

**Confederated Tribes of the Umatilla Indian Reservation (CTUIR)**

acting through the

Department of Economic & Community Development (DECD)

**Request for Proposal (RFP)**

**Tribal Utility Authority Feasibility Study Support Services**

**Project Manager**

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**Critical Dates**

Request for Proposal Issued	June 12, 2026
Clarification Request Deadline	June 18, 2026 at 2:00 p.m. (PST)
Proposal Submission Deadline	June 29, 2026 at 2:00 p.m. (PST)
Selection Notification:	July 1, 2026
Project Start Date	Immediately following contract execution
Project Completion Date	December 1, 2026

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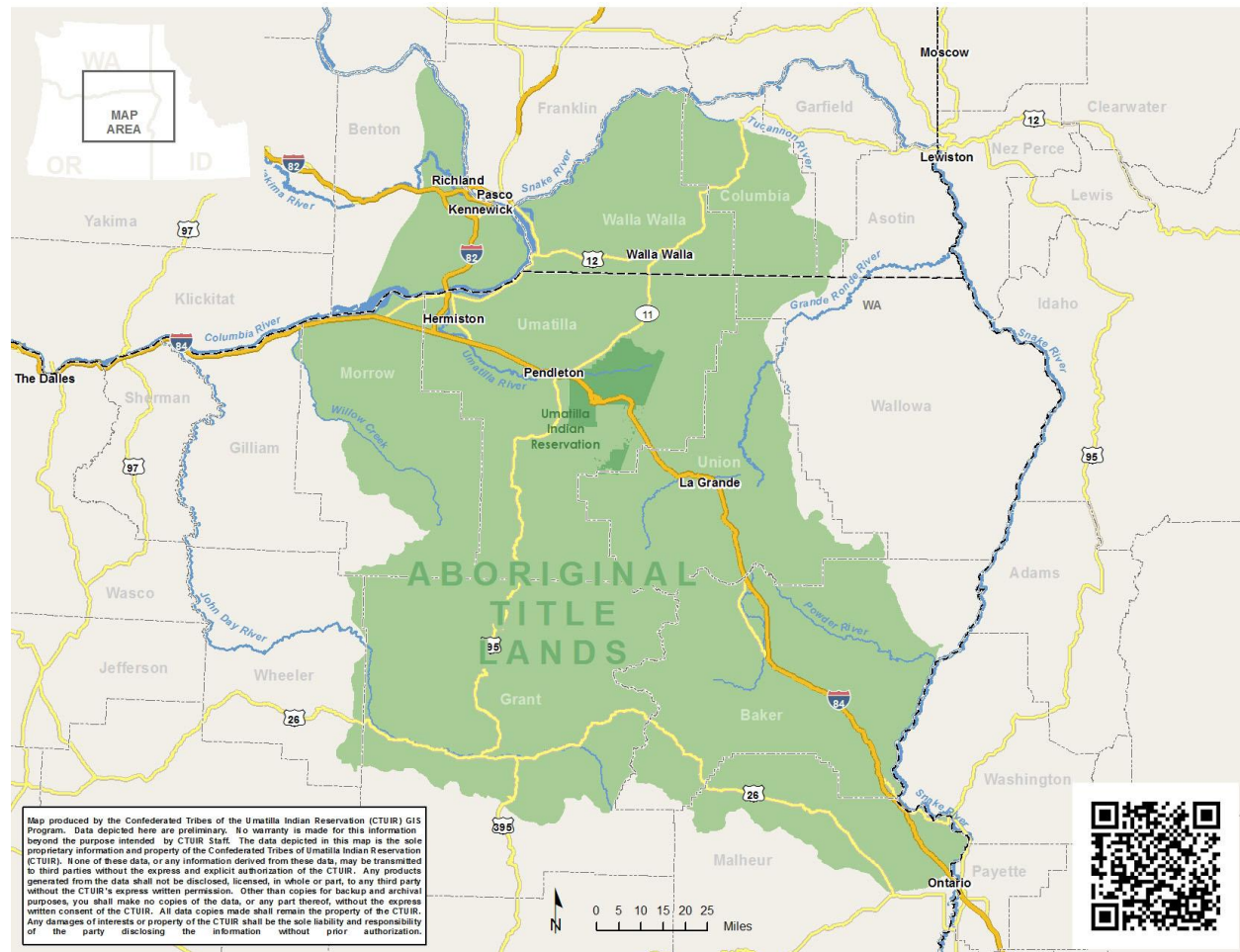
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**Attachments**

None.

