



Quinault Indian Nation

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Request for Proposal

The Quinault Indian Nation (QIN) is pleased to present a Request for Proposal (RFP) to contract an individual to assist Human Services Division and staff assigned the needs of our Veterans Affairs outlined in the scope of work.

This RFP presents our evaluation criteria and scoring for submittals. Per QIN policy, preference is given to bidders that are Indian-owned (See QIN Indian Preference Policy, attached).

Introduction

The purpose of this Request for Proposals is to identify an experienced person in veterans' affairs or someone who is capable of meeting the scope of work and ensure needs are met of the Veterans that is allowed under this contract. This contract will run through and expire Sept. 30th, 2026.

Scope of Work

The services requested are as follows:

- Identify and coordinate with Quinault Tribal Veterans and promote services provided by outside entities. Assist all Quinault tribal veterans with completing applications for Veterans' Assistance, Social Security and other services that they may be eligible for. Send applications that veterans need to obtain their DD214, home loans, student, and/or car loans. Help arrange transportation to those Quinault Tribal veterans in need to the VA hospital in Seattle and/or American Lake VA Hospital as well as set up appointments with the Social Security Administration in Hoquiam and Olympia.
- Assist deceased tribal veterans' families to apply for Veterans' Assistance or social security benefits.
- Contractor will be on call for those veterans seeking assistance during normal business hours.
- Arrange for Native American Honor Guard upon request.
- Attend conferences and meetings on behalf of the Quinault Tribal Veterans and the Quinault Indian Nation (e.g., Affiliated Tribes of the NW Indians) and become a member

of the Joint American Indian Veterans Advisory Council (JAIVAC) to keep updated on any changes of laws and regulations pertaining to veterans.

- Contractor will plan (2) events annually for Veterans to participate in or attend.
- Contractor will open the Veterans center every week, at a time determined after polling members.

Minimum Qualifications

- Description of experience in practice areas and services proposed, including an explanation of how these services will best meet the Nation's needs as described in the Scope of Work.
- A list of at least 3 (three) references regarding reputation and qualifications.
- Driver's License required
- Proof of car insurance required
- Quinault Preference will apply
- Citizen with Military Knowledge and/or Experience

Submission Requirements

*****INCOMPLETE PROPOSALS CANNOT BE REVIEWED.*****

Proposals shall demonstrate the professional capability and availability to satisfactorily and timely complete all the tasks as described in the Scope of Work section of this RFP. Responses shall include:

1. The Prime Consultant/firm legal name, address, telephone number and principal contact email address;
2. The principal assigned to this project, the project manager (if different) and a brief description of their qualifications (experience) and list of projects similar in scope.
4. Flat Fee proposal based on the proposed scope of work
6. A minimum of three references that are knowledgeable regarding the firm's recent performance on similar projects.

Project Schedule: Once the contractor is selected, art will need to be available to the Nation where the Nation becomes the owner of the art to utilize specifically within their programs.

Selection Process

The QIN will appoint a committee made up of at a minimum Human Services Staff (Director, Deputy-Director, Deputy Director and Senior Program Rep. to evaluate all responsive RFP submissions and rank them based on experience, qualifications and criteria listed above. The Committee may conduct interviews during the selection process.

Evaluation Criteria

The basis of the award will be to the respondent receiving the most points from the Committee review based on the following criteria:

- Project understanding, scope of work, work plan and schedule (30 points)
- Qualifications/Experience, especially working with tribal communities (30 points)
- Past performance/references (10 points)
- Cost proposal (30 points)

Requirements for the Selected Contractor

- Contractor will obtain a Quinault Indian Nation business license.
- Contractor must submit a Form W-9 within 10 days of signing contract.

Terms and Conditions

Questions regarding this RFP or the submittal process should be directed to Aliza Brown at abrown@quinault.org. All submissions will be provided via email by 4:00 p.m. on Thursday, Nov. 20th, 2025 to bids@quinault.org with a cc: to abrown@quinault.org

Indian Preference applies to all contract procurement with the QIN. The determination of who is an Indian Contractor is made by the Tribal Employment Rights Office according to Quinault Tribal Code, Title 97. Indian Contractors must provide certification from the Tribal Employment Rights Office in order to be considered eligible for Indian Preference.

Respondents must not have been suspended or debarred by the federal government and will need a UEI number and registry in <https://sam.gov>.

QIN reserves the right to reject any and all submittals, to waive irregularities and informalities in this RFP process, and to negotiate with the respondents to ensure QIN receives the appropriate deliverables within the required timeframe. This RFP does not obligate QIN to pay any cost incurred by respondents in the preparation and submission of the statement of qualifications. All such cost shall be borne solely by each submitter. Furthermore, the RFP does not obligate QIN to enter into a contract or proceed with the procurement of the project or any services. All submissions become the property of the QIN and will not be returned.

The contract resulting from acceptance of a proposal by the Nation shall be in a form supplied or approved by the Nation, and shall reflect the specifications in this RFP. The negotiation and execution of such Contract will be deemed by the parties to have occurred within the Quinault Indian Reservation and any interpretation shall be in accordance with the laws of the Quinault Indian Nation. A copy of the contract will be available for review upon request. The Nation reserves the right to reject any proposed agreement that does not conform to the specifications contained in the RFP, and which is not approved by the Office of Attorney General.