



Confederated Tribes of the Umatilla Indian Reservation (CTUIR)

REQUEST FOR PROPOSALS (RFP)

Website Redesign – ctuir.org

Issue Date: July 16, 2026

Proposal Due Date: August 14, 2026

Project Contact:

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Communications Director

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541-429-7393

BACKGROUND

The Confederated Tribes of the Umatilla Indian Reservation (CTUIR) is requesting proposals from qualified vendors for website redesign and support.

CTUIR requests support for a complete redesign of its website to better serve tribal members and the community and improve access to information. This effort will modernize **ctuir.org** by improving functionality, navigation, searchability, and overall user experience.

CTUIR is a federally recognized sovereign tribal government representing the Cayuse, Walla Walla and Umatilla Tribes. Under the Treaty of 1855, the CTUIR ceded more than 6.4 million acres while reserving their inherent sovereign rights, including the rights to fish, hunt, gather, and graze livestock on their usual and accustomed lands.

Today, the CTUIR serves approximately 3,200 tribal members, and more than 2,500 employees, and provides a broad range of governmental programs and services that support its tribal members, protect Treaty Rights, steward natural and cultural resources, promote economic development, and strengthen the well-being of the community.

The CTUIR website is a critical communications platform that serves tribal members, employees, elected leadership, partner organizations, government agencies, media, researchers, businesses, and the public. Through this website redesign, the CTUIR seeks to create a modern, secure, accessible, and user-centered digital experience that reflects the professionalism, values, and priorities of the Tribal government while supporting access to information and services.

PROPOSAL GUIDELINES

Please submit a digital copy to kaeleenmcguire@ctuir.org

CTUIR

Attn: Kaeleen McGuire, Communications Director

46411 Timíne Way

Pendleton, OR 97801

until 4:00 p.m. prevailing local time, **August 14, 2026**, with contractor selection and award estimated on one week from date. The contract period is estimated at six to 12 months, beginning at the signing of the contract through December 31, 2027.

By submission of a proposal, the contractor agrees, if their proposal is accepted, to enter into a contract with the CTUIR Communications Department, to complete all work as specified in the proposal for the proposed costs and within the contract, time indicated in the RFP.

Unless otherwise specified in the RFP and Contract Requirements, the contract will be awarded to the most qualified, responsible bidder with fair consideration given to Indian-owned, other minority, or woman-owned enterprises.

To ensure maximum fairness to all contractors, all pertinent questions regarding the RFP should be submitted in writing (via email) by 4:00 p.m. prevailing local time on August 14, 2026, and directed to:

Email: kaeleenmcguire@ctuir.org

Questions submitted and their answers will be provided to all interested parties via email and the CTUIR website.

PROJECT DESCRIPTION

CTUIR Communications Department is requesting proposals from outside vendors to redesign the existing CTUIR.org website (<https://ctuir.org>). The current website was designed in 1999 and has been functioning on Umbraco.

CTUIR is looking to redesign the website to modernize its look and functionality, improve navigation, and information architecture, show what the CTUIR looks like, where we are located, and communicate to the world who we are. We also want to motivate tribal members to seek information on the website via [Laserfiche Weblink](#).

CTUIR is seeking a qualified vendor with demonstrated experience leading complex website redesign and development projects, ideally for tribal governments, public sector organizations utilizing WordPress. The selected vendor must be able to work collaboratively with internal project lead and technical teams, provide strategic guidance throughout the project, maintain clear and consistent communication, establish realistic project milestones and firm deliverable deadlines, and successfully complete all contracted services within the agreed-upon project timeline.

Our goal is to have a newly built and designed website running by end of 2026, or first quarter of 2027. Support will be contracted through the calendar year of 2027.

The CTUIR's current website is built on the Umbraco content management system (CMS), which has proven difficult for staff to manage and maintain. CTUIR prefers a modern, user-friendly CMS such as WordPress but will consider other platforms if the vendor can clearly demonstrate comparable functionality, ease of maintenance, scalability, and long-term value. The selected vendor should also provide staff training and knowledge transfer to ensure CTUIR employees can confidently manage and maintain the website after implementation.

The site consists of information about CTUIR's governing body, job opportunities, calendar events, news events, department pages, forms, and a page linking to the Laserfiche Weblink, also known as the Tribal member portal, to access secure content. It is a basic site set up with simple templates.

