables are completed to the highest degree of quality possible.

Project Scope

The scope of this project is to build upon the CTUIR Toxics Inventory to carry out a strategic planning process to develop the CTUIR Strategic Toxics Reduction Plan. Reports and studies conducted thus far have only partially captured the contamination present in the Columbia River and its effects on First Foods and tribal health. The CTUIR strategic planning process should examine current toxics monitoring and co-management throughout the Columbia basin, then identify, gather, and organize any additional information needed to develop the CTUIR Strategic Toxics Reduction Plan. Additional information may include that obtained from publications and reports, various CTUIR departments and programs, as well as community knowledge of toxics sources and impacts on health and First Foods.

First Foods are a critical component of CTUIR tribal member diets, spirituality, sovereignty, and governance. All humans, including CTUIR tribal members and non-natives, depend on a healthy and functioning river and floodplain. The CTUIR Toxics Reduction Strategic Plan will utilize the CTUIR Strategic Energy Plan (CTUIR, 2020, September 28), Climate Adaptation Plan (Sanders et al., 2023), River Vision (Jones et. al, 2008), Upland Vision (Endress et. al, 2019), First Foods Policy, Water Code (CTUIR, 2020, September 28), Environmental Health and Safety Code (CTUIR, 2022, November 23), and other policies to inform reduction of toxics in the Umatilla, Walla Walla, Snake, and John Day River basins. Protecting these rivers through agricultural best practices, green infrastructure, pollution prevention, cleanup actions, research influence, and community outreach will ensure that the Columbia River basin, and all the impacted communities that depend on the Columbia River basin as a whole benefits from these pollution reduction actions.

CTUIR Strategic Toxics Reduction Plan

The Strategic Reduction Plan should accomplish the following goals:

1. Eliminating or reducing pollution.
2. Cleaning up contaminated sites.
3. Improving water quality.
4. Reducing runoff.
5. Protecting habitat.
6. Centering CTUIR tribal member engagement and Traditional Ecological Knowledge (TEK).

Project Tasks

The CTUIR Strategic Toxics Reduction Plan will include the following tasks.

Task 1 – Administration and Task Management

1. Adhere to all CTUIR policies, codes, and regulations.
2. Submit regular progress reports and updates to the project committee as billed.
3. Coordinate with the internal team for regular reviews and feedback implantation.
4. Maintain all necessary documentation through the project duration as required.
5. Ensure strict confidentiality and data protection throughout the project through a data sharing agreement.
6. Use best practices to engage the CTUIR community by relying on direction from CTUIR staff and affiliated groups, as well as general principles described in published literature on Community Based Participatory Research and Indigenous Research methods.

Task 2 – Strategic Toxics Reduction Plan Development Services

Development of the initial strategic plan should follow an adaptive management approach and should aim to develop a long-term, sustainable toxics program at CTUIR. The plan should be based on a comprehensive understanding of current toxics reduction and risk assessment strategies and interagency coordination across the Columbia basin. It should also center CTUIR community values and concerns and identify short-term feasible actions as well as long-term goals.

Assessment

- Identify current State and Federal agencies and organizations that are building collaborations to address contaminant issues in the Columbia Basin.
- Review published literature on indigenous approaches to environmental risk assessment (for example, Harper and Harris, 2008).
- Create a conceptual model of a First Foods framework for environmental risk assessment and toxics reduction. This includes identifying exposure scenarios that are relevant to CTUIR and First Foods (see Harper et al., 2012).
- Gain familiarity with CTUIR programs that have intersections with toxics work and identify ways a CTUIR toxics program could support mutually beneficial program goals and strategies.

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- Incorporate CTUIR concepts of individual, family, community, cultural and ecological wellness to assess toxics impacts on health and natural resources.
- Gather and integrate toxics information from various sources, including contaminant monitoring databases, expert opinions, community feedback, and previously defined co-management strategies.
- Coordinate with internal and external partners to define important knowledge gaps and early toxics reduction actions that best support CTUIR lands, First Foods and community.

Communication

- Develop public friendly and culturally relevant communication plans to communicate key insights from the CTUIR Toxics Inventory to the community about how toxics may affect their health. Gather community feedback, address community concerns, and evaluate how communication on toxics may influence perceptions of First Foods safety and contribute to non-chemical stressors (e.g., reduced cultural capacity due to avoidance of contaminant laden foods).
- At communication events, also record community knowledge of dump sites or other contaminant sources and gather input on toxics clean-up actions for inclusion in prioritization.
- Continue outreach to potential partners (Tribes, Columbia River basin toxics monitoring groups, Universities, NGOs, etc.) and identify and maintain a list of those that have a high interest in collaboration and capacity to address common toxics concerns.

Prioritization

- Create a list of possible toxics reduction actions and opportunities, including but not limited to, policy development, code development, research opportunities, contaminated sites clean up and collection of new toxics monitoring data.
- Create a transparent prioritization scheme to focus toxics actions. Prioritization should build upon currently accepted frameworks for health assessments in indigenous communities and center CTUIR community needs and concerns, using the best available science that is aligned with traditional values and practices.
- Develop an actionable roadmap, based on SWOT analyses of opportunities, framed toward protection of First Foods, of which water is the most important first foods as it nourishes all the others. An emphasis should be placed on actions that effectively address toxics sources control, environmental justice concerns, and foundational systems and processes that lead to the dispossession of tribal land, sovereignty, and health because of pollution.
- Develop a performance monitoring plan for the recommended toxics reduction actions to ensure that toxics reduction goals are reached and strategies are effective.
- Identify ongoing sources of funding to carry out priority clean up actions, chemical monitoring, research, mentorship and professional development of native youth, and community outreach.

