



SECTION I. SUMMARY

The Confederated Tribes of the Umatilla Indian Reservation (CTUIR) seeks proposals to provide an Elected Governance Leadership Workshop the week of December 9th, tentatively set for December 11th, 2019. The Workshop walks through core aspects of elected official duties, making policy, resource allocation, avoiding conflicts of interest, working effectively as a policy board, intergovernmental relations, using your staff and subsidiary bodies.

The Workshop is designed for the CTUIR elected governing body, the nine members of the Board of Trustees. Bidders are encouraged to submit flexible proposals to address the sample Workshop outline and concepts (Attachments 1 & 2).

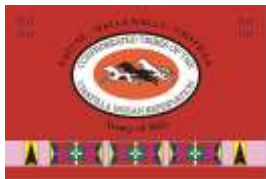
The CTUIR is a federally recognized tribe with reserved treaty rights, self-governance duties for its members and the residents of the 172,000 acre and allotted Umatilla Indian Reservation within the exterior boundaries of Northeastern Oregon. The CTUIR is a large regional employer with governance, business enterprise and housing activities. More information is available at: <http://ctuir.org/>

The CTUIR Constitution and Bylaws designates the Board of Trustees as the governing body of the CTUIR. Board terms are two years. The minimum requirements to become an elected official are enrollment as member of the CTUIR, to be at least 18 years of age and domiciled within certain boundaries of the Umatilla Indian Reservation. In November 2019 the CTUIR General Council (enrolled members whom are 18 years or older) will vote to elect the 2019-2021 Board members. On December 4, 2019, the newly elected and re-elected Board will be sworn in and assume their duties. This year, there will be at least 3 members with no elected official experience, and at least one first time officer (secretary).

SECTION II. INSTRUCTIONS

Proposals may be submitted in a PDF format in an email with the subject line: Bid Proposal – Governance Workshop. Proposals will be accepted until the award of the winning bidder service contract. First review of proposals will begin for those received by **October 28th, 2019** email to BeckyBurke@ctuir.org.

- ☐ PROPOSALS: Description of services proposed to address the Workshop agenda and concepts (Attachments 1& 2). Bidders should have extensive experience in Tribal governance and policy role training. Sections I – III of the selection criteria indicate the scoring weight that will be used to evaluate the proposals. Please limit the proposal to a total of 4 pages, which include fees, references.
- ☐ FEES: Within the proposal, fees, plus reimbursable expenses should be clearly discernible, and any anticipated subcontract performance. All fees should be consistent with federal rules for allowable costs (see 2 C.F.R. 200).
- ☐ REFERENCES: One page that lists of 3-5 references, with brief listings of accomplishments, products and qualifications.
- ☐ CONTRACT: The winning bidder will need to enter into a fixed price personal service agreement with the CTUIR.



SECTION III EVALUATION CRITERIA

A. PRICE: 20% scoring factors.

1. Lowest Price - The lowest price, calculated per each completed will/service package. There will be no additional payments for travel or ancillary costs.
2. Tribal Preference - Certification of a tribally owned business may be satisfied through such a designation by the CTUIR TERO Program. To secure Tribal Preference, the Proposal must reflect either:
 - a. A current CTUIR TERO designation as an Indian Owned Business; or
 - b. Eligible to become certified as an Indian Owned business, within 30 days of notice of intent to award of the Program Contract.

B. EXPERIENCE: 40% scoring factors.

1. Length of time in practice:
2. Depth of experience:
3. Demonstrated products and events;

C. SUITABILITY: 20% scoring factors.

1. Demonstrated cultural competence with tribal/Indian communities: Include experience, accomplishments, work specific to elected governance in tribal government;
2. Understanding and navigating the unique governance issues, challenges, needs and opportunities related to tribal governance.

D. LEADERSHIP QUALITIES: 20% scoring factors.

1. Experience working with elected teams, including those with divergent community interests, experience and goals;
2. Accomplishments that support excellence in tribal and governance elected service.
3. Related reference products for elected individuals.