PROJECT SCOPE

The scope of work includes specific tasks which are needed for ctuir.org.
The successful contractor will complete the following tasks associated with the WordPress website:

- Create an engaging, user-friendly experience that is easy to navigate.
- Use CTUIR branding guidelines for consistent design, updated, and professional appearance.
- Improve accessibility by reducing clicks needed to find key information. Reduce text-heavy sections.
- Use website analytics, user behavior data, and industry best practices to inform information architecture, navigation, and content organization, ensuring an intuitive and user-centered experience.
- Design and develop the website in alignment with WCAG 2.1 Level AA accessibility standards and current industry best practices for digital accessibility.
- Use maps, infographics, images, drone footage, and other design best practices.
- Integrate historical and modern images to tell a story of the CTUIR.
- Provide easy integration with our social media platforms, calendar, and other communication tools.
- Create a simple, reliable editing and maintenance system that can easily update over time to avoid any stale and/or redundant content.
- Provide methods for staff to make minor updates to the website on a mobile device and/or an app feature.
- Provide a flexible design structure that can evolve with CTUIR.
- Provide a thorough review of a large amount of content on ctuir.org that is not well structured and perhaps redundant.
- CTUIR expects the successful vendor to prioritize tribal sovereignty, CTUIR's culture, history, and community representation.
- Connect to [Laserfiche Weblink](#) for tribal members to access information about Board of Trustees actions, Commissions/Committees, and other protected information for tribal members only.

Proposals should be able to recommend a solution that meets the following guidelines for CTUIR:

- Includes presentation of design options within the first two months of the contract.
- Provides opportunities for testing and feedback from our stakeholders.
- Ensures security and best interests of CTUIR.
- All templates, designs, and deliverables will be owned by CTUIR.
- Has a target date for implementation of late 2026.

DELIVERABLES

All programming improvements will be delivered via GitHub pull request. The Redesign Team will review each pull request and deploy approved changes to our test environment. Use of GitHub is a requirement for all deliverables. Improvements will be tested and accepted by OIT staff, then rolled out to production. Bugs, defects, and features are tracked in [current issue

tracker, e.g., GitHub Issues], and the Contractor is required to participate in this workflow as a condition of the engagement.

TIMELINE

Closing date of this RFP is August 14, 2026.

Contractor selection by August 21, 2026.

Contract period starts at the date of signing the contract through 2027.

PROPOSAL RESPONSE FORMAT

Proposals should include the following sections:

- a. Executive summary
- b. Company background
- c. Scope of service
- d. Project Management
- e. Staff experience and qualifications
- f. References

Vendors interested in responding to this request must include at a minimum the following information in their response.

1. A description of the firm's overall capabilities and specific experience with WordPress.
2. A summary of professional qualifications and experience of the individuals the firm would assign to the project.
3. A description of their process for development, testing, and deploying of updated content to CTUIR.
4. A timeline for development, testing, and implementation.

Names, addresses, telephone numbers, and email addresses of clients for which the firm implemented programs of a similar type and size within the last five years.

BUDGET

Respondents should propose an hourly rate pricing scheme with a total not to exceed the cost of the contract. GSA pricing rates would be appropriate as CTUIR is a federally recognized Tribal Government. Final pricing will be negotiated.

VENDOR QUALIFICATIONS

- Must have 5 years' experience providing web programming solutions for clients that employ 100+ workforce.

- Must be able to provide staff with experience in web programming skills identified in the Project Description.

IMPORTANT CONTRACT INFORMATION TO BE AWARE OF

1. Before the commencement of any contract work, the contractor shall provide CTUIR with a certificate of insurance for General/Professional Liability insurance showing the CTUIR as “also insured” (additional or co-insured) in the amount of not less than \$1,000,000 for the term of the contract.
2. Requirement of staff to have passed security clearance levels for access to personal information.

PROPOSAL EVALUATION CRITERIA

Each proposal will be evaluated based on the following:

- Experience and qualifications of the firm, as evidenced by the Statement of Qualifications (10 points)
- Description of development and implementation processes, including communication. (10 points)
- Timeline for addressing tasks identified in the Scope of Work. (10 points)
- Experience and qualifications of the staff assigned to the effort. (10 points)
- Experience with development in WordPress (20 points)
- Price (15 points)
- Indian-owned, other minority, or woman-owned enterprises. (5 points)
- Ability to meet the project’s goals as identified in the Scope of Work. (20 points)

Total evaluation points: 100