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- Identify and coordinate with critical stakeholders and partners throughout the entire process.
- Assist in QAPP development for evaluating quality of data used in strategic plan decision making.

Deliverables

Table 1 summarizes the deliverables to be produced through completion of the tasks within the Project Scope.

Strategic Toxics Reduction Plan Deliverables

Task	Associated Deliverable(s)
1	<ul style="list-style-type: none">• Progress Reports as invoiced to admin contact
2	<ul style="list-style-type: none">• Develop and execute a toxics communication plan to understand community values and to contextualize toxics impact on First Foods and wellness, and to gather information including areas of use and disposal by CTUIR community
	<ul style="list-style-type: none">• Develop toxic reduction vision, goals and key performance indicators from values and vision
	<ul style="list-style-type: none">• Develop a prioritized list of toxics reduction actions that incorporates values of the CTUIR
	<ul style="list-style-type: none">• Complete a CTUIR Strategic Toxics Reduction draft plan with revisions from CTUIR staff
	<ul style="list-style-type: none">• Complete a second CTUIR Strategic Toxics Reduction Plan with revisions from committees and commissions
	<ul style="list-style-type: none">• Complete final CTUIR Strategic Toxics Reduction Plan

Subcontracting Process

It is preferred that the contractor proposes a teaming agreement and have partners identified during the proposal process, rather than afterward. However, intent to subcontract after award is allowable and in cases where the selected prime contractor will solicit services from qualified subcontractors, the prime shall use an RFP developed with CTUIR input. A complete subcontractor RFP packet will also be prepared and provided to the CTUIR for consideration. Complete subcontractor RFP packets will contain the subcontractor RFP, no less than three (3) acceptable (i.e., complete) respondent proposals along with companion scores and reviewer notes, plus a written summary of proposal scores with selection recommendation for CTUIR consideration. Written authorization from the CTUIR must be provided before subcontractor costs are incurred.

RFP and Project Timeline

RFP Timeline

The closing date for proposal submissions is listed on the front cover under Proposal Submission Date. An evaluation of proposals will be conducted within three (3) weeks of the Proposal Submission Deadline. If additional information or discussions are needed with any bidders during the proposal evaluation period, those bidder(s) will be notified. After the proposals are evaluated, a formal request will be made to obtain funding from the CTUIR Board of Trustees for the dollar amount proposed in the selected proposal. If the funding amount is unavailable at that time, select components of the highest rated proposal, or a less expensive proposal, may be selected. If no funding is available at that time the bidders will be notified that the project will not commence.

The winning bidder will receive a Tentative Award Selection Notification issued no later than the date indicated on the cover of this RFP. Bidders not selected will be notified within three (3) weeks of the Award Selection Notification date. Upon notification, contract negotiations with the winning bidder will begin immediately and conclude as soon as practically possible with intent to initiate project work no later than the Target Project Start Date indicated on the cover of this RFP. The CTUIR may terminate negotiations with the highest ranked bidder if a mutually agreeable contract is not completed within a reasonable timeframe. The CTUIR will then enter into negotiations with other RFP respondents in order of next highest-ranking proposal. However, if negotiations continue to fail, the CTUIR may formally terminate the solicitation.

Project Timeline

Project work is anticipated to begin on the Target Project Start date listed on the cover page.

The Target Project Start Date has been set in consideration of the RFP process and internal contracting procedures as set forth in CTUIR Fiscal Management Policy Part VII (Procurement). The Target Project Deadline was set based on the estimated amount of time required to complete all scope tasks.

Budget

All proposals must include individual costs for completing all tasks described in the project scope summarized on a per task basis. Specifically, individual costs to include in proposed budgets for each task are:

1. hourly rates for staff,
2. estimated task completion time (e.g., number of hours),
3. salaries/labor total,
4. travel expenses, and
5. other/miscellaneous expenses (e.g., supplies and materials, overhead, etc.).

Additionally, proposal budgets shall be accompanied by a supplementary budget narrative clearly describing costs associated with each task.

Bidder Qualifications

Qualifications of individuals, organizations, and teams responding to this RFP will be evaluated primarily based on proposal contents and must be deemed adequate. Using the list of Required Proposal Components found in Section 2, make sure to include the following items where applicable.

- Description of experience working with Alaska Native and/or Native American Tribes and culturally sensitive species.
- Proof of successful and timely completion of past projects with scope similar to that of this RFP, including past relevant publications.
- Contact information for at least one past client who may serve as a reference (more are preferred).
- Willingness to sign CTUIR Professional Services' Agreement and provide Insurance (Certificate of Liability Insurance naming CTUIR as the insured)

Proposal Evaluation Criteria and Submission Instructions

Proposals will be evaluated based on the following criteria (100 total points available). Key factors influencing scores include quality and comprehension, feasibility, identification of and solutions to potential challenges and risks, and overall value. The proposal scoring rubric is provided in Table 1.

Proposal Scoring Rubric

Proposal Component	Points
Respondent Background and Qualifications	25
Scope Statement and Approach	30
Schedule	10
Budget	10
Project Team	20
Quality Assurance Statement	5
Total Points Available	100

Proposals must be submitted no later than the Proposal Submission Deadline (date and time) Pacific Standard Time (PST) shown on the cover of this RFP to be accepted. Submit proposals in PDF format electronically via email to the CTUIR contact(s) shown on the cover of this RFP with the subject containing the name of the candidate prime recipient followed by "Response to RFP for CTUIR Strategic Toxics Reduction Plan". Upon receiving submittals, RFP respondents will be issued a notification of receipt confirmation by the CTUIR project manager. Proposals delivered by conventional mail (hardcopy) or facsimile will not be accepted.

References

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