



PORT GAMBLE S'KLALLAM TRIBE
Request for Proposals for Policy Writer

BACKGROUND

Vision

“Port Gamble S’Klallam Tribe uses our many resources to maintain a proud, strong, healthy, educated community that uses innovation to ensure all our people enjoy a good quality of life.”

Mission: The mission of the government of the Port Gamble S’Klallam Tribe is to improve the quality of life for all tribal members. We accomplish this through decision-making that considers future generations, competent administration and management, preservation and protection of our rich cultural heritage and natural resources, the enhancement of economic opportunities, and the protection of tribal sovereignty through determining our own destiny.

BRIEF DESCRIPTION OF TRIBE

The Port Gamble S’Klallam Reservation is located on the northern tip of the Kitsap Peninsula in Washington State. It is situated on Port Gamble Bay, for generations an important natural resource for the Tribe and other Native Americans.

The Tribe is one of 29 federally recognized Indian Tribes in Washington State. The population of the Port Gamble S’Klallam Tribe is currently just over 1,300 enrolled tribal members. About half the tribal members reside on the reservation, along with other community members. More information about the Tribe can be found at the Tribe’s website: www.pgst.nsn.us

DESCRIPTION OF THE TRIBAL GOVERNMENT

The Port Gamble S’Klallam Tribal Council is comprised of six elected officials serving two year staggered terms. It serves as the executive and legislative body of the Tribe and convenes twice a month to establish policy, review budgets and finances, and ensure staff is carrying out the responsibilities delegated to it to fulfill the vision and mission of the Tribe.

The tribal government employs approximately 300 employees and provides numerous direct services to the tribal membership. The Tribe also owns a casino, a convenience store, a tribally designated housing entity, and operates a 501 (c) 3 non-profit foundation. The casino operates class II and III gaming and employs approximately 225 employees, this number includes part-time and on-call staff. This Proposal seeks to work with a contractor who will focus on policies for the government.

SCOPE OF WORK

The Port Gamble S'Klallam Tribe (PGST) is seeking responses from individuals to develop policies among tribal government programs. Policy work will include developing new policy as well as updating existing policies to reflect current operations of the Tribe.

The Policy Writer is responsible for examining the efficacy of existing policies and laying out the groundwork for revisions or new policies to meet the objectives and goals of the Tribe as well as to ensure policies reconcile with existing law. The Policy Writer will review and amend policy drafts and propose suggestions for improving the effectiveness of existing policies. The Policy Writer will also work closely with the Admin Team to determine the goals and objectives of various policies. The Policy Writer will work with the Tribal Records team in ensuring final approved policies are up to date in the files. The Policy Writer will develop an annual formal process of policy review that helps inform the Admin Team as to which policies are most effectively used and to help establish an informal enforcement process to ensure the Tribe's policies are being upheld and adhered to.

The Policy Writer will meet with the Admin Team as requested by the managing staff and will also meet with Department Directors as time allows but at least will meet with each Director once annually.

This project will last until December 31, 2023, and includes several activities and deliverables including:

- Review and evaluate policies
- Coordinate with Admin Team and Department Directors to determine needs and goals of policies
- Identify concerns in existing policies and recommend amendments
- Develop a policy priority list and draft new policies with the Admin Team
- Follow the established policy format and approval process

PROPOSED SCHEDULE

- a. Tribe to release RFP by July 5, 2022
- b. Proposals due by: July 29, 2022
- c. Tribe interviews and selects by: August 31, 2022

PROPOSAL REQUIREMENTS/GUIDELINES

- d. Letter of Interest and overall qualifications.
- e. Name of provider who will be responsible for the performance of any work assigned including all contact information.
- f. Detailed biographies and summary of the relevant experience of each provider who would be available to perform services on behalf of the Tribe.
- g. Description of the services provided to tribal or other clients over the last three including examples of successful results as well as unsuccessful results.

- h. Three references from current or former clients, including tribal clients.
- i. A description of any costs that would be charged to the Tribe to provide the agreed upon services.
- j. Statement of availability to commence and complete work

PROCEDURES FOR SUBMISSION

Interested consultants are invited to submit electronic copies of their written proposal by 4:00 on July 29, 2022, to Executive Assistant, Tawny DeCoteau at tawny@pgst.nsn.us

All material submitted in response to this Request for Proposals becomes the property of the Tribe and will not be returned. Proposals are limited to 5 (five) pages. Proposals exceeding the page limit shall be competitively disadvantaged.

SELECTION CRITERIA (IN NO PARTICULAR ORDER)

- k. Reasonableness of fees
- l. Qualifications of candidate
- m. Availability
- n. Organizational development expertise and experience, especially as it relates to Native American Tribes

REJECTION OF RESPONSES

The Tribe reserves the right to not award a contract at all.

DISPUTE RESOLUTION AND WAIVER OF SOVEREIGN IMMUNITY

Any candidate responding to this Request for Proposals should include a statement of their consent to the jurisdiction of the Port Gamble S'Klallam Tribal Court for the resolution of any disputes that may arise between the consultant and the Tribe along with their agreement that any waiver of sovereign immunity that may be included in a contract between the Tribe and the consultant will be limited to declaratory and injunctive relief in Port Gamble S'Klallam Tribal Court. **A model contract is provided as a part of this RFP and the successful candidate will be expected to use the standard terms of the model in the final agreement.**