## Background

The Confederated Tribes of the Umatilla Indian Reservation (CTUIR), located in northeastern Oregon, is home to more than 3,100 tribal members from the Umatilla, Cayuse, and Walla Walla tribes (CTUIR, 2020). Figure 1 illustrates the Aboriginal Title Lands (light green) and current reservation boundaries (dark green). The reservation covers 172,000 acres, primarily within the Umatilla River watershed.



CTUIR is situated near several small communities—Pendleton, Adams, Athena, Weston, and Pilot Rock—with a combined population of more than 20,000. As one of the region’s largest employers, CTUIR provides a wide range of services, including natural resource management, tribal health, First Foods, cultural resources, education, and economic development.

The foundation for defining the health of CTUIR’s eco-cultural system is **Tamánwit**, an unwritten natural law developed over 10,000 years. Practiced by the Umatilla, Walla Walla, and Cayuse peoples since time immemorial, Tamánwit emphasizes maintaining balance between human and non-human systems. Protection of First Foods—especially water—is central to this law.

### RFP Purpose

The purpose of this Request for Proposal (RFP) is to solicit qualified professional services in utility planning, governance, development, financial modeling, and regulatory analysis. These services will support the Confederated Tribes of the Umatilla Indian Reservation (CTUIR) in evaluating options for establishing a Tribal Utility Authority (TUA).

Reference materials relevant to this RFP may be obtained by submitting a written email request to Bruce Zimmerman or Patrick Mills and completing a Non-Disclosure Agreement (NDA).

Available reference documents include:

- *Confederated Tribes of the Umatilla Indian Reservation Tribal Electric Utility Pre-Feasibility and Option Analysis Report* (Margaret Schaff, 2024).
- *Establishing a Tribal Utility Authority Handbook 2012 Edition* (Leonard Gold, 2012).
- *Confederated Tribes of the Umatilla Indian Reservation Strategic Energy Plan (CTUIR, 2022)*.

### Proposal Guidelines

This Request for Proposal (RFP) is being conducted as an open and competitive selection process. All proposals must be submitted by email to the contacts identified on the cover page of this RFP and will be accepted until the Proposal Submission Deadline. At the sole discretion of the CTUIR, proposals received after the deadline may or may not be considered.

By submitting a proposal, respondents affirm that all terms and conditions contained within their submission constitute a binding offer for the duration of the procurement process. All proposals must be signed by an authorized representative of the submitting contractor.

Respondents must comply with all deadlines listed on the cover page. Questions or requests for clarification must be submitted by email to the Project Manager shown on the cover page of this RFP. During the evaluation period, the CTUIR may request additional information or clarification from respondents. At the sole discretion of the CTUIR, failure to respond to such requests may result in the proposal being deemed incomplete.

The CTUIR is not responsible for any costs incurred by respondents before or during the selection process, including but not limited to costs associated with proposal preparation, data review, legal review, site visits, submission, or contract negotiations.

Proposals must include all information requested in this RFP. At the sole discretion of the CTUIR, any additional materials submitted after the Proposal Submission Deadline may or may not be considered. The CTUIR reserves the right to reject incomplete proposals.

A final Professional Services Agreement will be negotiated with the selected respondent.

## **Scope of Work**

The selected contractor shall provide support to the CTUIR in the development of all deliverables identified in the section titled “Deliverables to be Produced by the Selected Contractor.” Respondents are strongly encouraged to submit a detailed proposed Scope of Work that clearly describes the tasks, methods, and level of effort associated with fulfilling the requirements of this RFP.

## **Deliverables to be Produced by the Selected Contractor**

The selected contractor shall produce the following deliverables to support feasibility assessment and potentially the subsequent formation of a CTUIR Tribal Electrical Utility Authority (TUA):

- **TUA Governance Roadmap** – A detailed roadmap describing the recommended governance structure, authority framework, and organizational development steps necessary to establish a Tribal utility governance entity.
- **Regulatory Overview Manual** – A comprehensive manual identifying applicable regulatory requirements and outlining recommended codes, ordinances, and statutory updates needed to support the establishment and ongoing management of the TUA.
- **Financial Overview** – An assessment of rights-of-way and easements; development of a financial model projecting anticipated revenues and expenditures; and an evaluation of financial structure options for TUA operations.
- **Operational Overview** – A description of required operational processes, systems, and staffing needs to support the TUA as an independent enterprise organization of the CTUIR.
- **Final Executive Summary Report and PowerPoint Presentation** – A final Executive Summary Report and accompanying PowerPoint presentation suitable for delivery to the CTUIR Executive Management Team and the Tribal Board of Trustees.
- **Additional Documentation and Information** – This project is funded by the U.S. Department of the Interior through the Tribal Energy Development Capacity (TEDC) Grant Program. As a subrecipient contractor, the selected contractor shall provide any additional documentation or information that may be requested by the Department of the Interior to ensure compliance with applicable federal statutes, regulations, and award requirements.

## **Project Budget**

Respondents shall propose a budget that encompasses all labor, materials, travel (if applicable), and other costs required for the preparation and finalization of all deliverables identified in this RFP. The proposed budget shall also account for the following required project activities:

- Bi-monthly meetings via Microsoft Teams with CTUIR staff to provide project status updates, review progress, and discuss any issues requiring CTUIR input.
- Three iterative draft reports submitted to the CTUIR for review, each followed by a corresponding meeting via Microsoft Teams to discuss comments, obtain feedback, and identify required revisions.

- One meeting with the CTUIR Executive Management Team to present project findings and review the Final Executive Summary Report.

## **Timelines**

### **RFP Timeline**

The RFP issue date, clarification deadline, proposal submission deadline, estimated selection timeframe, and target project start date are provided on the cover page. Respondents will be notified if additional information, clarification, or discussion is required during the evaluation process. Respondents not selected for award will be notified within three weeks of the Award Selection Notification date.

Following completion of evaluations, the CTUIR intends to issue a formal Notice of Intent to Award to the highest-ranked respondent. The Notice of Intent to Award does not constitute, nor should it be construed as, a binding contractual commitment. The award is contingent upon successful negotiation of a mutually acceptable contract, approval by the CTUIR Board of Trustees when required, and the availability of funding.

Contract negotiations with the selected contractor shall commence immediately upon notification of selection. If the CTUIR and the selected contractor are unable to reach a mutually agreeable contract within a reasonable timeframe, the CTUIR reserves the right to terminate negotiations and initiate negotiations with the next highest-ranked respondent. If subsequent negotiations are also unsuccessful, the CTUIR may, at its sole discretion, formally terminate the solicitation without making an award.

The CTUIR reserves the right to make no award, to make a partial award, or to negotiate modifications to any proposal in the best interest of the CTUIR. Issuance of this RFP does not obligate the CTUIR to award a contract or to reimburse any costs incurred in the preparation or submission of a proposal.

### **Project Timeline**

The period of performance for this project shall commence immediately upon final execution of the Professional Services Agreement. All required deliverables shall be completed no later than December 1, 2026, unless an extension is approved in accordance with the provisions below.

Requests for extensions to the period of performance must be submitted in writing and must include sufficient justification demonstrating that the delay is due to circumstances beyond the contractor's reasonable control, that the contractor has taken all reasonable steps to mitigate the delay, and that additional time is necessary for successful completion of the work. The CTUIR reserves the sole discretion to approve or deny any extension request. No extension shall be effective unless authorized in writing by the CTUIR.

## Required Proposal Components

- **Statement of Qualifications:**
  - Description of relevant firm experience, areas of expertise, years providing similar services, examples of past work, and references with contact information.
  - Resumes or Bio-Sketches for key staff that are likely to be engaged on this project.
  - Firm size, including approximate staff count and office locations.
- **Scope of Work (SOW):** A detailed description of the respondent’s proposed SOW that clearly explains the approach, tasks, methods, and activities necessary to produce the required deliverables.
- **Schedule:** A project schedule, such as a Gantt chart or equivalent format, identifying key milestones, required meetings, review cycles, and other critical activities with associated dates.
- **Budget:** A detailed budget that supports the proposed SOW. The budget shall identify labor categories, expected hours, labor rates, subcontractor costs (if applicable), other direct costs, and any proposed travel in accordance with applicable regulations.

## Proposal Evaluation Criteria and Submittal Procedures

Proposals will be evaluated using the criteria identified in Table 1, with a total possible score of 100 points. Evaluation factors will include, but are not limited to, the quality and completeness of the proposal, the respondent’s demonstrated understanding of the requirements, the feasibility and soundness of the proposed approach, the identification of key risks and corresponding mitigation strategies, the practicality of the proposed schedule, and the overall value offered to the CTUIR.

Table 1: Scoring Criteria

Proposal Component	Points
Statement of Qualifications	35
Scope of Work	27
Schedule	19
Budget	14
Tribal Preference	5
<b>Total Points Available</b>	<b>100</b>

Proposals must be submitted by the Proposal Submission Deadline (date and time). Proposals shall be submitted by email to the points of contact identified on the cover of this RFP as a single PDF file attachment. The email subject line must include the respondent’s **firm name** followed by “**Response to RFP – TUA Support Services**”.